TOOLBOX TALK AWARENESS PACKAGES

HAZ-YNG · Young Workers Awareness

Product Overview

Audience: Young workers, apprentices and casual starters, and the supervisors and workmates who work with them · Duration: 20–30 minutes

Version 1.0 · 22 November 2026

For young workers and the supervisors who work with them: why young and inexperienced workers are hurt more often, a proper induction, supervision, tasks they should not do, speaking up, and bullying and harassment.

Young workers are more likely to be hurt at work than older workers, especially in their first months in a job. They are still learning the work, the hazards and the workplace, often keen to impress, and less likely to ask questions or say no. Many start in casual or part-time jobs, in hospitality, retail, farming, construction and trades, where hazards are real and supervisors are busy.

This talk is for young workers and their supervisors together. It covers why young and inexperienced workers are hurt, what a good induction includes, how supervision works (show, tell, watch, check), tasks that are not suitable or are restricted by law, speaking up and stopping when unsure, and bullying, harassment and so-called initiation pranks: what they are, that they are never part of the job, and who to tell. It is awareness, not a supervisor training course.

Learning outcomes

By the end of the session participants will be able to:

- Explain why young and inexperienced workers are more likely to be hurt, especially in their first months
- Know what a good induction covers, and ask about anything it missed
- Explain how good supervision works: show, tell, watch, check, and only then let someone work alone
- Recognise tasks that are not suitable for a young or inexperienced worker, or are restricted by law
- Speak up: stop and ask when unsure, and raise a hazard without fear
- Recognise bullying, harassment and initiation pranks, know they are never part of the job, and know who to tell

What it covers

Module	Covers
Why it matters	Why young workers get hurt; The first months; Everyone's part
Starting right	A good induction; Supervision that works; Tasks that are not suitable
Your part	Stop and ask; Bullying, harassment and pranks; Who to tell

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Activities

- Spot the gap: young workers and supervisors look at four first-week situations, from a rushed induction to a first-week worker left alone on a slicer, and decide what is missing
- What would you do: workers decide what to do in four situations, from being told to 'just figure it out' to a prank planned for an apprentice

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Is it for the young workers or the supervisors? Both, together. The talk is written so a supervisor can run it with a mixed group: young workers learn what to expect and how to speak up, and supervisors and workmates hear what good induction and supervision look like. For supervisors who want more, the Supervising Young Workers online course goes further. The talk quotes no ages, hours or legal limits: check the rules for young workers where you are.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Young Workers Awareness

Starting right: induction, supervision and speaking up for young and new workers

20–30 minutes · Young workers, apprentices and casual starters, and the supervisors and workmates who work with them

[Company name] · [Date] · [Facilitator name]

YNG

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What this talk is, and is not

This talk covers

- ✓ Why young and new workers get hurt
- ✓ Induction and supervision
- ✓ Tasks that are not suitable
- ✓ Speaking up, bullying and harassment

This talk is not

- ✗ Supervisor training
- ✗ The law on employing young people
- ✗ Training for any task or plant
- ✗ Our procedure: **[Our induction procedure]**

Awareness only. Young workers need training, and any licence required, before doing a task or using plant.

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Why young and new workers get hurt

It is not about being careless. It is about being new.

- New to the work, the hazards and the workplace
- Keen to impress, and worried about looking silly
- Less likely to ask questions or say no
- Often casual, part-time or on busy shifts
- Sometimes given jobs nobody else wants

A composite example

- On her second shift at a deli, a young worker is asked to clean the meat slicer. Nobody has shown her how.
- She does not want to bother the busy supervisor. She cuts her hand on the blade.

The first months are when injuries are most likely.

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Duties under health and safety laws

The business must

- Induct and train every worker
- Supervise to suit their experience
- Give only suitable tasks
- Prevent bullying and harassment

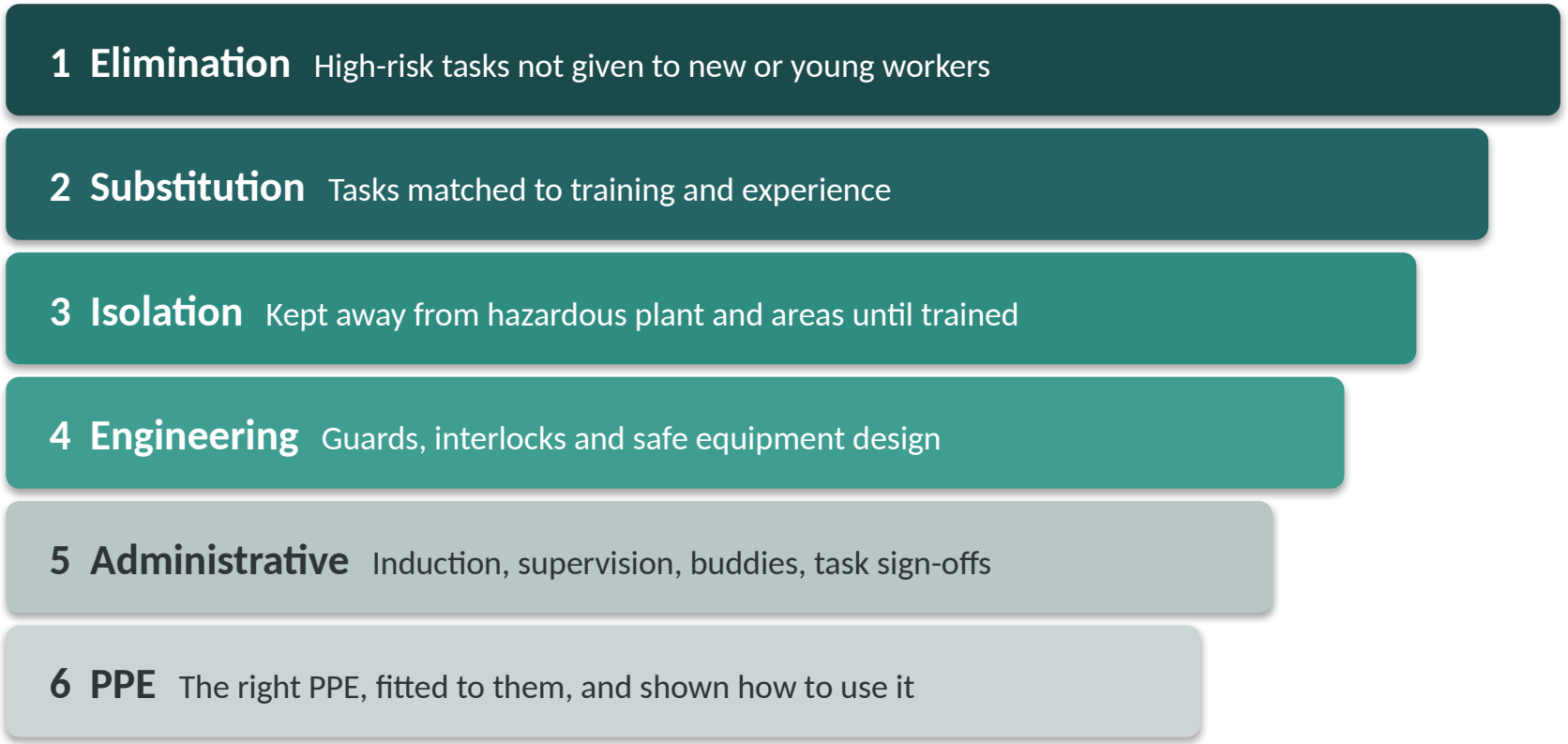
You must

- Follow your training and procedures
- Ask when you are unsure
- Use equipment only once trained
- Report hazards, injuries and bullying

Most health and safety laws give these duties. Check the law where you work (in Australia, WHS or OHS laws).

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The order of controls for young and new workers



HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Supervision matters, but the job itself must be safe first.

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Young Workers Awareness

Participant handout · keep this

New is when people get hurt. Start right, and stop and ask when unsure. Keep this page.

Starting right

1. An induction on day one
2. Show: the supervisor does it first
3. Tell: why each step matters
4. Watch: you do it, they watch
5. Check: feedback, then sign off
6. Close supervision at first

Never part of the job

- Pranks and initiations
- Bullying and sexual harassment

Never

- Use plant you are not trained on
- Stay quiet about an injury

Ask yourself

- ☐ Have I had an induction for this workplace and this job?
- ☐ Have I been shown this task, and checked doing it?
- ☐ Do I know who my supervisor is on this shift?
- ☐ Do I know which tasks and equipment I must not use yet?
- ☐ Do I know who to tell about a hazard, bullying or harassment?

If it is happening to you

- It is not your fault
- Tell your supervisor or another manager

Who and where

- **[Tasks not allowed yet]**
- **[Who to report to here]**

Not sure? Stop and ask. Every question is a good question.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not supervisor training, task training or advice on the law for employing young people.

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