

Children and Young Workers Code of Practice 2006

Workplace Health and Safety Queensland

Department of Justice and Attorney-General



Children and Young Workers Code of Practice 2006

Important information about the code

This code of practice:

- was made on 21 June 2006
- commences on 1 July 2006
- was amended 5 December 2008, and
- expires 10 years after its commencement.

What is this code of practice about?

This code of practice provides practical advice about ways to manage health and safety at workplaces where children and young workers are likely to be. It describes some particular characteristics of children and young workers, and considers the effect of these characteristics on workplace health and safety. This code of practice applies to all Queensland workplaces covered by the *Workplace Health and Safety Act 1995*.

Workplace health and safety obligations

The objective of the *Workplace Health and Safety Act 1995* is to prevent a person's death, injury or illness being caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace.

The objective is achieved by preventing or minimising a person's exposure to the risk of death, injury or illness caused by a workplace, by a relevant workplace, by work activities, or by plant or substances for use at a workplace.

The *Workplace Health and Safety Act 1995* establishes a framework for preventing or minimising exposure to risk by:

- (a) imposing workplace health and safety obligations on certain persons who may affect the health and safety of others by their acts or omissions, and
- (b) establishing benchmarks for industry through the making of regulations and codes of practice.

How can I meet my obligations?

Under the *Workplace Health and Safety Act 1995*, there are three types of legislative instruments that assist to meet workplace health and safety obligations – regulations, ministerial notices and codes of practice.

If there is a regulation or ministerial notice that prescribes a way of preventing or minimising exposure to a risk, or prohibits exposure to a risk, the prescribed way must be followed.

If there is a code of practice stating a way of managing exposure to a risk:

- (a) the stated way must be adopted and followed to manage the exposure to the risk, and
- (b) an alternative way, that gives the same level of protection against the risk, must be adopted and followed.

If there is no regulation, ministerial notice or code of practice about a risk, a person must:

- (a) choose an appropriate way to manage exposure to the risk, and
- (b) take reasonable precautions and exercise proper diligence to ensure that the obligations are met.

Note

There may be additional risks in the workplace, which have not been specifically addressed in this code of practice.

The *Workplace Health and Safety Act 1995* specifies particular ways in which workplace health and safety must be ensured in particular circumstances.

This code of practice should be read in conjunction with the *Workplace Health and Safety Act 1995* and other relevant codes of practice. Where applicable, these codes of practice are referred to in the text.

Further information is available on the Workplace Health and Safety Queensland website at www.worksafe.qld.gov.au.

References to legislation, Australian Standards and other documents in this code of practice are current at the time of printing. It is the responsibility of the reader to check whether these documents are current at the time of reading.

Hard copies of Workplace Health and Safety Queensland legislation and Codes of practice are available from SDS Publications. Please telephone (07) 3118 6900.

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1. Introduction

In Queensland, the *Workplace Health and Safety Act 1995* (the Act) provides for the protection of all people at workplaces, including children and young workers. This legislation covers children who are working as well as children who are in a workplace for any other reason. The Act places the responsibility for workplace health and safety upon persons conducting a business or undertaking (including employers and self-employed persons) and others responsible for work activities (such as principal contractors). The Act also requires workers to work safely, so that people in their work area are not exposed to risk. When children are employed, they have the same obligations as any other workers under the Act, which is to ensure that they do not wilfully place themselves or others at risk.

This code of practice has been written for workplaces where children and young workers are likely to be. It is based on the understanding that there are some special characteristics of children and young workers to consider when managing workplace health and safety. Young workers may not make mature decisions about how to work safely. They may leap into situations before thinking about their own safety and the safety of others. They may not be capable of taking on the same work as adults in the workplace. Young workers may be keen to work, but may need more experience and training before they can work safely on their own. Children can be playful and adventurous at times when there is a need for great care. Sometimes their natural curiosity will take them into dangerous situations in workplaces, even when they are warned not to be there.

1.1 How is this code of practice structured?

Section 2 of this code of practice considers when a child is at the workplace. Eight groups of young workers and children in workplaces are identified, and a “definition of workplace” is provided.

Section 3 looks at children who are at the workplace as workers. It includes general information about the obligations of persons conducting a business or undertaking towards workers and the special characteristics that they should consider when young workers are employed. The particular hazards that young workers may face at a workplace are described and methods for controlling the exposure to risks associated with these hazards are discussed.

Section 4 of the code covers children visiting workplaces. This section explains the obligations of persons conducting a business or undertaking and others towards visitors and others. It also includes information about the special characteristics of children, workplace hazards that are likely to represent particular risk to these visitors, and controlling risk for children who may be visiting the workplace.

Sections 3 and 4 can be used to help persons conducting a business or undertaking perform a risk assessment for their workplace. A risk assessment can be conducted using the risk management process. This five-step process must be used to manage the health and safety of children and young workers at workplaces, and is outlined in section 5 of this code of practice.

Section 6 can be used to assist in the training and supervision of young workers. It contains information on induction training for young workers, and also includes information about their obligations as workers, their right to refuse work and the responsibility of all workers to avoid putting other workers at risk.

2. When is a child at a workplace?

To answer this question, this section describes the groups of children and young people that may be at a workplace. This section also defines a “workplace”.

2.1 Children and young workers

Children are people who are under 18 years of age. Within this code of practice, young workers are people who are under 18 years of age and who are performing work for the purposes of a business or undertaking.

Young workers

Young workers include the following:

- Children leaving school and entering full-time employment for the first time, including apprentices and trainees.
- Children engaged in part-time or casual employment.
- Children who work but are not paid for the work done, such as unpaid work done for a family business (excluding domestic chores).
- Work experience students and vocational education and training students who are still attached to the education and training system.

Children in workplaces

- Children who are part of the work process, such as customers in a shop.
- Children not engaged in a work activity, but brought to a workplace by a parent or other adult at any time.
- Children who live in the workplace.
- Children who enter workplaces unexpectedly at any time.

2.2 Definition of “workplace”

The *Workplace Health and Safety Act 1995* defines a workplace as any place where work is, or is to be, performed by a worker, or a person conducting a business or undertaking. This definition includes places commonly recognised as workplaces, such as shops, factories, construction sites, hospitals, farms and rural properties. It also includes many other types of less obvious workplaces, such as a vessel used for teaching members of the public to scuba dive and a vehicle supplied by a relevant person who is an employer or self-employed person for use by a worker in the performance of work. Certain workplaces, such as mines, are not covered by this code of practice.

2.3 When is a child at a workplace?

Some examples of when children are at workplaces include when they:

- participate in work experience programs
- attend special work programs for disabled people
- go to work on a casual basis after school or during school holidays
- go to a parent’s workplace at any time, for example, during school holidays
- receive treatment in a hospital, medical centre or centre for the disabled
- live on a farm or other workplace
- ride in a truck, tractor, or other vehicle used for work

- help with farm work
- help in a family shop or business, and
- enter a backyard shed or work area used by a person who works from home.

Children in workplaces may be playing, they may have strayed onto the workplace, a parent or person who works at the workplace may have taken them onto the workplace, or they may be workers themselves. The reason children are in the workplace makes no difference to the fact that the workplace health and safety legislation provides for their protection from the risk of death, injury or illness being caused by:

- a workplace
- a relevant workplace area
- work activities, and
- plant or substances for use at a workplace.

3. Young workers

This section looks at children who are at the workplace as workers. There are general provisions in the Act about the health and safety of all workers, including young workers. These provisions apply to full-time, part-time, casual work and unpaid work, such as work in a family business, on a farm or assisting a parent who works at home. The definition of “worker” also covers apprentices and trainees.

3.1 Obligations of persons conducting a business or undertaking

Under the Act, persons conducting a business or undertaking (i.e. business operators which include employers and self-employed persons) have an obligation to ensure the workplace health and safety of all people who perform work for them. This obligation extends to all workers, contractors and volunteers who perform work for the business or undertaking. It also applies to any other person affected by the conduct of the business or undertaking.

Under the Act, persons conducting a business or undertaking have the following obligations:

- providing and maintaining a safe and healthy work environment
- providing and maintaining safe plant
- ensuring the safe use, handling, storage and transport of substances
- ensuring safe systems of work, and
- providing information, instruction, training and supervision to ensure workplace health and safety.

3.2 Special characteristics of young workers

Persons conducting a business or undertaking owe obligations for workplace health and safety, and should follow the risk management process (see section 5 of this code) to manage health and safety at their workplace. Some of the special characteristics of young workers that may affect workplace health and safety are:

Characteristic	Implication
The size of the person and level of physical maturity.	Are young farm hands physically capable of handling large and cumbersome bags of seed?
Their general behaviour and maturity.	What might happen if young workers “skylark” around industrial machinery or in areas where chemicals are used in large open baths or vats?
Their work experience and training.	Would a young worker in a chemical assay laboratory understand that a chemical-resistant apron was needed for protection from the substances in use? That is, do young workers recognise hazards and understand the control measures in place to manage the risks associated with the hazards?
Their confidence to raise problems with their supervisors.	Would young workers feel confident to tell their supervisor that they are having difficulty performing a particular task? Would they tell their supervisor when their muscles are tired from repetitive work? Would they feel confident to make a complaint about another worker’s language or behaviour towards them?
Their ability to make mature judgements about their own safety and the safety of others.	Would young workers on a remote station consider packing food, water, tools to repair a flat tyre and first aid equipment before they set off to ride motorbikes a long distance?
Their ability to cope with unexpected and stressful situations.	What would a young worker in a family shop do if confronted by aggressive customers or robbers, if there was no adult present at the front counter?
Special characteristics that mean young workers are more likely to be affected than adults in the same situation.	Should young workers be required to work at the same rate as adults when their muscles and bones are not fully developed?

3.3 Particular hazards for young workers

The following hazards are likely to represent a particular risk to young workers compared with older, more experienced workers. Persons conducting a business or undertaking should pay attention to these hazards and make sure associated risks are managed using the risk management process, as described in section 5 of this code of practice.

Throughout this section of the code, numerous documents will be referred to. Unless stated otherwise, these documents are available on the Department of Employment and Industrial Relations website www.worksafe.qld.gov.au.

3.3.1 Physical work activity

Manual tasks

Young workers may be at greater risk of manual tasks injuries because of their smaller size and the fact that their muscle strength is still developing. They may misjudge the degree of difficulty when handling items that are heavy, bulky or out of reach and may persist when a more experienced worker would ask for assistance.

For more information about managing manual tasks risks, please refer to the *Manual Tasks Code of Practice*.

Repetitive work

Injuries to the muscles and joints may occur in jobs where repetitive or forceful movements are required, especially with awkward postures or insufficient recovery time. Young workers may not be able to recognise the early symptoms of work-related overuse injuries or know what to do to avoid more serious injuries.

Vibration

Young workers may face a greater risk of injury to the arm and shoulder following long periods using tools and equipment that vibrates. They may become tired more easily in situations where they have to maintain a tight grip on a piece of equipment to control it.

Regular exposure to whole-body vibration, such as when riding in off-road vehicles on uneven surfaces, may be associated with back pain and other spinal disorders. Young workers may be at greater risk of damage to the spine because their muscle strength is still developing and their bones do not fully mature until around 25 years of age.

Noise

Young workers may face a greater risk of damaged hearing because of their poor understanding of the effects of excessive noise and failure to follow safety instructions. Research suggests that hearing impairment at a young age is likely to affect education and employment opportunities later in life.

For more information about managing noise risks, please refer to the *Noise Code of Practice*.

Extreme cold or heat

In the Queensland climate, there may be a high risk of workers collapsing due to heat exhaustion or potentially fatal heat stroke. Some industrial protective clothing may prevent loss of body heat.

Young workers may not be able to recognise the early body reactions to extreme heat or cold, or know what to do to avoid more serious symptoms. They may also be unwilling to draw attention to the fact that they feel unwell in situations where they are trying to keep up with other workers.

For more information about managing environmental risks, please refer to the *Heat Stress* fact sheets.

Sunburn

The risk of sunburn may be increased in young workers who may be less likely to follow instructions to limit sun exposure or to use protective clothing and sunscreen lotions. As the effects of skin damage due to sun exposure are long term, the effects often do not become evident until later in life.

Chemicals and other substances

There may be greater risk of exposure to hazardous substances and accidents with explosive and flammable liquids and gases when young workers are involved, because of their inexperience and poor ability to understand the consequences of failing to follow safety instructions.

Young workers may be unsure of how to access safety information in Material Safety Data Sheets (MSDSs) for hazardous substances and they may not understand them if they do have access to them. Exposure to certain substances may have more serious consequences for young workers than adults, e.g. lead.

Safe work procedures and the proper use, care, cleaning and storage of personal protective clothing and equipment may need to be closely supervised to avoid serious injury or disease. Farm workers should undertake a recognised chemical safe course such as *ChemCert*.

For more information about managing the risks associated with chemicals, please refer to the *Hazardous Substances Code of Practice* and the *Storage and Use of Chemicals at Rural Workplaces Code of Practice*.

3.3.2 Operating machinery

Industrial equipment and machinery

Inexperience may result in poor ability to identify hazards associated with the operation of industrial equipment and machinery or to understand the consequences of failing to follow safe operating instructions.

For more information about managing the risks associated with machinery, please refer to the *Plant Code of Practice* and the *Rural Plant Industry Code of Practice*.

Vehicles

Young workers, with no experience driving vehicles on roads, may be required to drive vehicles and ride motorbikes in off-road situations, such as work on rural properties. They may also be required to move vehicles in other workplaces, such as within construction sites, depots, maintenance workshops and rail yards. Young workers, without the necessary skill or training, should not be operating vehicles on any work site.

Young workers may be less likely to be able to control a vehicle and more likely to take risks resulting in breakdowns and accidents. They may not have the experience to cope with off-road situations, such as driving in sand or mud. Lack of experience may also affect young workers' ability to survive if stranded in remote locations.

All terrain vehicles and farm bikes

All terrain vehicles (ATVs) and farm bikes can be hazardous. These vehicles are used for work and are capable of reaching high speeds. Injuries generally tend to be due to rider error. The risk of injuries is much greater among inexperienced ATV drivers than those who have received training. Young workers should have proper instruction, and be fully able to control the machine they are operating.

Owners and managers of rural workplaces should ensure:

- Riders of adult-sized ATVs and farm bikes in the workplace are over 16 years of age (as per manufacturers' instructions) and are given sufficient training and supervision.

- Passengers do not ride on ATVs or farm bikes (unless the ATV has a designated passenger seat), as passengers restrict the rider from adopting an active or dynamic riding style necessary as an aid to cornering and when riding up and down slopes.
- Riders wear appropriate personal protective equipment such as helmets, goggles, gloves, enclosed footwear and clothing that covers both arms and legs when operating an ATV or farm bike.
- ATVs and farm bikes only have attachments that are compatible to the bike's specifications.
- Riders of ATVs and farm bikes are appropriately trained, particularly in the riding characteristics and the use of the ATV or farm bike, in the different types of terrain and riding conditions they are likely to encounter in the workplace.
- ATVs or farm bikes in need of repair are not used.

3.3.3 Other work situations

Workplace violence and workplace harassment

Young workers may find it difficult to cope with stressful work situations, such as dealing with violent and aggressive behaviour. They may fear for their physical safety, especially if they work alone in jobs where they handle money. They may also worry about losing their jobs if they complain.

New work may be stressful for young workers who are subjected to practical jokes, teasing and unpleasant initiation ceremonies. Workers should not be subjected to this type of behaviour.

For more information about workplace harassment, please refer to the *Prevention of Workplace Harassment Code of Practice*.

Unpopular work

Young workers who are keen to do well in their first jobs may be given work that is unpopular with other workers. Inexperienced new workers may not know how to deal with hazards associated with unpopular work, such as cleaning up spills, cleaning toilets and working in spaces that are hot, noisy, cramped or dirty.

Paced work

Young workers may be less skilled in pacing the work according to their capabilities. They may be more subject to peer pressure to take on tasks that are too much for them, or to work too quickly.

3.4 Controlling exposure to risk for young workers

When selecting the best way to control exposure to the risk of death, injury and illness for young workers, persons conducting a business or undertaking must use the risk management process. An example of this is presented in section 5 of this code of practice.

4. Children in workplaces

This section of the code of practice looks at situations when children are in a workplace, but are not workers. In these situations, children may be visiting a workplace, may live at a workplace, or may be there as part of a work process.

4.1 Obligations of persons conducting a business or undertaking and others towards children in workplaces

Under the Act, persons conducting a business or undertaking, principal contractors and others have a general obligation to make sure that people who are not workers are not harmed in any way by the work activity, business or undertaking. The obligation extends to children who may be at the workplace for any reason, and at any time.

4.2 Special characteristics of children

In situations where children are at workplaces, the main characteristics to consider are their normal adventurous behaviour and disregard for their own safety. Children are more likely to play on equipment, to climb, hide in “cubby holes”, play in excavations, go where they are not supposed to go, and experiment with the substances they may find. Persons conducting a business or undertaking, principal contractors and others should ask themselves how and when children can gain access to the workplace or parts of the workplace, what they are likely to find and what they would do. They should consider access after hours as well as during normal work hours.

4.3 Particular hazards for children

The following hazards are likely to represent particular risks to children at the workplace. Persons conducting a business or undertaking and others should pay attention to these hazards and ensure the associated risks are managed using the risk management process described in section 5 of this code.

Construction sites

Children may interfere with hazardous substances such as paint and cement. They may climb on ladders left against the side of buildings or they may decide that scaffolding is fun to play on. There is a risk of falling from heights or they may dislodge something, such as bricks stacked on a scaffold, and these items may fall on others below.

Materials, such as large drainage pipes or stacks of timber stored adjacent to these workplaces, need to be taken into account when identifying hazards for children playing. To children, demolition and construction sites look like great places to explore, dig, hide and generally have a great time. They are likely to climb into holes and excavations with high risk of suffocation if the earth collapses around them. There is also the chance that water will collect in excavations and empty containers, increasing the risk of drowning.

Electrical hazards

Children may use or interfere with electrical equipment in a manner that exposes them to the risk of death or injury. For example, they may turn on switches to see what happens, pour water on electrical equipment as part of their play activity and poke things into holes where there may be “live” wires. They may also remove warning tags placed to ensure others do not turn equipment on. All of these activities would increase the risk of electric shock for themselves and others. On construction sites, children playing may discover “live” cables unearthed in the construction process or crawl into small spaces where there are electrical hazards not identified by adult workers.

To control electrical risks, persons conducting a business or undertaking should ensure:

- Damaged or faulty electrical equipment such as power sockets, leads and appliances are removed from service.
- Damaged or faulty equipment is replaced, or repaired by a qualified electrical worker as soon as possible.
- Power points are protected by safety-shutters, or all vacant power points are covered by plastic plug protectors.
- Electrical appliances and leads are kept away from water.

Persons conducting a business or undertaking should consider installing a safety switch in their workplace. Safety switches monitor the flow of electricity through the circuit. They automatically shut off the electricity supply when current is detected leaking from faulty switches, wiring or electrical appliances. This stops the chance of current flowing to earth, through a person, electrocuting them.

For more information about electrical safety, including specific obligations, please refer to the Electrical Safety website: www.eso.qld.gov.au.

Chemicals and other substances

In situations such as farms and backyard workshops where children may play in work areas, they may interfere with hazardous substances or climb into spaces that have been fumigated. Children may be taken into workplaces, such as hairdressing salons, where they can wander into storage areas or work areas where chemicals are used. Children may not be able to read or understand warning signs.

Confined spaces

Children may wish to play and explore in areas such as storage tanks, silos, pits, sewers, wells, and other confined spaces. Children may enter confined spaces without the knowledge of adults, and possibly become locked in them.

Operation of plant

In situations where children have access to workplaces, they may be able to place their small hands and fingers into the gaps between parts of a machine, including guards designed for adult hands. They may also climb on or play with machines and may be caught by clothing or struck by machinery. It may be difficult for the operator of a vehicle to see children because of their smaller size.

If keys are left in vehicles, tractors or other machinery, they may be turned on as part of play activity. Riding in the back of work vehicles, such as trucks and utilities or trailers should be prohibited, as it increases the risk of falls or being thrown from the vehicle if there is a collision.

Extreme heat and cold

Children visiting workplaces may enter restricted areas, such as large freezers, and become locked in if no one knows they are there. They may also enter areas where kilns or ovens are used and not realise that some surfaces are hot to touch.

Sunburn

The risk of sunburn may be increased for children who may be less likely to follow instructions to limit sun exposure or to use protective clothing and sunscreen lotions. As the effects of skin damage due to sun exposure are long term, the effects often do not become evident until later in life.

Infections and diseases

Young children tend to place objects in their mouths and want to play with anything that is bright and colourful or noisy. Children in workplaces, such as hospitals and doctors surgeries, may explore treatment rooms that are left open. They face the risk of needle stick injuries if they play with waste containers.

Work with animals

Because of their lack of experience and small size, children and young visitors may be particularly at risk when they come into contact with animals. Animal behaviour is often unpredictable. Infection and disease may also be an issue if appropriate hygiene precautions are not followed. On rural properties where animals are kept, the stockyards, the watering troughs, tanks and dams are hazardous places, especially for young children who are unsupervised.

4.4 Controlling workplace health and safety risks for children

When selecting the best way to control exposure to the risk of death, injury and illness for children at workplaces, persons conducting a business or undertaking and others must work through the risk management process. An example of this is presented in section 5 of this code of practice. Supervision is necessary, but there can be too much emphasis on this as a way of controlling exposure to risks for children. In some situations, the hazards can be eliminated and this is always the best option. Physical barriers, such as locked cupboards and storage areas, and guards, minimise exposure to the risk for children entering dangerous areas at times when there is no supervision or the implemented controls fail. These control measures are particularly effective in situations where children are living in the workplace.

If it is reasonable to expect that children will be at a workplace at any time for any reason, there should be clear ground rules about entry and supervision. Everyone at the workplace should know what the rules are and there should be a system to ensure the rules are followed. Unexpected or unplanned entry to workplaces should also be considered.

5. Managing the health and safety of children and young workers at workplaces

Under the Act, certain people have an obligation to ensure workplace health and safety. The Act states that workplace health and safety is ensured when persons (including children and young workers) are free from the risk of death, injury or illness created by any workplace, relevant workplace area, work activities, or plant or substances for use at a workplace.

The Act provides a five-step process to properly manage exposure to risks, as follows:

1. **Identify** hazards.
2. **Assess** risks that may result because of the hazards.
3. **Decide** on control measures to prevent or minimise the level of the risks.
4. **Implement** control measures.
5. **Monitor** and **review** the effectiveness of measures.

The risk management process needs to be undertaken:

- Before a young person begins work.

- To manage the risks to children who may be in the workplace (including for children who may live in the workplace).

The special characteristics of children and young workers at the workplace can affect health and safety. These characteristics are described in sections 3 and 4 of this code of practice, and should be considered when undertaking the risk management process.

For more information on how to use the risk management approach to meet workplace health and safety obligations, please refer to the *Risk Management Code of Practice*.

5.1 Step 1 - identify hazards

The first step in the workplace health and safety risk management process is to identify workplace hazards. This means looking for all the possible situations where children and young workers may be harmed by the work activity or something at the workplace.

A simple way to begin looking for hazards can be by dividing the workplace into logical workplace groupings, such as:

- tasks (working on the lathe, loading the truck, data processing)
- locations (offices, grounds, warehouse), and
- functions or production processes (administration, cooking, washing, cleaning, receiving, forming, finishing).

There are many other activities that can be undertaken to help with identifying hazards. These include:

- walking through and inspecting each work activity that young workers are undertaking and each location where children and young workers may be
- consulting with workers. Ask about any problems workers have encountered in relation to children and young workers and any ‘near misses’ and unreported minor injuries
- talking to children who may already be at your workplace
- watching people who are working
- consulting with workplace health and safety representatives and workplace health and safety committees
- talking to people who have experience with young workers in industry
- collecting information about special care needed when children and young workers come in contact with products and machinery used at the workplace
- analysing records and data covering, for example, incidents and ‘near misses’ involving children or young workers, and
- considering:
 - how young workers use equipment and materials
 - how suitable the things used are for the task, and how well they are located
 - how children and young workers could be hurt directly and indirectly by the various workplace aspects
 - young workers who may have special needs, such as young women who may be pregnant or young workers who are disabled, and
 - opportunities that children may have to gain access to the workplace without the knowledge or expectation of management.

Sections 3.3 and 4.3 of this document provide further information about particular hazards to young workers and particular hazards to children and young visitors to the workplace, respectively. After completing this step, many hazards with the potential to affect children and young workers may have been discovered at the workplace. The risks associated with all the identified hazards must be assessed. Assessing risk is step 2 of the risk management process.

5.2 Step 2 - assess risk

The second step in the risk management process involves assessing risks associated with the hazards that were identified in step 1 of the process. Risk is the likelihood that death, injury and illness may result because of the hazard.

To assess risk, consider both likelihood and consequences. For each of the risks:

- Determine the likelihood (i.e. very likely, likely, unlikely, very unlikely) of an incident occurring at the workplace, bearing in mind the existing control measures.
- Determine the consequences (i.e. extreme, major, moderate, minor) of an incident occurring at your workplace, bearing in mind the existing control measures.
- Combine the likelihood and consequence estimates to rate the risk.

When determining the likelihood of an incident occurring, consider the skills and experience of the people exposed to the risk. Remember that young workers are likely to have less skills and experience than older workers. Ensuring that young workers receive adequate training and have reasonable competence to perform a task may reduce the likelihood of an incident occurring. Section 6 of this code of practice provides assistance in the training and supervision of young workers.

Once the above process has been completed, the ratings of each risk should be prioritised for further action. For further information about this process, please refer to the *Risk Management Code of Practice*.

Appendix 1 provides an example of a risk assessment.

5.3 Step 3 - decide on control measures

The third step in the risk management process involves deciding on measures to manage exposure to identified risks. The Act states that to properly manage exposure to risks, control measures should be considered in the following order:

- (a) Eliminating the hazard or preventing the risk, – the ideal solution is to get rid of a hazard completely. This is the most effective control and should always be attempted in the first instance. This may mean discontinuing dangerous work practices or removing dangerous substances or equipment.
- (b) if eliminating the hazard or preventing the risk is not possible, minimising the risk by measures that must be considered in the following order:
 - (i) substituting the hazard giving rise to the risk with a hazard giving rise to a lesser risk; substitution involves replacing the hazard with one that presents a lower (and more manageable) risk. For example, replacing an existing machine with one that has better guarding to make the same product.
 - (ii) isolating the hazard giving rise to the risk from anyone who may be at risk: refers to isolating or separating the hazard from the person, or the person from the hazard. For example, installing acoustic booths around noisy equipment.

- (iii) minimising the risk by engineering means; – this involves designing and installing equipment to counteract the hazard. For example, installing an exhaust ventilation system to extract dangerous fumes or dust.
- (iv) applying administrative measures; – involves minimising exposure to a risk through the use of procedures or instruction. For example, job rotation to reduce exposure.
- (v) using personal protective equipment; – personal protective equipment is worn by people as a final barrier between themselves and the hazard. This control measure does not control the hazard at its source, and relies on behaviour modification for its success.

The control measures selected should:

- adequately control exposure to the risk
- not create another hazard, and
- allow workers to do their work without undue discomfort or distress.

Preferred order of control	What are you trying to achieve?	Examples
Eliminate the hazard	This is the most effective way to make workplaces safer. Always try to get rid of the hazard completely.	A kitchen hand was required to slice vegetables by hand. The hazards of repetitive cutting of vegetables and working with a sharp knife were eliminated by purchasing vegetables that were already sliced. This allowed the kitchen hand more time to perform other tasks such as counter service and cleaning.
Substitute the hazard with a safer alternative	If you cannot eliminate the hazard, replace the machinery, substances or work processes with something that presents a lower and more manageable risk.	In a system of work where supermarket trolleys were collected from car parks, elastic straps used to tie the trolleys together were replaced with non-elastic straps or rope.
Isolate the hazard	Isolate or separate the hazard from workers, or the workers from the hazard.	In a manufacturing plant with a lot of noisy machinery, all workers were routinely exposed to high levels of noise. Acoustic booths were installed around the noisy machinery to isolate the workers from the hazard.
Use engineering solutions	Make changes to the workplace or to equipment and machinery to reduce the risk of injury or harm. This would include guarding the moving parts of machines and having machinery serviced so it is less noisy.	In a deli or supermarket, the blade of a meat slicer was guarded to protect workers as they cut cold meats. In situations where workers used a portable hand-held electric knife, the knife was plugged into a socket protected by a residual current device, to guard against electric shocks.

<p>Apply administrative measures</p>	<p>Make changes to the way work is organised to reduce the risk of injury or harm.</p> <p>This would include changing the pace of work for inexperienced young workers, job rotation and providing instruction, training and supervision. It would also include implementing safe working procedures, such as restricting access for some people.</p>	<p>When rosters are developed, try to ensure that young workers are not working together without the support of more experienced workers. Young workers should be trained to deal with demanding, aggressive people, but the experience of older workers is important in places such as inquiry counters.</p> <p>In other workplaces, such as construction sites, there may be a policy that children are not permitted to enter the site.</p>
<p>Use personal protective equipment</p>	<p>Personal protective equipment (PPE) should be used to provide an added measure of safety or as a temporary control measure while other risk controls are being developed.</p> <p>PPE should not be used in place of more permanent controls. It is the least effective way of dealing with hazards. PPE may be used in combination with other methods to help manage exposure to risk.</p>	<p>Young workers in a laboratory should be provided with PPE to prevent exposure to chemicals used for testing when it is not possible to eliminate that hazard or to use a safer alternative. There should be training in how to use, fit and maintain equipment and supervision to ensure it is used properly at all times.</p>

For further information about this process, please refer to the *Risk Management Code of Practice*.

5.4 Step 4 - Implement control measures

The fourth step involves putting selected control measures in place at your workplace. This means undertaking those activities necessary to allow the control measures to function or operate effectively.

Implementing control measures involves:

- Developing work procedures – develop work procedures in relation to the new control measures to make sure they are effective. Management, supervision and worker responsibilities may need to be clearly defined in the work procedures.
- Communicating – inform all workers and others about the control measures to be implemented and advise the reasons for the changes.
- Providing training and instruction – provide training and instruction for the workers, supervisors and others in relation to the new control measures. Ensure that training and instruction is provided at a level to meet young workers’ understanding and experience.

- Supervising – provide adequate supervision to verify that the new control measures are being used correctly, paying particular attention to young workers and their ability to adhere to the newly introduced controls.
- Maintaining – maintenance of control measures is an important part of the implementation process. Work procedures should spell out maintenance requirements to ensure the ongoing effectiveness of the new control measures.

5.5 Step 5 - Monitor and review

The final step in the risk management process is to monitor and review the effectiveness of measures. This step involves determining whether:

- the chosen control measures have been implemented, as planned
- the chosen control measures are working, and
- there are any new problems.

This may involve:

- consulting with workers, supervisors and workplace health and safety representatives
- measuring people's exposure to hazards (e.g., taking noise measurements in the case of isolation of a noise source), and
- monitoring incident reports.

Set a date to review the entire workplace health and safety risk management process.

6. Training and induction for young workers

Under the Act, persons conducting a business or undertaking have an obligation to provide workers with information, instruction, training and supervision to ensure health and safety. This section of the code of practice will assist business operators to meet this obligation. It will look at what information business operators should include in induction and training for young workers.

Persons conducting a business or undertaking should provide information, instruction, training and supervision in a form appropriate to young workers. Young workers can not be put into a new job and automatically be expected to work safely. Nor is it enough to simply provide young workers with a workplace health and safety booklet, as they may not read or understand it. Language and literacy levels also need to be taken into account when providing young workers with information and instruction.

Knowledge and experience

People often make judgements based on some knowledge or experience of hazards and the safest way to deal with them. Over time, what they know about safety grows because of the variety of experiences they have, at home, at school, at play and at work. These things are not always learned in formal training courses.

Young workers usually have limited knowledge and a limited range of experiences. Before a young person begins work, business operators should identify the gaps in their knowledge and assess their ability to work safely. Competency should be tested. It is not sufficient to accept a young worker's assurance that he or she is experienced and competent. Driving vehicles and riding motorbikes in off-road situations is one example where competency testing is needed before a young person begins these work activities.

Due to the high levels of risk involved with some activities, information, instruction, training and supervision are of utmost importance in preventing injury and illness for young workers. Inexperienced workers require increased levels of information, instruction, training and supervision than experienced workers.

6.1 Induction of workers

Workplace health and safety induction provides workers with the initial information, instruction, training and supervision needed to function safely and effectively on the job.

Inductions are an opportunity to instil a positive attitude to workplace health and safety, especially when reinforced by the positive attitudes of management and other workers. A worker's experiences in the first few weeks on a new job or task will shape their attitudes to their work, the workplace and their co-workers. Inductions provide the business operator with an opportunity to positively influence existing workers and people new to the business through the provision of information, instruction, training and supervision. This will assist in creating an efficient, productive and safe workforce.

Induction is much more than just having a brief chat with a young worker on their first day. Most inductions occur over a period of weeks, and are the basis for ongoing training. Time spent showing a worker the correct and safest way to do a job will be returned to the business through effective work, efficient workers and fewer injuries.

Workplace health and safety inductions for new workers should occur as soon as is reasonably practicable following commencement of employment. The induction should cover a variety of topics including:

- a general overview of workplace health and safety law, including obligations
- the workplace health and safety responsibilities of the position including, if relevant, duties in relation to risk management and staff supervision
- general safety and housekeeping procedures
- off-limit areas
- emergency procedures
- how to use and maintain equipment
- any specific conditions and prohibitions on the use of equipment
- any special safety information needed, such as safety precautions for working under specific conditions, or how to use safety devices such as emergency stop buttons
- inspection and maintenance programs in place at the workplace, such as when to request maintenance and who to ask
- instruction in any specific tasks e.g. maintenance of plant
- procedures for reporting injuries, illnesses and 'near misses'
- personal safety, including proper work clothing and personal protective equipment such as correct footwear
- fitting, using, cleaning, maintaining and storing personal protective equipment
- specific hazards that may be encountered during work, and demonstrated safe working procedures
- the organisation's workplace health and safety program or policy
- the workplace health and safety risk management process

- the control measures in place to minimise exposure to the risks associated with workplace hazards, the correct use of these controls and how to ensure they are kept in full working order
- the meaning or intent of safety signs used at the workplace
- the safe use of hazardous substances, including how to access material safety data sheets, and
- how to access workplace health and safety resources and obtain good advice on general and specific safety topics.

The level of training required will depend on the:

- degree of risk involved with each task
- worker's previous experience in the industry
- worker's current skills and abilities (before training), and
- nature of the hazards involved.

Where relevant, the worker should be introduced to the:

- Workplace Health and Safety Officer (if the workplace has more than 30 workers)
- Workplace Health and Safety Representative (if one has been elected)
- fire warden, and
- first aid officer.

Persons conducting a business or undertaking should keep records of all training provided to workers. Competency of workers to work safely may be tested through practical demonstrations and written or verbal assessments.

The person conducting the business or undertaking should determine what training is appropriate for the workplace and the type of work activity. Training can be formal or informal; in a classroom situation or on-the-job. The training should cover the hazards that have been identified at the workplace and what steps have been taken to reduce exposure to the risk of death, injury or illness. It should also cover the consequences of failing to follow safety instructions. Training should focus on the end result; that is, to have workers who have the skills and knowledge to work safely. The training should be evaluated to ensure this result has been achieved.

Inducting young workers

Persons conducting a business or undertaking should ensure that young workers understand what they are being told and shown during workplace inductions. They should encourage young workers to ask questions. The following steps will assist in this regard:

- give young workers clear instructions and ask them to repeat the instructions. Encourage young workers, particularly those workers with language or literacy needs, to ask questions
- show the new worker how to do the task, emphasising the main points
- supervise the new worker while they perform the task, and correct any mistakes
- ask questions as you go, and give the young worker an opportunity to ask questions and raise issues
- follow up the worker with frequent visits, and
- remember training is an ongoing process.

To assist with the induction program, organisations should have a documented induction program covering all risks present in the workplace. This will avoid inadequate ad-hoc induction training being undertaken.

Obligations of young workers

Induction programs should also inform young workers about their obligations as a worker under the Act. It is important for young workers to understand when they start work that, as workers, they have certain legal obligations under the Act. The obligations of workers under the Act include the following:

- (a) complying with workplace health and safety instructions given by the employer
- (b) using personal protective equipment if the equipment is provided by the employer and they are instructed in its use
- (c) not wilfully or recklessly interfering with or misusing anything provided for workplace health and safety at the workplace
- (d) not wilfully placing at risk the workplace health and safety of anyone else at the workplace, and
- (e) not wilfully injuring themselves.

The right to refuse work

Induction programs should also inform young workers that under the Act, workers have an obligation not to expose themselves to risk. Therefore, workers who believe there is risk of death, injury or illness if they continue to work should refuse to perform work until exposure to the risk has been managed. Young workers should know what to do and who to contact if they believe there is a serious safety problem, i.e. report it to their Workplace Health and Safety Officer or supervisor. They should also be made aware of procedures for reporting hazards and resolving safety issues in their workplace.

6.2 Ongoing information, instruction, training and supervision

The workplace health and safety induction given to workers will provide most of the initial information, instruction and training for workers to commence work safely. Persons conducting a business or undertaking should continue to provide ongoing safety information, instruction, training and supervision. It is not a “once only” process for young workers who are new to the job. If the work is changed in any way, additional information, instruction, training and supervision should be provided to make sure young workers’ safety knowledge and skills are up-to-date. Persons conducting a business or undertaking should adequately supervise workers to ensure they are carrying out the tasks in accordance with the instruction and training given.

High-risk tasks will require more in-depth information, instruction, training and supervision. Workers should not perform high-risk tasks until they can demonstrate relevant knowledge, skills and experience. Persons conducting a business or undertaking should ensure that workers are adequately trained to undertake the tasks they are required to perform. Persons conducting a business or undertaking should assess, or have someone on their behalf assess the worker’s competency to ensure they are satisfied that the worker can safely perform the task. When performing high-risk tasks, young workers should always be accompanied by another competent person.

Workers may be required to receive training in relation to specific tasks, especially where these tasks have not been performed for a prolonged period.

Persons conducting a business or undertaking should ensure a record of all training provided to workers is kept at the workplace. Records should include:

- names of persons who received training
- dates of the training sessions
- skills taught

- outline of the course content
- names of the persons who provided the training and their qualifications, and
- tasks to be performed once training has been delivered.

If training occurs away from the usual place of work, supervisors should know about the content of the training programs so they are able to check on whether the young worker is putting classroom safety lessons into practice.

It is up to each person conducting a business or undertaking to decide on what training is appropriate for the workplace, depending on the type of work performed at the workplace. There should be prior consultation with all relevant parties. Training should focus on the end result, which is to have a young worker who has the skills and knowledge to work safely. The training should be evaluated to ensure that it achieves this result.

Due to their lack of experience in workplaces, young workers may have difficulty raising problems with their supervisors. Persons conducting a business or undertaking should take steps to reassure young workers and encourage open discussion about situations where they feel they are at risk of injury or harm.

Training, and the attitude to safety, has to be consistent across the workforce. Persons conducting a business or undertaking need to engender a culture of health and safety across their workplaces. If older workers don't use safety gear, then why should young workers? Everyone needs to reinforce this culture of safety in the workplace.

The following appendices are provided for information only, and do not form part of the code of practice.

Appendix 1 is an example of one common way in which a risk assessment can be carried out.

Appendix 2 sets out some of the factors which can be taken into account to maintain the safety of children and young workers on farms.

Appendix 1: Risk assessment example

Situation: a workplace with noisy machinery

Hazard: noise, persons at risk:

- factory workers, young and older, and
- office workers (located adjacent to the factory).

Estimate likelihood

Factors to consider for all people include:

- the level of noise they are exposed to
- the length of noise exposure daily, and
- the recovery time between shifts.

Special factors to consider for a young worker include:

- the level of knowledge about the effect of noise and the damage it can do if not reduced or their hearing is not protected
- the level of general maturity and whether the young person is likely to follow safety instructions
- the amount of experience using hearing protection and whether the person would know how and when to use it
- the person's understanding of early symptoms of excessive exposure to noise and the action to take if they feel they are affected, and
- their ability to make judgements about the safety of others.

Information about these factors will help the person conducting a business or undertaking assess the risk of hearing loss for people in different situations with different noise exposures. A specialist may be needed to measure the amount of noise in the workplace to provide the person conducting the business or undertaking with more specific information.

In this example, it may be determined that the exposure to noise in different areas of the workplace is as follows:

- factory workers are exposed to excessive noise throughout their shifts, and
- office workers are exposed to low-level noise throughout the day.

It is estimated that the likelihood of any factory worker sustaining injury from exposure to excessive noise is *very* likely. If the workers use adequate hearing protection as instructed, the likelihood estimate may be unlikely. However, it may be considered that young workers may not be mature enough to always follow the safety instructions and the likelihood estimate for these workers may be likely.

It is estimated that the likelihood of office workers sustaining injury from exposure to low-level noise is very unlikely.

Estimate consequences

The consequences for an adult worker being exposed to excessive noise may be estimated to be major. By comparison, the consequences for a young worker, who may suffer significant permanent hearing loss affecting education and employment opportunities, may be estimated to be extreme.

The consequences for any worker being exposed to low-level noise may be minor.

Rate each risk

Using the risk priority chart, risk scores and required action may be determined as follows:

Worker	Score	Action
Inexperienced young factory workers	2	Do something about this risk immediately
Mature, experienced factory workers	4	Do something about this risk as soon as possible
Office workers	7	This risk may not need immediate attention

Appendix 2: Safety for children in rural workplaces

In rural workplaces, children are commonly exposed to workplace hazards which are not present in urban homes. There are many different hazards on rural workplaces which can have severe or fatal consequences for children. The safety of children is always an adult responsibility – primarily of the parent or carer, but also a shared responsibility. Under the Act, owners and managers of rural workplaces have responsibilities to all visitors, including children. These responsibilities also apply to children living on a rural property.

In general, owners and managers of rural workplaces should:

- Ensure older children actually have the mental development to identify risk situations and the physical development to operate controls before allowing them to operate machinery.
- Ensure children wear hearing protection if they operate or are required to be near noisy machinery or equipment.
- Ensure children wear appropriate personal protective equipment (such as helmets) when on bikes and all terrain vehicles (ATVs).
- Ensure children wear seatbelts or restraints when riding in vehicles on the farm, and do not ride in the back of utes or trailers.
- Ensure all chemicals and explosives are locked away from access by children.
- Keep workshops locked and only allow children to enter under adult supervision.
- Child-proof fence the house yard to separate small children from animals, vehicles, moving machinery and road traffic.
- Secure storage bins, silos and underground tanks to prevent young children accessing them during play activities.
- Prohibit children from entering animal enclosures and paddocks containing animals. Ensure that young children are closely supervised by an adult at all times if they are going to enter a paddock containing livestock.

Safe and secure play area

Creating a safe and secure play area for children to safely play is the most effective way to prevent major injuries to children on rural workplaces. Safe play areas, such as a securely fenced house yard, separate children from dips, dams, machinery, road traffic and other farm hazards. Safe play areas stop children from easily moving from the house to the rural workplace without the knowledge or approval of an adult. Safe play areas can also help in stopping hazards (such as horses, cattle and traffic) from coming near children.

Safe play areas are practical and can be relatively low cost. Most importantly, safe and secure play areas, supported by 'out of bounds' rules and active supervision, are the most effective way to meet the obligations under the Act.

To complement the effectiveness of the safe and secure play area:

- Develop family rules on 'out of bounds' areas and activities for children on the rural workplace. Adults should consistently reinforce these rules.
- Ensure the safe play area has shade and interesting things to entertain the children, to discourage them from looking for entertainment on the rural workplace.
- Ensure small children have an adult with them when they are outside the safe play area.
- Ensure older children tell an adult where they are going on the rural workplace.

- For more information on safe and secure play areas, please visit the Farmsafe Australia website: www.farmsafe.org.au.

All terrain vehicles and farm bikes

All terrain vehicles (ATVs) and farm bikes can be hazardous. These vehicles are used for work and recreation, and are capable of reaching high speeds. Injuries generally tend to be due to rider error. The risk of injuries is much greater among inexperienced ATV riders than those who have received training. If children are using ATVs and farm bikes, they should have proper instruction, and be fully able to control the machine they are operating.

In accordance with the manufacturers' instructions, children under 16 should not ride adult-sized ATVs. Adult-sized ATVs are not designed for safe riding by children.

Owners and managers of rural workplaces should ensure:

- Passengers do not ride on ATVs or farm bikes (unless the ATV has a designated passenger seat), as passengers restrict the rider from adopting an active or dynamic riding style necessary as an aid to cornering and when riding up and down slopes.
- Riders wear appropriate personal protective equipment such as helmets, goggles, gloves, enclosed footwear and clothing that covers both arms and legs when operating an ATV or farm bike.
- ATVs and farm bikes only have attachments that are compatible to the bike's specifications.
- Riders of ATVs and farm bikes are appropriately trained, particularly in the riding characteristics and the use of the ATV or farm bike, in the different types of terrain and riding conditions they are likely to encounter in the workplace.
- ATVs or farm bikes in need of repair are not used.

Chemicals

Owners and managers of rural workplaces should ensure:

- Chemicals are stored in their correctly labelled containers and cleaned out after use. Chemicals should never be stored in food or drink containers.
- Chemicals are kept locked in cupboards or separate stores out of reach of children and separate from family living areas.
- Children are kept away from areas where chemicals are being sprayed or used.

For more information on the safe use of chemicals, please refer to *The Storage and Use of Chemicals at Rural Workplaces Code of Practice* and the *Hazardous Substances Code of Practice*.

Firearms

Some basic requirements concerning firearm safety are outlined below. For further information, please refer to the *Weapons Regulation 1996*. This regulation can be accessed at the website of the Office of the Queensland Parliamentary Counsel: legislation.qld.gov.au.

Owners and managers of rural workplaces must ensure:

- Guns are stored in locked steel or solid timber cabinets that are securely bolted to the wall or floor.
- Guns, magazines and bullets are always stored in separate locked places.
- Guns are transported in locked containers.

Ladders

Owners and managers of rural workplaces should ensure:

- Ladders are stored away to discourage children from climbing onto structures such as roofs and trees, and risk falling.
- Ladders fixed to structures such as silos or tank stands are guarded, and are raised at least 1.8 metres above ground, to prevent children attempting to climb them.

Machinery

Many incidents involving children happen around machinery on rural workplaces. Owners and managers of rural workplaces should ensure:

- Machinery is not left with the engine running without adult supervision.
- Keys are removed from machinery when not in use, and stored in a separate locked location.
- All machinery is fitted with appropriate safety guards.

For more information on the safe operation of machinery and plant, please refer to the *Rural Plant Industry Code of Practice* and the *Plant Code of Practice*.

Tractors

A tractor is one of the most dangerous pieces of machinery on a rural workplace. Tractors must generally be fitted with rollover protective structures (ROPS).

Owners and managers of rural workplaces should ensure:

- Children do not ride in tractors as passengers unless there is a safe, secure seat with a seat belt within the zone protected by the ROPS.
- Children do not play or ride on tractors, even when not in use.
- Parking brakes should be set securely when tractors are stopped.
- Any three-point linkage or hydraulic implements attached to the tractor are placed on the ground when the tractor is parked.
- If tractors are stored in an area or a shed that is accessible by children, then keys and starting devices should be removed from machinery when not in use.

For more information about the safe use of tractors, please refer to the *Safe Design and Operation of Tractors Code of Practice*.

Water hazards

Water hazards such as animal water troughs, low-set rainwater tanks, animal dips, dams and wells are common on rural workplaces. Children under the age of five years are at particular risk of drowning. Farm owners and managers need to manage this risk.

Owners and managers of rural workplaces should ensure:

- Children and their supervising adults are aware of all water hazards near the house, and fencing and other barriers are adequate to keep small children contained in a safe play area where they can't access water hazards.
- Water hazards situated within walking or crawling distance of a house should be fenced or barricaded with lids, mesh or guards to prevent access by small children.
- Other water hazards, such as open post holes or buckets and containers are covered to prevent access by a small child.
- Unused animal dips and ditches are filled in.

Appendix 3: Safety checklist for children on rural workplaces

Is it safe for children?	Yes/No	Action to be taken?
<p>1. Water</p> <p>Is the house yard adequately fenced with a child-proof fence so that a small child can not access water hazards, such as swimming pools, nearby dams, irrigation channels, troughs, creeks etc. situated near the house?</p> <p>Are dips, tanks, wells and troughs near the house fitted with lids or mesh, and are unused dips and ditches filled in?</p>		
<p>2. Chemicals</p> <p>Are chemicals stored and adequately locked out of reach of children?</p> <p>Are chemical mixing and wash down bays adequately sited away from the farm house?</p> <p>Are effluent pits and drainage sumps adequately fenced and guarded to prevent access by children?</p> <p>Are chemicals always stored in appropriate containers (i.e. the original, labelled packaging), and not in food or drink containers?</p>		
<p>3. Silos or grain storage</p> <p>Are fixed ladders to silos, bins, tank stands etc. adequately guarded and raised at least 1.8 metres above ground level to prevent children from attempting to climb them?</p> <p>Are children and other unauthorised persons permitted near grain storage areas or grain handling activities?</p>		
<p>4. Firearms/explosives</p> <p>Are all firearms and ammunition stored separately and securely locked out of reach of children?</p> <p>Are all explosives locked away from access by children?</p>		

Is it safe for children?	Yes/No	Action to be taken?
<p>5. Machinery, equipment and appliances</p> <p>Do you prevent young children from entering the farm work area, especially around workshops, machinery storage areas, refuelling facilities etc.?</p> <p>If machinery and vehicle storage/parking areas are near the house, are tractors, trucks, ATVs, farm bikes and other machinery secured to prevent access or tampering by children?</p> <p>Do you prevent children from riding as passengers on tractors and mobile plant?</p> <p>Are there dangerous items of equipment or machinery left accessible to children?</p> <p>Are appliances and electrical tools left turned on or engaged and accessible to children? (e.g. machines with sharp or moving parts, old refrigerators etc).</p>		
<p>6. Animal pens and stock yards</p> <p>Do you prevent children from entering stock yards?</p>		
<p>7. Farm motorcycles and All Terrain Vehicles</p> <p>Are children appropriately trained and supervised when learning to ride farm motorcycles and All Terrain Vehicles (ATVs)?</p> <p>Do all riders wear a correctly fitting motorcycle helmet, long pants, and sturdy footwear when riding farm motorbikes?</p> <p>Does the rural workplace:</p> <ul style="list-style-type: none"> • Only allow children to ride an appropriately sized farm bike or ATV in accordance with manufacturer's recommendations? • Prevent passengers from riding on ATVs? 		