

Young Worker Employment Procedure

1. Purpose

To ensure young workers are guided and protected in their first roles while at ANC.

2. Scope

This policy applies to all workplace participants which include; employees, contractors (and their employees), consultants, visitors, volunteers and labour hire of ANC.

3. Definitions

ANC

All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by or under contract or lease to ANC.

Young Worker

Any person who carries out work for ANC, who is aged less than 18, but above the minimum school leaving age for their particular State or Territory.

This includes employees, contract carriers, volunteers, trainees/apprentices, work experience students and labour hire companies.

4. Responsibilities

Managers and Supervisors

- Ensuring compliance with this procedure;
- Ensuring appropriate induction training is conducted; and
- Ensuring all young workers are appropriately qualified for the tasks they are undertaking.

Young Workers

- Complete all induction training requirements; and
- Report any uncertainty or hesitation to their manager or escalate to a more senior manager or HR if unable or uncomfortable to ask.
- Adhere to this procedure

Human Resources

- Provide access to contractual and legislated information; and
- Support the young worker and the supervisor/manager to complete all essential requirements unique to the hiring of a young worker.

5. Procedure

5.1. Suitable Task/Role Selection

- Before offering a contract of employment, a supervisor/manager must ensure that the work to be performed by a young worker must:
 - be appropriate to a young worker's skills and abilities;
 - allow sufficient time for study as appropriate;
 - not jeopardise a young worker's health, safety or morals;
 - not be hazardous; and

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- not include night shift hours.

5.2. Fair Work Statement

- All young workers must receive a copy of the Fair Work Information Statement at the time of employment, as part of their contract.

5.3. Basic Entitlements

- All young workers must have explained to them
 - their entitlement to annual leave, personal leave (sick and carer's leave) and the payment of wages; and
 - the process for authorising different leave entitlements; and
 - the date and manner in which wages are paid; and
 - the process of advising they are unwell and unable to work.

5.4. Policies

- All young workers are to be made aware of:
 - ANC employment related policies, specifically Work Health & Safety and Anti-Discrimination, Harassment & Bullying;
 - why they exist; and
 - where to access them
- All young workers are to be shown:
 - how to access Rapid Incident;
 - why they would access Rapid Incident; and
 - what happens with the information.
- All young workers are to receive a guided tour of the work site on their first day, specifically pointing out any safety concerns, including:
 - safe use of walkways;
 - location of fire hydrants/extinguishers;
 - use of handrails on stairs;
 - all exit points; and
 - evacuation procedures.

5.5. Training

- All young workers are to be provided with appropriate training for their tasks, which can include:
 - a buddy system;
 - observation and application on the job;
 - tool box talks;
 - access to manuals or guide sheets; or
 - practice sessions.
- All young workers and their manager and supervisors to review this document in a tool box talk upon commencement of employment, and ensure talk is documented; and
- All young workers to be provided with a copy of FWA's A guide for young workers best practice guide.

5.6. Contact/Support

- All young workers are to be provided with the contact details of ANC's HR Manager to approach if they have further queries or confidential concerns regarding their employment

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6. Related Documents

- Fair Work Information Statement
- A guide for young workers best practice guide (<https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/best-practice-guides/a-guide-for-young-workers>)
- Work Health and Safety Policy
- Anti-Discrimination, Harassment & Bullying Policy
- WHS Incident or Hazard Report Form
- Suspected Child Labour Violation Procedure
- Young Worker Record of Toolbox

7. References

- Fair Work Ombudsman's Best Practice Guide to employing young workers
- Fair Work Act 2009
- Work Health and Safety Act
- Work Health and Safety Regulation
- ACT Work Safety Commissioner (www.worksafety.act.gov.au)
- WorkCover NSW (www.workcover.nsw.gov.au)
- Queensland Workplace Health and Safety (www.deir.qld.gov.au/workplace/index.htm)
- SafeWork SA (www.safework.sa.gov.au)
- WorkSafe Victoria (www.workcover.vic.gov.au)
- WorkSafe Western Australia (www.commerce.wa.gov.au/WorkSafe)

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