▶ TRAINING AND SUPERVISING YOUNG WORKERS

How supervisors can keep young workers safe

- Allocate tasks that are appropriate, keeping in mind young workers' lack of experience and their physical and mental development. Expect mistakes and plan for these so consequences are not serious.

- Provide extra, ongoing supervision with lots of feedback on performance.

- Consider a mentor system. Allocate an experienced role model to provide more intensive support and someone to go to for advice.

- Talk with young workers as much as possible. Let them know that identifying workplace hazards will be rewarded.

- Set a good example with your own safe behaviour and make sure other workers do the same.

- Don't assume a young worker understands the risks, even if the hazards are visible.

- Explain their responsibilities towards keeping themselves and others safe.

For more information go to *Employer and Employee OHS Rights and Responsibilities .*

Tips for training a new young worker:

1. **Spend time getting to know your young worker.** Building rapport will mean the training is more effective.

2. **Show your new young worker how to do the task**, by first explaining and then demonstrating it yourself. Point out safety procedures, risks and consequences. Never assume workers already know these or that identifying hazards is common sense.

3. **Have the young worker explain and demonstrate** the safest way to complete the task. Correct any errors. Ask questions to check their understanding of safe practices in different workplace scenarios. Provide guidance, feedback and praise.

4. **Provide mental breaks**. Alternate the training of new tasks with safe, less demanding, familiar tasks to avoid overloading them with too much information during training.

5. **Continue to supervise a new young worker**, even when they are doing 'easy' tasks. Remember, what's easy or obvious to you may not be so straightforward to a young worker.

6. **Be patient.** This process is likely to be repeated over an extended period of time.