

Information for MBIE Compliance Audit

The following should be ready and available when the Labour Inspector arrives. Employment Details Documentation – e.g. Employment Application Form, which includes copy of passport, any visas, birth certificate, and visa view printout.

You have to be able to immediately demonstrate that all your workers are eligible to work and that you have all the necessary information available to prove that. This information must be readily available if the Inspector wishes to do an onsite audit at an orchard. If copies of this information can be held with the supervisor that is the best option (however not compulsory) this information must be available within a short time frame.

The following information will be held at your business premises: except for your current daily timesheets and attendance records etc.

- **Employment Agreement:** Each employee must have one and it must be signed by both parties
- **Timesheets:** These must show commencement time and finish time for each day and the number of hours worked. These will also clearly show bins/bays and the rate of pay for the piece work. Timesheets must show total hours for the week to enable the inspector to divide the total gross pay for the week by the number of hours to ensure that adult minimum pay has been achieved
- **Payroll:** Complete Payroll records that show IR330 for Tax, Timesheet for each person, computer printout that shows information entered and the processed pay including evidence of direct credit to the employee's bank account, payslips also.

The following will be checked by Worksafe NZ:

- **Health and Safety:** You must be able to show the Inspector your company Health and Safety Policy (one page usually), your complete Health and Safety programme including full Hazard Analysis, Induction and Training records and evidence of Health and Safety meetings that have been held and outcomes from those meetings. You must be able to clearly demonstrate how this operates on a daily basis and out on the orchard. Attendance records (who is on site on the day) including visitors to the site are recorded.
- **Accidents:** You must show how you manage these and what processes are in place when these occur. Of particular interest will be your accident register, your procedures should a serious harm accident occur. And as a result of the accident what steps were taken to review what happened and any remedial steps taken to prevent or manage this from happening again.

Your processes must be real and working on a daily basis and you have to be able to demonstrate that. Should you fail in some aspects of the audit, you will be given a period of time to become compliant. Please remember that the Inspectors want to see greater compliance across the industry, they are willing to assist where they can.

NZKGI have set up a project team to work with MBIE in regards to compliance and how we best achieve that across the industry.