

Fair Work Agency:

Be inspection ready

A checklist for small business owners



Employment rights enforcement has changed. The Fair Work Agency can inspect your business without waiting for a complaint. That means no warning—just a request to prove you're compliant. **And if you don't? Penalties vary but include unlimited fines and enforcement action.**

Fair Work Agency checklist: are you inspection ready?

The Fair Work Agency can inspect your business without a complaint or warning. Policies and procedures need to hold up, even at short notice.

For each item on the checklist, ask yourself:

- Can I prove this with evidence right now?
- Does it reflect how my business operates?

Inspection checklist

Pay in line with National Minimum Wage
Anti-exploitation and modern slavery policies in place
Up-to-date contracts for all staff
Holiday records stored for 6 years
Accurate holiday entitlements and payment
Statutory sick pay from day one of sickness

Some rules are being enforced by the FWA now, with those on underpayment of sick and holiday pay being phased in later.

Get prepared now to avoid risk in a surprise inspection.

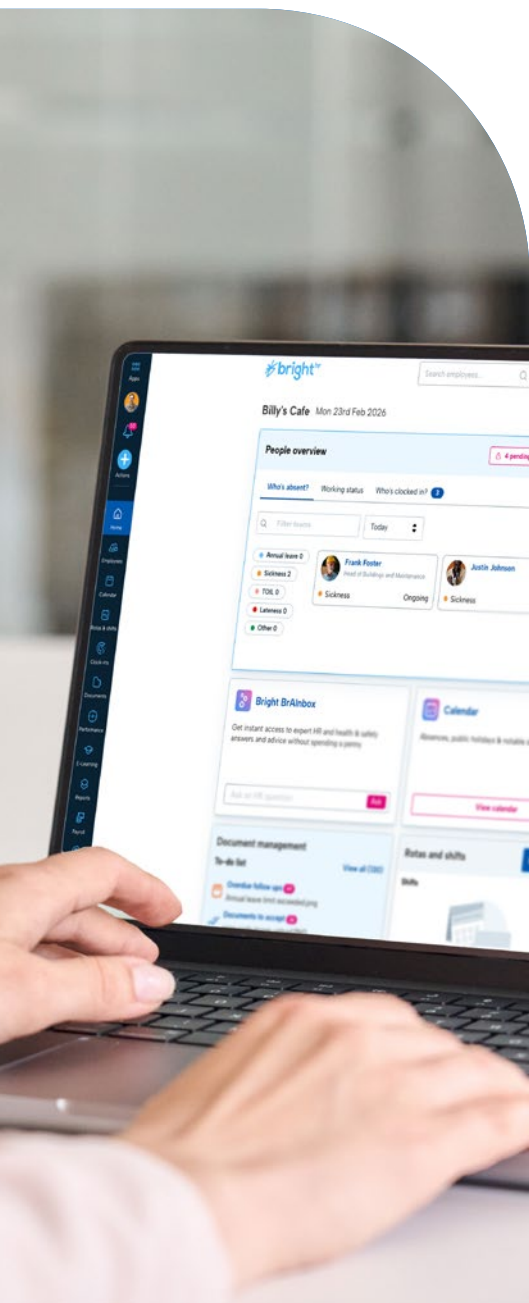


Documentation is key

Inspectors won't be asking what you intend to do, but what you can prove.

Even a well-run business can trip up when documentation is nowhere to be found.

You need records that are accurate, consistent and easy to retrieve.



How to stay inspection ready

Digital HR software can help you evidence compliance during an inspection.

With BrightHR, you have:

- ✓ **Centralised records:** store annual leave dates and payments in one place
- ✓ **Automated calculations:** prove holiday entitlements and payments are accurate
- ✓ **Audit-ready documentation:** get quick and easy access if you're inspected
- ✓ **Up-to-date templates and guidance:** helps you stay compliant as rules evolve

Don't wait for the knock on your door

The risk isn't just fines. It's time, disruption, and reputational damage.

Get your documents, policies, and processes inspection-ready with BrightHR.

Get my FREE demo

