

# SAFE WORKING GUIDELINES YOUNG WORKERS

## 1. Introduction

The objective of this procedure is to prevent the occurrence of injury and reduce the severity of injuries resulting from young and inexperienced personnel working on a Proline Building Commercial Pty Ltd worksite/s.

## 2. Purpose

The purpose of this document is to provide suitable information for the identification, assessment and control of hazards associated with young and inexperienced person/s working on site.

## 3. Definitions

Young Workers      Workers under 25 years of age including students on work experience from school.



## 4. Roles & Responsibilities

Project Managers/ Supervisors and Site Supervisor are responsible for the following:

- Identification, assessment, control and evaluation of work activities which may result in young or inexperienced person/s on site.

Employees / subcontractors are responsible for the following:

- Co-operate with Project Managers/Supervisors and Site Supervisor in implementing the Young and inexperienced workers management controls;

## 5. Procedure

Employees and subcontractors are responsible for developing an understanding of an becoming competent in the implementation of risk management principles and practices on site/s.

This is a four phase process:-

1. Risk Identification
2. Risk Assessment
3. Risk Control
4. Risk Evaluation

### 5.1 Risk Identification

Identification of risks associated with young and inexperienced workers should be undertaken by the following means:

- Consultation with employees / subcontractors
- Observation of work practices
- Inspections of the task and associated work areas

- Examine workplace injury records to assess what activities have occurred to what tasks being carried out, which may cause injury, illness or incident in young and inexperienced personnel.

## 5.2 Risk Assessment

Identified hazards should then be prioritized according to the severity of injury, frequency of task and probability whilst performing the task. When assessing the risk, consideration will be given to:

- Occupation or job/task of the person exposed
- Work environment
- Duration and frequency
- The skills, training and experience of the young person

The most common injuries to young workers are:

1. Sprains and strains
2. Open wounds
3. Fractures
4. Bruising and crushing
5. Burns

The most common causes of injury to Young Workers:

1. Manual Handling
2. Slips, trips and falls
3. Being hit by Plant and moving objects
4. Falls from height
5. Hitting moving objects.

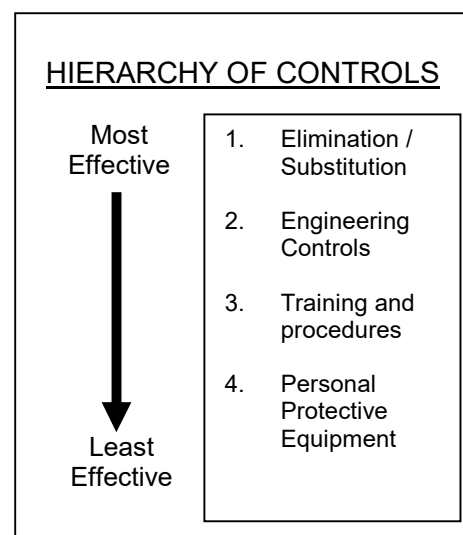
## 5.3 Risk Control

It is the responsibility of all employees and subcontractors involved in the young worker hazard management process to ensure that control measures that are put in place by Proline are adhered too. Risk Control is the means for minimizing or eliminates the identified risk and is carried out using the following hierarchy of control:

- *Eliminate the risk by ceasing the hazardous component or activity*
- *Substitute a less harmful alternative hazard substance or process*
- *Isolate the hazard at source using engineering means*
- *Introduce administrative controls to minimize exposure*
- *Use of Personal Protective Equipment*

When considering control options the following should be considered:

- Providing instruction, supervision and training of the young worker;
- The duration and frequency of the task,
- The workload of the person/s undertaken the tasks.



## 5.4 Risk Evaluation

It is important to evaluate the effectiveness of the control measures implemented, to ensure that they are effective and that they do not lead into the introduction of additional hazards within the work environment. An evaluation of control measures must be carried out by the Site Supervisor during the tasks Safe Work Method Statement Reviews.

## 6. Training

The Systems Manager will train employees during WHS EMS QA Seminars to ensure that employees can identify risky activities and receive appropriate training.

Project Manager/Supervisors should ensure Site Supervisor train employees / subcontractors in identifying, assessing and controlling work activities which may involve young workers during Safe Work Method Statement training. Site Supervisor should ensure the person/s being trained understand the reason for performing the task with the least amount of risk, can recognise the risks and decide the most appropriate method to complete the task and can perform the task in the correct way.

## 7. Review & Evaluation

In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of an injury or near miss resulting from any activity, changes in legislation or if raised by an employees concern.

## 8. References / Legislation

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2017
- Protecting Young Workers from Workplace Hazards Guide

## 9. Version Control

<b>Date</b>	<b>Version</b>	<b>Owner</b>	<b>Comments</b>
14.05.09	1	Michelle Noy	For Issue
11.11.11	2	Michelle Murphy	Following External 3 <sup>rd</sup> Party Audit
18.04.12	3	Michelle Murphy	Changes in legislation
19.02.16	4	Michelle Murphy	General Review
01.09.17	5	Michelle Murphy	General Review
01.06.18	6	Michelle Murphy	Changes in legislation