

## CHAPTER 1

# DEFENCE WORK EXPERIENCE PROGRAM RISK MANAGEMENT POLICY

### INTRODUCTION

3.1.1 The Defence Work Experience Program (DWEPP) has a duty of care to ensure the health, protection and safety of participants undertaking a work experience placement. An important element of that duty of care is the recognition and implementation of work, health and safety (WHS) responsibilities and their relationship to a youth safe and protection culture.

3.1.2 As a result, all personnel with WHS and youth protection responsibilities and accountabilities in DWEPP must take all reasonably practicable steps to comply with these obligations. Risk assessments must therefore encapsulate both WHS and youth protection risks. DWEPP risk assessments must also reflect that in a DWEPP placement context, a host unit is a work place with a youth safe focus. Therefore, in addition to the regular WHS factors considered in risk assessments, DWEPP participants' age, maturity, (including physical, emotional, and behavioural status) must also be considered.

3.1.3 The roles, responsibilities and accountabilities in DWEPP are outlined in Section 1, Chapter 1.

3.1.4 This policy aligns with Defence's Youth Protection Management System (DYPMS), a system designed to meet the requirements of the Commonwealth Child Safety Framework (CCSF) and National Principles for Child Safe Organisations (NPCSO). ( see: [Youth Policy Manual Introduction](#)).

### POLICY INTENT

3.1.5 The intent of this policy is to ensure that all WHS and youth protection hazards and risks in DWEPP are identified and effectively managed.

3.1.6 This policy should be read in conjunction with the [Defence Safety Risk Management Policy](#).

3.1.7 DWEPP's youth protection risk management policy is consistent with:

- a. Requirement 1.0 of the [CCSF: Undertake risk assessments annually in relation to activities of each entity, to: identify the level of responsibility for and contact with children and young people, evaluate the risk of harm or abuse, and put in place appropriate strategies to manage identified risks](#)

- b. Principle 1 of the [NPCSO: Child safety and wellbeing is embedded in organisational leadership, governance and culture](#)
- (1) Key Action Area 1.5: *Risk management strategies focus on preventing, identifying and mitigating risks to children and young people*
- c. Principle 8 of the NPCSO: [Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed](#)
- (1) Key Action Area 8.1: *Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities*
- (2) Key Action Area 8.3: *Risk management plans consider risks posed by organisational settings, activities and the physical environment.*

## POLICY

3.1.8 This policy operationalises Defence's policy on youth protection risk management (Part 1, Section 3 Chapter 1).

3.1.9 Responsibility for managing youth safety WHS and youth protection risks during a DWEP placement is shared between the host unit/ base and Joint Support Services Division (JSSD), as Program owner (See Introduction, paragraph 3 and Section 1, Chapter 1, paragraph 1.1.17).

3.1.10 **Annual Risk Assessment.** An Enterprise level risk assessment must be undertaken annually. In accordance with Part 1, Section 3 Chapter 1, Program level youth protection risks must also be assessed and reviewed annually. The annual DWEP Risk Assessment requires the DWEP National Manager and Director Youth to undertake an assessment of discrete groups of risks and hazards and to address the corresponding list of elimination, preventative and mitigation recovery controls.

3.1.11 **DWEP Placement Risk Assessment.** In consultation with the Work Experience Liaison Officer (WELO), the Host Unit Point of Contact (POC) and / or Person Conducting Activity (PCA) is responsible for conducting a DWEP Risk Assessment prior to every placement. Using the placement activity timetable and the Nominal Roll as key inputs, the Placement Risk Assessment must encompass WHS and youth protection risks at both the placement and individual activity levels. The DWEP Youth Protection Risk Management Supplement (Annex A) must also be completed. *A DWEP placement or activity cannot take place unless the overall risk rating is Low or Very Low.*

3.1.12 The WELO must provide guidance to the POC and PCA and prior to finalising the Placement Risk Assessment documents, all parties must ensure that where necessary, reasonable adjustments have been made to specific activities to accommodate youth protection and safety needs.

3.1.13 Once completed, the Officer Authorising the Activity (OAA) must review and approve the any Service specific risk assessment documents and Annex A - DWEP Youth Protection Risk Management Supplement. The WELO is responsible for ensuring all signed Placement Risk Assessment documents is stored appropriately in Objective.

3.1.14 **Risk Control Awareness.** All DWEP and host unit/base personnel participating in a DWEP placement, including youth, must be aware of WHS and youth protection risk controls. Mechanisms for ensuring awareness include, but are not limited to, the participants' induction briefing and unit/ base placement pre-delivery briefing.

3.1.15 **Risk Register.** All youth protection and youth safety hazards, risks and issues must be included in a DWEP risk register. This is administered by the DWEP National Office.

3.1.16 **Risk Management Support.** For support relating to Defence youth protection risk management policy, commanders and managers should contact the Defence Youth Protection Contact Officer email address: [youth.protection@defence.gov.au](mailto:youth.protection@defence.gov.au)

3.1.17 **Privacy.** All information collected or used in relation to youth protection risk management must be managed in accordance with the privacy requirements outlined in [Part 1, Section 1 Chapter 2](#).

## Annex

A. DWEP Youth Protection Risk Management Supplement

**Accountable Officer:** Chief of Joint Capabilities (CJC)

**Policy Owner:** Head Joint Support Services Division (HJSSD)