

Safety Tips

For New and Young Workers and Their Employers

This information is for you if you are:



an employer of new and/or young workers



a young worker aged under 24 years or



starting a new job or



taking on a new role or task for the same employer or



changing careers or



re-entering the workforce after a break

New and young workers could be working permanently or casually, full or part time.

New and young workers could be contractors, apprentices, trainees or taking part in work experience or a structured workplace learning program.

Who can **new and young workers** speak to for more information or help?

- Speak to your immediate supervisor, employer and/or health and safety representative if your workplace has one.
- Health and safety representatives are there to represent workers on health and safety issues to your employer or management representative.
- If your workplace doesn't have a health and safety representative, you can ask your employer to set up a process so one can be elected.
- You could also speak to one of your more experienced workmates.

You can call your local workplace health and safety authority:

Victoria

WorkSafe Victoria – 1800 136 089 or visit worksafe.vic.gov.au/youngworkers

NSW

WorkCover NSW – 13 10 50 or visit youngworkers.com.au or workcover.nsw.gov.au

Queensland

Workplace Health and Safety Queensland – 1300 369 915 or visit worksafe.qld.gov.au

South Australia

SafeWork SA – 1300 365 255 or visit safework.sa.gov.au

Tasmania

Workplace Standards Tasmania – 1300 366 322 or visit www.wst.tas.gov.au/newworkers

Western Australia

WorkSafe WA – 1300 307 877 or visit www.commerce.wa.gov.au/worksafe/new_and_young_workers

Commonwealth

Comcare – 1300 366 979 or visit comcare.gov.au

What are EMPLOYERS' responsibilities for workplace health and safety?

To provide a safe and healthy workplace

As an employer, you must ensure the work environment and the way workers carry out their work is safe and healthy, regardless of the type and terms of their employment. This includes protecting them from both physical and psychological workplace hazards, such as slippery floors, lifting heavy loads, faulty or unguarded machinery and equipment, chemicals, bullying, violence and fatigue. Consider the tasks you give to new and young workers, given their skills, abilities and experience.

To provide training and supervision

As an employer, you must make sure workers have enough information, training and supervision to enable them to work safely. This training should:

- show workers how to do their job safely and how to recognise hazards on the job
- provide and show them how to safely use the necessary machinery and equipment
- provide and show them how to safely wear and use any personal protective equipment, such as gloves, safety footwear and goggles
- show them how to report any safety concerns or hazards
- help them get to know the workplace layout, their immediate supervisor, health and safety representative and workmates
- make it easy for new and young workers to ask questions – don't assume they will ask.

Talking health and safety

As an employer, you are responsible for sharing information with workers about workplace health and safety matters, including:

- asking for their input when looking at any workplace hazards and ways to control those hazards
- discussing new machinery and equipment when it is introduced into their work area
- discussions at team or toolbox meetings where health and safety concerns can be raised
- discussions with health and safety representatives.

What are NEW AND YOUNG WORKERS' responsibilities for workplace health and safety?

To work safely

Look after yourself and others by:

- following all reasonable instructions for doing the job
- following workplace procedures
- not putting yourself or your workmates at risk
- wearing personal protective equipment (PPE) as required
- reporting unsafe situations and injuries to your immediate supervisor, employer and/or health and safety representative.

To ask if you're not sure

- Take induction and training seriously.
- Know and follow the health and safety requirements of your job.
- If you aren't sure how to do something safely, ask for help or training before you start the task.

Work is important, but your life is more important.

Some ways you could ask your immediate supervisor for help:

- *'I'm not sure how this works, could you spare a few minutes to show me again?'*
- *'I think I've got the hang of this, but can you watch to make sure I'm doing everything right?'*
- *'I'm still a bit uncomfortable with this, would you mind explaining it/showing me again?'*

To report your concerns

If you are concerned about your own or your workmates' health and safety, talk to your immediate supervisor, employer and/or health and safety representative straight away. This might be about slippery floors, lifting heavy loads, faulty or unguarded machinery and equipment, chemicals, bullying, violence or fatigue.

If you work through a Group Training Organisation or Labour Hire agency, report your concerns to them as well.

If you are a work experience or structured workplace learning student, you should also speak to your teacher or trainer about your concerns.

