Identitywa

# Worker personal property | Guidance

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| Guidance Name | Worker personal property | CEO Approved | [signature] |
| Category<br>Version | Work Practice<br>2 | Approval date<br>Review date | December 2018<br>December 2020 |

## Why do we need this guidance?

The purpose of this guidance is to clarify responsibilities in relation to workers' personal property while at work.

## Who is this guidance for?

This guidance applies to all Identitywa workers.

Worker
A person who carries out work in any capacity for a person conducting a business, including work as:

- An employee
- A contractor or sub-contractor;
- An employee of a contractor or sub-contractor;
- A student, trainee or apprentice; or volunteer

## Guidance

Identitywa does not provide insurance cover for worker's personal property while they are at work.

It is the responsibility of each worker to arrange insurance cover for any items of personal property which may be lost, stolen or damaged at work, such as:

- Valuables (jewellery, cash, items of sentimental value, etc.)
- Clothing and footwear
- Private vehicles – interior and exterior

Identitywa does not instruct, or arrange, for people we support to pay for repairs or replacement of worker personal property damaged or lost as a result of a person's actions.

Workers need to check with their own private insurance arrangements regarding insurance coverage for personal property used for work purposes, such as private vehicles.

Workers need to check with their tax agents in relation to tax deductibility of personal property used for work purposes, such as clothing, footwear and vehicles.

## Other related documents

- Code of Conduct
- Private Vehicle Use Procedure

## Do you need to know more?

Please contact your Policy Officer if you have any questions regarding policies, procedures and/or review details.  If you would like to be involved in our policy development programme please also use the contact details below:

- Telephone: (08) 9474 3303