

Purpose

AFL SportsReady is committed to ensuring all trainees and apprentices are placed in safe, healthy and supportive workplaces. As the legal employer, AFL SportsReady works in partnership with Host Employers to identify and manage workplace risks, provide appropriate supervision and training, and support the health, safety and wellbeing of trainees and apprentices throughout their placement.

The Safe Placement Guide assists AFL SportsReady and Host Employers to consult, cooperate and coordinate activities to ensure workplace risks are effectively managed and suitable support arrangements are in place

Shared Responsibilities

AFL SportsReady and Host Employers have a shared duty of care to provide a safe workplace for trainees and apprentices. This includes:

- Identifying and managing workplace hazards and risks.
- Providing appropriate induction, training and supervision.
- Maintaining safe systems of work.
- Supporting physical and psychological wellbeing.
- Consulting with workers on health and safety matters.
- Reporting and responding to incidents, hazards and concerns.
- Supporting injury management and safe return-to-work arrangements.

AFL SportsReady and Host Employers will consult, cooperate and coordinate activities relating to the trainee or apprentice to ensure risks are identified, assessed and appropriately managed.

Supporting Young Workers

Many AFL SportsReady trainees and apprentices are entering the workforce for the first time or have limited work experience. As a result, they may require additional instruction, supervision and support.

Host Employers should:

- Clearly explain workplace expectations.
- Encourage questions and discussions.
- Provide regular feedback and coaching.
- Monitor workload and wellbeing.
- Ensure trainees understand how to report concerns or seek assistance.

- Create an environment where trainees feel safe to ask questions and learn from mistakes.

Workplace Induction and Training

Host Employers are responsible for providing a workplace induction on commencement and ongoing training throughout the placement.

The induction should include:

- Workplace hazards and risk controls.
- Emergency procedures and evacuation arrangements.
- Incident and hazard reporting processes.
- Safe work procedures.
- Use of equipment and personal protective equipment (PPE).
- Key workplace contacts including supervisors, first aid personnel and safety representatives.

AFL SportsReady encourages the use of a practical learning approach:

Tell Me → Show Me → Watch Me

This helps ensure trainees and apprentices understand tasks and can perform them safely and competently.

Supervision

Effective supervision is essential to both safety and successful learning outcomes. Host Employers must ensure trainees and apprentices receive appropriate supervision based on:

- Their age and experience.
- The complexity of tasks.
- The level of risk associated with the work.
- Their demonstrated competence.

Supervisors should provide:

- Guidance and instruction.
- Ongoing coaching and mentoring.
- Constructive feedback.
- Support in developing workplace skills and confidence.

Where trainees are undertaking new or unfamiliar tasks, supervision should be increased accordingly.

Managing Workplace Risks

Host Employers are expected to identify hazards, assess risks and implement appropriate controls. Risk controls should be reviewed regularly to ensure they remain effective.

Examples of workplace hazards may include:

- Manual handling tasks.
- Vehicle use and driving.
- Plant and equipment.
- Hazardous substances.
- Outdoor work and environmental conditions.
- Working alone.
- Events and excursions.
- Occupational violence and aggression.
- Psychosocial hazards.

Where high-risk activities are undertaken, AFL SportsReady may request additional documentation such as risk assessments, safe work procedures or Safe Work Method Statements (SWMS).

Where trainees or apprentices undertake work from home or remote locations, Host Employers must ensure appropriate arrangements are in place to support health, safety, wellbeing and supervision.

Host Employers must notify AFL SportsReady of any regular work-from-home arrangement and confirm that a home workspace assessment has been completed. A copy of the assessment or checklist must be retained on file and provided to AFL SportsReady upon request. Any identified risks must be appropriately managed, and suitable equipment, resources and support must be provided to enable safe work.

Psychological Health and Safety

Psychological health and safety is an important component of workplace wellbeing.

Host Employers should provide a workplace that is free from:

- Bullying.
- Harassment.
- Discrimination.
- Victimisation.
- Occupational violence and aggression.

Psychosocial hazards may arise from:

- Excessive workloads.
- Poor workplace relationships.

- Inadequate support.
- Poor communication.
- Role confusion.
- Exposure to stressful or traumatic situations.
- Fatigue.

Host Employers should identify and manage psychosocial risks in the same way as physical risks and ensure workers have access to appropriate support where required.

Psychologically Safe Workplaces

AFL SportsReady expects Host Employers to foster psychologically safe workplaces where trainees and apprentices feel comfortable to:

- Ask questions.
- Raise concerns.
- Report hazards and incidents.
- Seek help when required.
- Admit mistakes and learn from them.
- Participate in open and respectful discussions.

A positive workplace culture supports learning, wellbeing and safer work outcomes.

Incident Reporting

Host Employers must notify AFL SportsReady as soon as practicable if a trainee or apprentice is involved in:

- A workplace injury.
- A near miss.
- A serious safety incident.
- A psychosocial incident.
- Allegations of bullying, harassment or discrimination.
- A notifiable incident under applicable WHS/OHS legislation.
- Concerns relating to inappropriate workplace behaviour or psychological safety.

Early notification enables AFL SportsReady and the Host Employer to work together to provide support and manage any ongoing risks.

Changes to Duties, Location or Supervision

Host Employers must inform AFL SportsReady if there are significant changes to:

- The trainee's duties.
- Work locations.
- Supervision arrangements.
- Identified workplace risks.

This ensures risks can be reviewed and the placement remains suitable and safe.

Further Information

If you require assistance completing the Safe Placement Form or would like to discuss any workplace health, safety or wellbeing matters, please contact your AFL SportsReady representative or email ohs@aflsportsready.com.au

Working in Partnership

AFL SportsReady appreciates the important role Host Employers play in developing the next generation of workers and is committed to working collaboratively to provide safe, supportive and successful placement experiences for all trainees and apprentices