

Compliance Checklist

For Corporate Massage Services.



Before you start offering corporate massage services there are a few things you should consider:

1. Most corporate work involves a 10 minute seated massage either in a separate area using a Seated massage chair or a chair like a visitors chair, or a short 5-10 minute session at the persons work station.
 - i. Ask the question – what do they want (places like call centres tend to like staff to stay at their workstation).
2. Who is going to pay for the service?
 - i. 100% employer pays – easiest model to work with. Normally charge \$80-\$120 per hour with a minimum of two hours.
 - ii. Subsidised – employer pays a portion (best to still charge an hourly rate for this part0 and then the employee contributes to (say \$10 per session)
 - iii. 100 % employee pays – can be really hard to draw a dependable income as you may not be fully booked for the period you are there.
3. What facilities will they provide?
4. Will you have a dedicated office or will you be in a common area?
5. Will you take bookings or will it be “walk in”?
6. Is this a “one off” like a staff wellbeing event or is this ongoing?
7. How many clients can you realistically treat in a 1 hour time block. (eg 10 minute session does NOT mean 6 per hour. Must allow change over time between clients).
8. You still have some record keeping requirements under the National Code. This should be reasonable for the level and amount of service you are providing.
9. Is there parking available onsite?
10. How do you gain access to the office area?
11. Will you have access to a locker to store your personal belongings?
12. What is the primary work role of the people you will be massaging and does that present any unique challenges.
13. If you choose to use a seated massage chair, be aware of the working weight and have a back up plan if any staff that may be over that limit present for a treatment.
14. Is there any active WorkCover claims you need to be aware of?

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		Yes	No
Prior to commencing, you should provide the employer a copy of the following documents	Qualifications		
	Association Membership		
	"National Code" or equivalent		
	Infection control statement		
	Privacy statement		
	Cancellation Policy		
	Compliant procedure		
You must have a screening document comparable to the length of treatment you provide (eg 5 minute at a workstation will require very brief screening compared to a 15 minute seated on a weekly basis)			
You must keep a record (eg sign in sheet) for every client you see.			
Sign in sheet should be retained in line with your Privacy Policy and procedure for a period of 7 years.			
You are still obliged to maintain client confidentiality in a workplace environment so be careful what you ask in a public area.			
You must get consent from the employee to advise the employer that they have received a massage.			
You are not permitted to discuss the medical information of the employee with the employer.			
It is best practice to display a copy of the "National Code" applicable to your state next to the sign in sheet.			
<p>Items to keep in your "corporate bag"</p> <ul style="list-style-type: none"> • Receipt book (if employees are paying) • Sign in sheet • Screening document • Client intake form (if applicable) • Change (if employees are paying) • Antiseptic wipes to wipe down equipment • Single use face crest covers (if applicable) • Hand sanitiser • Pen • Small desk clock • Business cards 			

Go to www.massagetrainingaustralia.com.au for more information of our training programs for Compliance and ongoing education for Massage Therapists.