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| **CAL-HS-PD-6001** |
| **Management Of Vulnerable Groups** |
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| **Procedure** |
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| Revision History | | | | | |
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# PURPOSE

1. The purpose of this procedure is to protect persons who may be regarded as vulnerable in the workplace.

# TRAINING AND CAPABILITY

1. Inductions and all training will be carried out in a language understood by non-English speaking persons.
2. Where this training cannot be carried out by a member of the site team, then the site team must be confident that the person acting as interpreter is competent and their instructions are being fully understood.
3. Induction training shall be followed by verbal confirmation of understanding by way of a question and answers session.
4. Monitor performance and understanding of instructions, review on a regular basis.

# CONTROL ARRANGEMENTS

1. Risk Assessments will be reviewed, and controls added to address the needs of vulnerable groups.
2. Manual Handling Assessments will be reviewed in an effort to eliminate Manual Handling with Expectant and Nursing Mothers and reduce Manual Handling for young persons.
3. Pictorial signs shall provide information to all site operatives.
4. Notices in the language of the non-English speaking persons shall be posted on site where necessary.
5. The supervisor or an operative in each squad shall speak the same language as each operative as well as English and must stay with the squad at all times.
6. Risk Assessments for vulnerable groups should address:

* Working hours
* Physical ability (especially Manual Handling)
* Exposure to substances (causing harm to unborn child)
* Exposure to radiation
* Lack of experience
* Extremes of cold and hot
* Extremes of noise and vibration

1. Individuals who cannot wear full personal protection (head protection) due to religious reasons should not be allowed to work under scaffold, under moving equipment or be put in potential danger from falling materials.
2. Young persons (under 18 years) shall be covered by the following controls:

* They shall be under direct supervision at all times by a named mentor. No mentor shall be responsible for more than two young persons.
* They shall not use Power Tools or Abrasive Wheels, unless under training/direct supervision and after a risk assessment has been prepared.
* They shall not operate any plant unless under training.
* They shall not use wood working machines unless under training.

1. A Risk Assessment must be prepared covering general activities of a young person. The young person must be formerly briefed on both the contents of this risk assessment and any other SOP/Risk Assessment/Method Statement covering tasks in which they will be involved.
2. A record of all such training must be retained on site, with a copy being held in their personnel file.

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