



## New and young workers

All workers who are new to the job are at risk of injury, with young people often being injured or harmed.

When assessing risks to young people, special factors to consider are:

- the size of the person and their level of physical maturity;
- their general behaviour and psychological maturity;
- their work experience and training;
- their ability to make mature judgements about their own safety and that of others; and
- their ability to cope with unexpected, stressful situations.

Use the following safety induction checklist to ensure your new and young workers are familiar with safety procedures.

The access movement and safety of visitors must also be considered.

### safety checklist

Check	yes	no	n/a
<b>Induction</b>			
Has the new/young worker had an induction to the workplace? See the 'New and young people safety induction checklist'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Information, instruction and training</b>			
Have information, instruction and on the job training been provided on safe work procedures the actual job the person will be carrying out. Where they are relevant, this needs to include training on lifting, slips, trips and falls, operation of machinery and equipment and chemical safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the new/young worker's understanding assessed before commencing the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the new/young workers provided with opportunities to ask questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a buddy system in place for new/young workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have anti-harassment, workplace bullying and workplace violence policies and have young/new workers been made aware of them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supervision – safety instructions</b>			
Are supervisors aware of job requirements including risks to new and young workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are managers/supervisors aware of new/young workers' vulnerabilities? See the box on this page for information for issues that may influence a young worker's ability to work safely.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are managers/supervisors ensuring new and young workers are working in accordance with safety instructions? This should include instructions on no skylarking, initiation ceremonies and bullying. This should also address what to do if experiencing bullying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are supervisors available to answer questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work practices of new/young workers monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are unsafe work practices corrected immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultation and communication			
Do new/young workers know how to report injuries and hazards, including faulty equipment and unsafe working conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are new/young workers involved in hazard identification, risk assessment and control of hazards at the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do new/young workers know their safety and health representatives are (if any) and what their role is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors – access and movement			
Have steps been taken to ensure the risk of injury or harm to visitors is reduced by means appropriate to the workplace and type of work activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other sources of information

WorkSafe [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

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