

CHECKLIST FOR TRAINING YOUNG WORKERS

WHO ARE YOUNG WORKERS?

A young worker is any worker up to 25 years of age.

RISKS TO YOUNG WORKERS?

Under work health and safety laws employers must provide the necessary information, training and supervision to all workers so they can perform their work safely. Training should be an ongoing process for all workers. When assessing the risks of injury to young workers performing job tasks, consider the following factors:

- Their work experience and training. Young workers learn quickly and can adapt to change quite well, but the parts of the brain responsible for assessing risk and controlling impulse are still developing.
- Their ability to cope with unexpected, stressful situations. Young workers may look like adults, however certain tasks may be beyond them physically or emotionally.
- Their knowledge and understanding of workplace rights and responsibilities.
- Their willingness to speak up when they have an issue.

QUICK TIPS

- Develop a buddy (mentor) program. Pair up young workers with more experienced workers. Having a buddy will give the young worker a more personal introduction to the workplace.
- Provide hands on training. Tell them, show them, involve them.
- Observe young workers while they work and correct any mistakes. Suggest other ways of doing things and praise good results.
- Make sure they understand the training by asking the worker to recall specific procedures or general requirements (for example – when and where they need to use personal protective equipment [PPE]). Follow up with questions within a few days and periodically over the next month or two to ensure learning and understanding.
- Encourage young workers to feel comfortable asking questions of their supervisor and co-workers.
- Document all training to ensure that you have covered all key topics.

CHECKLIST INSTRUCTIONS



First decide what areas the worker requires training in. Compare the worker's job description to the checklist. If there's no job description, develop one.

The checklist is not exhaustive. You will have to consider hazards that are specific to your workplace and add them to the checklist.

Once a topic has been completed, the trainer and the worker should initial each item. Add comments including whether any follow up is necessary.



REMEMBER TO GIVE A TOUR OF YOUR WORKPLACE!

Tell them, show them, involve them.

ALWAYS REMEMBER TO KEEP CHECKING IN

To ensure worker is ok and you're not just asking these questions once.

Workers name: _____ Position: _____

Date employed: _____ Date of induction: _____

Person providing training (name and position): _____

| Topic | Initials (trainer) | Initials (worker) | Comments |
|---|-----------------------|----------------------|----------|
| 1. Supervisor name: _____ Telephone number: _____ | | | |
| 2. Provide job description (roles and duties) and expectations | | | |
| 3. General work health safety (WHS) duties of each person eg (a) Employer must provide safe and healthy workplace, including information, training and supervision (b) Worker to follow workplace procedures, report hazards, and has the right to refuse unsafe work | | | |
| 4. Known workplace hazards and how to deal with them | | | |
| 5. Worker can demonstrate safe use of equipment and procedures | | | |
| 6. Procedure(s) for working alone or in isolation | | | |
| 7. Measures to reduce the risk of violence in the workplace and procedure(s) for dealing with violent situations | | | |
| 8. PPE – what to use, when to use it and where to find it | | | |
| 9. First aid officer's details and procedure(s) | | | |
| 10. Emergency procedure(s) | | | |
| 11. Hazardous substances and procedures (how to handle, use, store and dispose) | | | |
| 12. WHS consultation arrangement and where applicable, contact information for the health and safety committee or the health and safety representative | | | |
| 13. Bullying and harassment (a) What is workplace bullying and harassment (b) How to report incidents of workplace bullying and harassment and who are the contacts (c) Who is responsible for following up on complaints | | | |
| 14. Hazardous manual tasks procedure(s), and worker able to demonstrate | | | |
| 15. Procedure(s) for what to do if they are injured at work and insurer details | | | |
| 16. Schedule in follow up training | | | |

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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