

DOB ENTERPRISES PTY LTD

DOB Young Worker Policy
IMS-540-01-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert
18.02.2020	1	Sunette Opperman	Correction of Legislations	S Rupert	S Rupert



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DOB Enterprises Pty Ltd t/a MBC Recruitment, MBC Nursing Agency, Macquarie Labour Hire and Watchout Training and Traffic Control is committed to provide a safe, healthy and productive worksite for young workers. (Under 18yrs of age) DOB actively promotes and works towards providing a safe, healthy working environment for all young persons at the worksite acknowledging that young persons may not yet have attained the necessary skills, experience or physical and mental development necessary to work safely without guidance or assistance.

Scope:

This policy covers the employment of young persons and those on work placement (work experience).

Objective:

DOB will ensure suitable consideration is given to young persons in the worksite, and on factors which may have an adverse impact on the health and safety of themselves and others.

Policy:

DOB is committed to ensuring young person's health and safety while at work. We will do this by:

- Providing a safe and healthy working environment which, as far as is reasonably practicable, reduces the personal risks to the young person;
- Providing guidance to managers and supervisors on implementing adequate control measures;
- Ensuring no young person is involved in activities where a significant risk of harm exists;
- Ensuring each young person receives sufficient information, instruction and supervision to enable them to work safely.

DOB acknowledges that young persons may not yet have attained the necessary skills, experience or physical and mental development necessary to work safely without guidance or assistance.

Objective:

To eliminate incidents or reduce the probability, frequency and severity of incidents in the worksite that may be caused by a lack of skills, experience or physical and mental development in young workers.

Scope:

This procedure outlines requirements that apply in relation to:

- Young workers in general;
- Young workers under 18 yrs. of age;
- Young workers under 16 yrs. of age;
- Young workers under 15 yrs. of age.

Responsibilities:

The Organisation is responsible to:

- Ensure that the Young Persons At Work Checklist (Appendix A) under 18 years of age is completed before commencing work;
- Ensure the young person and the person responsible for their work placement are informed of the risks;
- Ensure that the young person undertakes a safety induction that includes specific information related to them;
- Provide adequate resources for appropriate information, instruction, training and supervision to ensure their work is done safely and their health is not put at risk;
- Ensure that appropriate supervision relevant to the role is put in place;



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- Ensure that no young worker aged under 18 years will carry out the following types of work, *unless carrying out administrative or retail duties related to this work*:
 1. The manufacture or preparation of goods for trade or sale;
 2. Construction work;
 3. Logging or tree-felling;
 4. The manufacture, use, or generation of hazardous substances;
 5. Traffic Control
 6. Construction Labouring
 7. Working at heights or confined spaces or any other ticketed work
 8. Any other work of a type that is likely to cause harm to the health and safety of a person aged under 18 years;
- DOB will ensure that no worker aged under 15 years will work with, or assist with any machinery at the worksite;
- DOB will ensure that no worker aged under 19 (or with license with any restrictions) years will drive a vehicle; or
 1. ride upon a vehicle while it is drawing any implement;
 2. ride upon a vehicle while an implement is attached to it.

Supervisors / Managers are responsible to:

- Manage the implementation, on-going monitoring and review of the Young Persons at Work policy, procedure and supporting mechanisms;
- Ensure, so far as is reasonably practicable, that no worker aged under 18 years works between the hours of 10 pm on any day and 6 am on the next day;
- Present themselves to young workers as approachable and accessible;
- Periodically take young workers on health and safety walk-through inspections to spot hazards and any unsafe work practices;
- Discuss Work Method Statements when new equipment is introduced into the work area;
- Provide adequate resources for appropriate information, instruction, training and supervision until the young person has demonstrated a satisfactory degree of competence;
- Ensure that no worker aged under 18 years will work with, or assist with any machinery at the worksite;
- Ensure that no worker aged under 18 years will drive a vehicle; or ride upon a vehicle while it is drawing any implement or ride upon a vehicle while an implement is attached to it.

Young Workers are responsible to:

- Cooperate with DOB policies and procedures in regard health and safety at work;
- Notify their supervisor / manager of any potential risks or concerns prior to commencing duty;
- Stop work and notify supervisor if they become unfit for work during their work shift;
- Notify their supervisor or manager immediately if they suspect a person in the worksite is behaving in a way that suggests that they may be under the influence of drugs and/or alcohol;
- Ensure, if aged under 18 years, they will not work with, or assist with any machinery at the worksite;
- Ensure, if aged under 18 years, they do not drive a vehicle; or ride upon a vehicle while it is drawing; any implement or ride upon a vehicle while an implement is attached to it.

A young worker will not be expected to do work which:

- Is beyond their physical or psychological capabilities;
- Involves a risk to their health from noise, vibration or extremes of hot or cold;
- Involves a risk of accidents which they are unlikely to recognise because of their lack of experience or training.

This *Young Persons at Work Checklist* assists in identifying factors that relate to young persons at work.



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Appendix A

Young Persons at Work Checklist

NAME:	WORKER ID:	DATE:
JOB TITLE:		
IDENTIFYING YOUNG PERSONS AT WORK	YES	NO
1. Has the young person's age and date of birth been verified and recorded?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the young person under 18 years?	<input type="checkbox"/>	<input type="checkbox"/>
3. <i>If yes to question 2,</i>		
• Has the young person's job been assessed in order to identify any tasks beyond their physical or psychological capabilities?	<input type="checkbox"/>	<input type="checkbox"/>
• If yes, have steps been taken to eliminate or modify the tasks to accommodate the young person?	<input type="checkbox"/>	<input type="checkbox"/>
• Have adequate resources for appropriate information, instruction, training and supervision for the young person to develop a satisfactory degree of competence?	<input type="checkbox"/>	<input type="checkbox"/>
YOUNG WORKERS UNDER 16 YEARS OF AGE		
4. Is the young person of compulsory school age (under 17 years)?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes to question 4, the young worker must not work during school hours. The Australian Education Act 2013 requires children and young persons to attend school until 17 years of age. The Act prevents school age children or young persons' working within school hours or working if the employment interferes with ability to attend school.</i>		
5. Does the young worker (under 17 years) work during school hours?		
<i>If yes to question 5, the young worker must not work during school hours. The Australian Education Act 2013 requires children and young persons to attend school until 17 years of age. The Act prevents school age children or young persons' working within school hours or working if the employment interferes with ability to attend school.</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the work interfere with their ability to attend school?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have work schedules been developed to ensure that no young person under the age of 16 works between 10pm and 6 am on the next day ?	<input type="checkbox"/>	<input type="checkbox"/>



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IDENTIFYING YOUNG PERSONS AT WORK	YES	NO		
<i>Notes:</i>				
YOUNG WORKERS UNDER 15 YEARS OF AGE				
8. Is the young person under 15 years?	<input type="checkbox"/>	<input type="checkbox"/>		
9. Does DOB carry out any of the following tasks; <ul style="list-style-type: none"> • The manufacture or preparation of goods for trade or sale; • Construction work; • Logging or tree-felling; • The manufacture, use, or generation of hazardous substances; • Traffic Control • Construction Labouring • Working at heights or confined spaces or any other ticketed work • Any other work of a type that is likely to cause harm to the health and safety of a person aged under 15 years; 	<input type="checkbox"/>	<input type="checkbox"/>		
<p><i>If yes to question 9. DOB will ensure that no young worker aged under 15 years will carry out the following types of work, unless carrying out administrative or retail duties related to this work</i></p> <ul style="list-style-type: none"> • The manufacture or preparation of goods for trade or sale; • Construction work; • Logging or tree-felling; • The manufacture, use, or generation of hazardous substances; • Traffic Control • Construction Labouring • Working at heights or confined spaces or any other ticketed work • Any other work of a type that is likely to cause harm to the health and safety of a person aged under 15 years; <p>A young worker (under 15 yrs) will only enter these areas if under the direct and active supervision of an adult if appropriate and safe or, in any part of that area that is used only for selling goods or services.</p>				
10. Is the young worker required to lift any weight in the performance of a task?	<input type="checkbox"/>	<input type="checkbox"/>		
<p><i>If yes to question 10. DOB will ensure that no worker aged under 15 years is required to lift any weight or to perform any task if would be likely to be harmful to their health and safety.</i></p>				
11. Does DOB use any machinery to which a young person at work may be exposed to? This includes the following: <ul style="list-style-type: none"> • Engine, motor, or other appliance that provides mechanical energy derived from compressed air, the combustion of fuel, electricity, gas, gaseous products, steam, water, wind, or any other source 	<input type="checkbox"/>	<input type="checkbox"/>		



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IDENTIFYING YOUNG PERSONS AT WORK	YES	NO
<ul style="list-style-type: none"> Any plant by or to which the motion of any machinery is transmitted; A lifting machine, a lifting vehicle, a machine whose motive power is wholly or partly generated by the human body A tractor. Other 		
<p><i>If yes to question 11, DOB</i> will ensure that no worker aged under 15 years will work with, or assist with any machinery at the workplace.</p>		
<p>12. Does DOB use any vehicle to which a young person at work may be exposed to or expected to operate?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>If yes to question 12, DOB</i> will ensure that no worker aged under 18 years or with any age with restrictions will drive a vehicle;</p> <ul style="list-style-type: none"> Or ride upon a vehicle while it is drawing any implement (<i>unless on a sled or trailer designed for the carriage of passengers</i>) 		



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