

Schedule 2: Checklist: Employee or independent contractor?

Indicator	Tends to indicate...	
	Employee	Contractor
Employer has substantial capacity for control	✓	
Employer has no capacity for control		✓
The engagement is not limited by completion of a particular project or task and is ongoing	✓	
The engagement is defined by completion of a particular project or task		✓
The worker performs the work personally	✓	
The service provider performs the work through delegates nominated by the provider		✓
The worker is unable to delegate performance of the work to a third party or parties	✓	
The worker can freely delegate performance of the work to persons chosen by the worker		✓
The worker is an individual	✓	
The service provider is a corporation		✓
The worker is engaged substantially or exclusively to work for the employer	✓	
The service provider conducts their own business working for several or many principals		✓
The worker's hours are set by the principal	✓	
The worker regulates their own hours		✓
The worker supplies minor items of tools or equipment or all tools and equipment are supplied by the employer	✓	
The worker or service provider provides their own substantial tools and equipment		✓
The principal pays all work related expenses	✓	
The worker pays for all or most of work related expenses		✓
The principal bears the risk of correcting any defects in the work	✓	



Indicator	Tends to indicate...	
	Employee	Contractor
The worker bears the risk of rectifying any defects in the work		✓
Professional indemnity risks in the work are insured by the principal or employer	✓	
The worker maintains their own professional indemnity insurances		✓
The worker is entitled to paid leave benefits	✓	
The worker has no entitlement to paid leave benefits		✓
Payment is made by reference to time worked	✓	
Payment or remuneration is paid for particular outcomes		✓
The worker or service provider has no appearance of conducting their own business	✓	
The worker or service provider conducts their own business		✓