



New and young workers safety checklist			
Check	yes	no	n/a
<b>Induction training</b>			
Has the new/young worker been shown around the workplace?			
Has the new/young worker been introduced to key people (supervisor/manager, first aid officer and safety and health representative (if any) etc)?			
Do new/young worker have their duties and responsibilities explained?			
Has the new/young worker been provided with specific OSH information such as policies and procedures on: <ul style="list-style-type: none"> <li>• Safe systems of work relating to specific hazards, eg: lifting, slips, trips and falls, operation of machinery or equipment, chemical safety (MSDS). etc</li> <li>• Consultation and communication</li> <li>• Hazard and injury reporting including reporting of hazards, injuries and near misses</li> <li>• First aid, fire safety and other emergencies</li> </ul>			
Do you have an 'anti harassment, bullying and workplace violence' policy, and have new/young workers been made aware of it?			
<b>Consultation and communication</b>			
Do the new/young workers know how to report injuries and hazards, including faulty equipment or unsafe working conditions?			
Are the new/young workers involved in hazard identification, risk assessment and control of hazards in the workplace?			
Do new/young workers know who their safety and health representative (if any) is and what their role is?			
<b>On the job training</b>			
Is on the job specific training provided to new/young workers for each new task?			
Is the job explained in detail, including clear instructions for each task?			
Are new and young workers shown/told:			
• how to operate equipment/plant?			
• the hazards and control methods?			
• how to use and maintain personal protective equipment?			
• the maintenance requirements and who has responsibility?			

## New and young workers

All workers who are new to the job are at risk of injury, with young people aged 15 to 19 the most likely to be hurt.

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 the safety of others; and
- their ability to cope with unexpected, stressful situations.

Use the 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.

**Further information on vulnerable workers is available on the WorkSafe website.**



Is the new/young workers understanding assessed before commencing the task?			
Are the new/young workers provided with opportunities to ask questions?			
Is there a buddy system in place for new / young workers?			
<b>Supervision</b>			
Are managers/supervisors aware of new/young workers vulnerabilities?			
Are supervisors aware of job requirements including risks to new and young workers?			
Are supervisors available to answer questions?			
Are work practices of new/young workers monitored?			
Are unsafe work practices corrected immediately?			