

WesCEF Young Workers Supplier Guidelines

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Table of Contents

1.	Purpose	1
2.	Young Workers	1
3.	Expectations	1
4.	Supporting Information	2

1. Purpose

All employers have a duty of care to ensure all employees are safe whilst at work, however for younger workers we must be particularly diligent. Young workers are more vulnerable and have less work and life experience to draw upon. Young workers may be overly influenced by those around them. WesCEF requires experienced workers to lead by example and demonstrate safe, respectful and inclusive workplace behaviours that support young workers to learn and develop safely. These expectations extend to our suppliers, and this guideline aims to support our suppliers to foster a safe and inclusive environment for young workers.

2. Young Workers

Young workers are defined by WorkSafe WA to be between 15 and 24 years of age. Additional supervision and support may be required for workers under 18 years of age, taking into consideration their age, experience and the nature of the work being performed. Young workers may include apprentices, trainees, work experience students, or young workers in a broad range of other roles. It is important for our suppliers to know that WesCEF is an organisation that promotes an inclusive and respectful work environment in which a sense of belonging must be a shared experience by all. A sense of belonging means that we feel safe, respected, included, and that our differences are valued.

3. Expectations

Suppliers are responsible for ensuring young workers engaged through their business are appropriately supported, supervised and kept safe while working with WesCEF. This includes meeting the employment, training, supervision, safety, conduct and reporting expectations outlined below. Suppliers should:

- Ensure young workers are treated fairly and kept safe. This extends to ensuring that suppliers adhere to their obligations with regards to employment contracts, pay, entitlements and working

WesCEF Young Workers Supplier Guidelines

conditions in line with WesCEF standard terms and conditions, code of conduct and safety resources.

- Ensure young workers have the appropriate training, tickets, approvals and support in place for the level of task required.
- Ensure leaders of young workers are appropriately trained and approved to provide an appropriate level of supervision, support and feedback relevant to the task they are performing. The TEDS approach ('tell me, explain to me, describe to me, show me') is recommended for new and consolidated tasks.
- Recognise young workers may be less likely to raise concerns, challenge unsafe behaviours or report inappropriate conduct. Leaders and supervisors should actively create an environment where young workers feel comfortable asking questions, speaking up and seeking support.
- Ensure open conversations are had with young workers about unsafe work practices and hazards and how to identify them - this can help them better understand how unsafe work can lead to injuries, illnesses and fatalities in the workplace.
- Support young workers to make safe decisions; don't assume they know what the safe option is and empower and support young workers to report unsafe work or hazards.
- Ensure supervisors are aware of their own workplace behaviours. Young workers can be easily influenced, both positively and negatively by attitudes and behaviours they observe and experience at work.
- Ensure young workers understand how to raise concerns, report hazards and seek support through both their employer's processes and relevant WesCEF reporting channels when working on a WesCEF site.

4. Supporting Information

Below are some resources to help suppliers understand the expectations around fostering a safe and inclusive environment for young workers. Additional policies and information can be found on the [Supplier Management](#) page on our website.

[WesCEF Standard Terms and Conditions](#)

[WesCEF Health, Safety and Wellbeing Policy](#)

[WesCEF Code of Conduct](#)

[WesCEF Discrimination Harassment and Bullying Policy](#)

[WorkSafe WA New and Young Workers](#)

[Safe Working Guidelines for Electrical Workers and Apprentices](#)