





CAL-HR-P-0015

Young Person in the Workplace

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Revision History					
This document should be reviewed at least every 12 months to maintain its effectiveness. Record the details of any changes made as a result of these reviews in the table below:					
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1.0 PURPOSE

- (1) This procedure covers the identification of young persons at work and the determination of the hazards that are associated with Calforth Construction Ltd (the Company) employing young persons in the workplace.

2.0 SCOPE

- (1) This document outlines the procedure to be followed for ensuring the safety of young persons in the workplace, fellow workers who may be impacted by the activities of a young person and potential associated impacts on the Environment and Company assets.

3.0 RESPONSIBILITY

- (1) The Management has overall responsibility for the safety of young persons in the workplace
- (2) Site Supervisors/Contracts Managers have responsibility for young persons employed by the Company on their individual sites
- (3) All staff have responsibility for ensuring that young persons in the workplace operate within a safe environment

4.0 DEFINITIONS

- (1) Young person - A young person is an employee or sub-contractor employee under the age of 18 years but over compulsory school leaving age
- (2) Child – a person below the compulsory school leaving age

5.0 PROCEDURE

- (1) The management must be notified if a young person is employed by the Company.
- (2) No child shall be employed by the Company on any Company work location without prior authorisation of the Technical Director. This relates only to work experience and would be confined to an office environment.
- (3) A written Risk Assessment of the work to be carried out by the young person shall be undertaken and recorded on the Company Integrated Management System before the young person is permitted to commence work on the site.
- (4) All young persons shall receive a Company and Site Specific safety induction on the first day of employment, which shall be undertaken by the employee's first line manager.
- (5) Young persons must not be allowed to work on their own and must be adequately supervised or mentored by a competent and experienced member of staff.
- (6) Young persons must attend the first available basic safety course.

- (7) Young persons must not be permitted to work on roofs, demolition works, steel erection sites, or within excavations and shall not be allowed to work within the following processes or machinery/equipment
 - (a) Asbestos
 - (b) Lead
 - (c) Confined spaces
 - (d) Hazardous substances
 - (e) Drive any construction plant or equipment
 - (f) Act as a banksman or give signals to crane operators or excavators
 - (g) Dangerous machinery
 - (h) Abrasive wheels
 - (i) Forklift trucks
 - (j) Woodworking machinery
 - (k) Lifting appliances
 - (l) Cartridge guns
- (8) Young persons shall not be employed in situations where
 - (a) The work or task is beyond their physical or psychological capacity
 - (b) They would be exposed to toxic or carcinogenic substances
 - (c) There is a risk to health from extreme cold, heat, noise or vibration
- (9) The employee's manager or Site Supervisors/Contracts Manager shall monitor the progress of the young person and shall ensure that the work undertaken is of an appropriate type and nature and additionally, shall ensure that the original Risk Assessment is reviewed and updated as necessary.
- (10) The management shall be notified by the Site Manager/Contracts Manager if the young person leaves the Company employment.
- (11) The employee will cease to be a young person when he/she reaches the age of 18 years on the provision that he/she has been trained and is competent to carry out tasks within his/her job description.
- (12) No employee under the age of 18 years shall work more than 40 hours per week.



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