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## **ENFORCEABLE UNDERTAKING**

Part 11

*Work Health and Safety Act 2011*

The commitments in this enforceable undertaking  
are offered to SafeWork NSW

by

BORG MANUFACTURING PTY LTD

ACN 003 246 357

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## Enforceable Undertaking

### Purpose

The purpose of this enforceable undertaking is to document the undertakings offered to SafeWork NSW pursuant to Part 11 of the Work Health and Safety Act 2011 (WHS Act) in connection with matters relating to alleged contraventions of the WHS Act or the Work Health and Safety Regulations 2011 (the Regulations).

### Section 1 – General information

#### a. Details of the person proposing the undertaking

<b>Registered Address:</b>	[REDACTED]
<b>Postal address:</b>	2 Wella Way SOMERSBY NSW 2250
<b>Telephone contact:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Legal structure:</b>	Proprietary Limited Company
<b>Type of business:</b>	Manufacturing
<b>Commencement date of the entity:</b>	27 February 1987
<b>Number of workers:</b>	Charmhaven 148 Somersby 186 Projects 81 Logging 13 Logistics 138
<b>Products and/or services:</b>	Manufacturing of wood products and decorative surfaces

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**b. Details of the alleged contravention**

It is alleged by SafeWork NSW that on 24 September 2014, Borg Manufacturing Pty Ltd failed to discharge its obligations as a person conducting a business or undertaking under sections 19(1) and 32 of the WHS Act in that it did not ensure so far as reasonably practicable the health and safety of workers.

**c. Details of the events surrounding the alleged contravention**

The injured worker sustained [REDACTED] injury [REDACTED] whilst operating a poorly guarded HACO MS 2504 Guillotine.

**d. An acknowledgement that SafeWork NSW alleged a contravention has occurred**

It is acknowledged that SafeWork NSW has alleged that Borg Manufacturing Pty Ltd has contravened sections 19(1) and 32 of the WHS Act.

**e. The details of any injury that arose from the alleged contravention**

[REDACTED]

**f. The details of any enforcement notices issued that relate to the alleged contravention**

Were notices received?

Yes  Please provide details in the table below.

Date issued	Notice type	Notice number	Contravention	Action taken in response to notice
3 Oct 2014	Improvement Notice	7-269901	Section 21 of the Work Health and Safety Act 2011	Safety measures were implemented in accordance with the notice.

**g. A statement of assurance about future work health and safety behaviour**

Borg Manufacturing Pty Ltd is committed to complying with its obligations under the WHS Act and ensuring, so far as reasonably practicable, the health and safety of all workers and those who may be affected by its business or undertakings.

**When an alleged contravention is associated with an injury/illness**

**h. The details of the type of workers compensation provided (if the injured person(s) is a worker of the person)**

The injured worker received weekly compensation for 17 days lost time following the incident. After returning on suitable duties the worker received weekly compensation to cover additional lost time until returning on full hours on 30 December 2014. All medical expenses were paid under workers compensation insurance including two surgical procedures, hand therapy and nominated treating doctor reviews.

**i. The details of the support provided, and proposed to be provided, to the injured person(s) to overcome the injury/illness**

Does the contravention involve injury to a person?

Yes  The worker was employed by Borg Manufacturing Pty Ltd at the time of the incident.

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The following support has been provided to the worker and/or their family:

Date	Description of support	Comments
20 Oct 2014	The injured worker returned to work on suitable duties reduced hours.	The injured worker had 17 days lost time following the incident however returned to work on suitable duties performing administration duties.
30 Dec 2014	The injured worker returned to work on full hours.	The injured worker returned to full hours and continued to perform administration duties.
19 Oct 2015	The injured worker was given clearance to return to their pre-injury duties.	Although the injured worker was given clearance to return to their pre-injury duties as an Apprentice Fitter Machinist, their role was changed and the injured worker now performs their pre-injury duties as well as utilising the skills acquired during the time they were performing suitable duties. Duties include drafting, quoting, ordering and programming.

- j. **If the matter involves a fatality or very serious injury<sup>1</sup>, a claim to demonstrate that exceptional circumstances exist that the enforceable undertaking is a more appropriate response than pursuing prosecution**

Does the contravention involve a fatality or very serious injury<sup>1</sup>?

No

- k. **The details of any existing occupational health and safety management system (WHS Management System) at the workplace including the level of auditing currently undertaken**

Borg Manufacturing Pty Ltd has an existing WHS Management System which has not been assessed against the principles of AS/NZS 4801:2001. This is a new system effective 31 January 2017 and is yet to be audited.

- l. **The details of any consultation undertaken within the workplace regarding the proposal of an enforceable undertaking**

Borg Manufacturing Pty Ltd has consulted the Company Directors, Chief Executive Officer, Operations Managers, Human Resources Manager, Production Coordinators, Maintenance Managers, Commercial Manager, Work Health and Safety Manager, Work Health and Safety Coordinators, Work Health and Safety Committee members. Consultation occurred at Leadership meetings, WHS Department meetings and Work Health and Safety Committee meetings.

- m. **A statement of regret that the incident occurred (i.e. not an admission of guilt)**

Borg Manufacturing Pty Ltd regrets that the incident on 24 September 2014 occurred and that the worker sustained injuries as a result of the incident.

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1. An injury that has caused nervous system damage liable to lead to mental incapacity or permanent restriction of mobility or involves a major amputation of a limb or parts of the body, for example, amputation above the knee or elbow. This term is not defined in the WHS Act; it is used within this document to identify certain circumstances which will trigger additional steps in the enforceable undertaking process.



**n. Any rectifications made as a result of the alleged contravention**

Description	\$ Amount
Hazard identification, risk assessment and out of service procedure training rolled out to workshop workers.	\$3,600
Audit and upgrade where required of plant and equipment in relation to guarding and fit for purpose.	\$16,825
Review/development of safe operating procedures and training competencies for plant and equipment in workshops.	\$9,600
Trained workers on the safe operating procedures for plant and equipment in the workshops.	\$17,060
Developed a commissioning and handover checklist relating to purchasing, acquiring, transferring or re-commissioning of plant and equipment.	\$360
Developed a decommissioned plant and equipment register, including the identification and audit to determine what plant was decommissioned. Training for appropriate workers.	\$4, 256
Introduction of regular workplace inspections in the workshops including development, training and implementation.	\$2,214

**TOTAL AMOUNT SPENT ON RECTIFICATIONS**

**\$53,915**

**o. A commitment that the behaviour that led to the alleged contravention has ceased and will not reoccur**

Borg Manufacturing Pty Ltd commits that the behaviour that lead to the contravention has ceased and that it will take all reasonably practicable steps to prevent recurrence of this type of incident.

**p. A commitment to the ongoing effective management of work health and safety risks**

Borg Manufacturing Pty Ltd commits that it will exercise its best endeavours to the ongoing effective management of work health and safety risks.

**q. A statement of ability to comply with the terms of the enforceable undertaking**

Borg Manufacturing Pty Ltd acknowledges that it has the financial ability to comply with the terms of this enforceable undertaking and has provided evidence with this undertaking to support this declaration.

**r. The person is required to provide information regarding any prior work health and safety convictions**

SafeWork NSW requests a list outlining details of any prior work health and safety convictions or findings of guilt under work health and safety legislation or work health and safety related legislation.

No  Borg Manufacturing Pty Ltd has had no prior work health and safety convictions.

**s. Statement regarding relationships with beneficiaries**

Borg Manufacturing Pty Ltd acknowledges there are no known current relationships with any of the beneficiaries outlined in the enforceable undertaking, other than the current employees of Borg Manufacturing Pty Ltd and the injured worker.

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**t. Intellectual property licence**

Borg Manufacturing Pty Ltd grants SafeWork NSW a permanent, irrevocable, royalty-free, worldwide, non-exclusive licence to use, reproduce, distribute, electronically transmit, electronically distribute, adapt, and modify any materials developed as a result of this enforceable undertaking.

**u. A commitment to participate constructively in all compliance monitoring activities of the undertaking**

Borg Manufacturing Pty Ltd acknowledges that the responsibility for demonstrating compliance with this undertaking rests with the person who has given this undertaking. Evidence to demonstrate compliance with the terms will be provided to SafeWork NSW by the due date for the term.

Borg Manufacturing Pty Ltd acknowledges that SafeWork NSW may undertake other compliance monitoring activities to verify the evidence that is provided and compliance with the relevant term. The evidence provided to demonstrate compliance with the undertaking will be retained by the person who has given this undertaking until advised by SafeWork NSW that the undertaking has been completely discharged.

Borg Manufacturing Pty Ltd acknowledges that SafeWork NSW may initiate additional compliance monitoring activities, such as inspections, as considered necessary at SafeWork NSW's expense.

**v. Acknowledgement of enforceable undertakings overview and guidelines**

Borg Manufacturing Pty Ltd has read and understood Enforceable Undertakings – an overview, and Enforceable Undertakings – guidelines for proposing an enforceable undertaking.

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## Section 2 – Enforceable Terms

**a. An acknowledgement that the enforceable undertaking will be published and publicised**

Borg Manufacturing Pty Ltd acknowledges that the enforceable undertaking will be published on SafeWork NSW's internet site and may be referenced in SafeWork NSW's publications.

Borg Manufacturing Pty Ltd will, within 30 days of the date of acceptance of the enforceable undertaking, cause a public notice to be published in the Sydney Morning Herald, which will be drafted using the script provided.

**b. A commitment regarding linking the strategy and promotion of benefits to the enforceable undertaking**

Borg Manufacturing Pty Ltd is committed to ensuring that any promotion of a benefit arising from this enforceable undertaking will clearly link the benefit to the undertaking and that the undertaking was entered into as a result of the alleged contravention.

**c. A commitment to disseminate information about the undertaking to workers, and other relevant parties (which may include work health and safety representatives), and in the annual report (if applicable)**

Borg Manufacturing Pty Ltd agrees to disseminate information about the enforceable undertaking within the workplace, including to the members of health and safety committees, health and safety representatives and all subcontractors working for the company. This information will be disseminated through leadership meetings, Work Health and Safety Committee Meetings, Toolbox Talks and an emailed memorandum. This will be completed within 30 days from the date of acceptance of the enforceable undertaking.

Borg Manufacturing Pty Ltd is not required to publish an annual report.

**Strategies that will deliver benefits to the workplace, industry and the community**

**d. Strategies that will deliver workplace benefits**

**1. Machine Safety Programme**

**Scope:**

Following the incident that occurred on 24 September 2014, Borg Manufacturing Pty Ltd completed a machine safety audit in three maintenance workshops, which included a guarding audit, aftermarket guarding installations, development of safe operating procedures and safe operating procedure training with workers.

Borg Manufacturing Pty Ltd will extend on the above-mentioned and complete an enhanced machine safety system audit at all manufacturing sites in New South Wales, including:

- 1090 Pacific Highway Somersby NSW 2250
- 2 Wella Way Somersby NSW 2250
- 2-4 Arizona Road Charmhaven NSW 2263
- 7 Ladbroke Street Milperra NSW 2214
- Lowes Mount Road Oberon NSW 2787

The safety system audit will be conducted to confirm that Borg Manufacturing Pty Ltd has in place safety measures which prevent its workers from sustaining traumatic injury due to poorly guarded machinery, inadequate safety system or insufficient training. The machine safety system audit will take account of numerous parts of Borg Manufacturing Pty Ltd's machine safety system and will be carried out in various stages over a period of three years.



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Stage 1:

Borg Manufacturing Pty Ltd will contract the services of an external provider to complete a machine safety gap analysis, including identifying that:

- Plant and equipment is guarded in line with manufacturer recommendations and/or Australian Standards.
- Isolation zones are clearly identified.
- E-stops, light curtains, gates and hoods isolate accurate zone(s) when opened, activated, etc.
- Safety documentation content covers associated hazards and risks and worker training is adequate and effective in relation to machine safety.

Borg Manufacturing Pty Ltd will contract the services of an external provider to complete a training gap analysis on the status of:

- Worker training in relation to the safe operation of plant and equipment.

Borg Manufacturing Pty Ltd will provide SafeWork NSW with a copy of the gap analysis report for each site including Borg Manufacturing's response to each report.

Stage 2:

On completion of the machine safety system gap analysis, Borg Manufacturing Pty Ltd will address all risks identify, starting at the highest level of risk and working through to the low risk issues.

Borg Manufacturing Pty Ltd will, where appropriate, address all risks in-house including repairs, maintenance, guarding installations, hardware, software, documentation and training requirements. However, if deemed inappropriate or Borg Manufacturing Pty Ltd does not have the resources available to address said risks, external resources will be utilised.

Stage 3:

Borg Manufacturing Pty Ltd will conduct an internal audit to verify external expert recommendations have been implemented/addressed.

Stage 4:

Borg Manufacturing Pty Ltd will contract the services of an external provider to complete a machine safety audit, verifying that:

- Plant and equipment is guarded in line with manufacturer recommendations and/or Australian Standards.
- Isolation zones are clearly identified.
- E-stops, light curtains, gates, hoods isolate accurate zone(s) when opened, activated, etc.
- Safety documentation content covers associated hazards and risks and worker training is adequate and effective in relation to machine safety.

Borg Manufacturing Pty Ltd will contract the services of an external provider to complete a training audit to verify the status of:

- Worker training in relation to the safe operation of plant and equipment.

Borg Manufacturing Pty Ltd will provide SafeWork NSW with a copy of the audit reports received including Borg Manufacturing's response to each report.

Borg Manufacturing Pty Ltd will undertake six evaluations at various stages throughout the machine safety programme and will provide SafeWork NSW with six evaluation reports, one every six months, with the first report provided by 31 December 2017.

**Tangible outputs:**

Borg Manufacturing Pty Ltd will receive confirmation that the machine safety system at all manufacturing sites in New South Wales meets or exceeds the standard, significantly reducing the risk of a worker sustaining a traumatic injury due to poorly guarded machinery and inadequate safety system or insufficient training.

This will also translate to a reduction in workers' compensation claims and associated costs.

**Audience / beneficiaries:**

Beneficiaries will include, but are not limited to, Borg Manufacturing Pty Ltd machine operators, factory operators, fitters, boilermakers, electricians, maintenance workers, contractors and agency casual workers.

**Delivery method:**

Borg Manufacturing Pty Ltd will contract the services of an external provider to complete a machine safety gap analysis and the services of an external provider to complete a machine safety training gap analysis.

Borg Manufacturing Pty Ltd will address all risks identified, starting at the highest level of risk and working through to the low risk issues.

Borg Manufacturing Pty Ltd will conduct an internal audit to verify that external expert recommendations have been implemented / addressed.

Borg Manufacturing Pty Ltd will contract the services of an external provider to complete a final machine safety audit and an external provider to complete a final machine safety training audit.

**Timeframe:**

Borg Manufacturing Pty Ltd machine safety programme commencement and completion dates as per below table:

	CHARMHAVEN	WELLA WAY SOMERSBY	MILPERRA	PACIFIC HIGHWAY SOMERSBY	OBERON
Gap Analysis	Sep 17 – Oct 27	Nov 17	Feb 18	Mar 18 – Apr18	May 18 – Jul 18
Remediation Works	Nov 17 – Mar 18	Apr 18 – May 18	Jun 18 – Jul 18	Aug 18 – Nov 18	Feb 19 – Jul 19
Documentation and Training	Apr 18 – Jun 18	Jul 18 – Aug 18	Sep 18 – Nov 18	Feb 19 – May 19	Jun 19 – Nov 19
Third Party Audit	Jul 18 – Aug 18	Sep 18	Feb 19	Jun 19 – Aug 19	Feb 20 – May 20
Programme Close Out	Sep 18	Oct 18	Mar 19	Aug 19	Jun 20



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**Work health and safety outcome:**

Borg Manufacturing Pty Ltd will have confirmed that its machine safety system at all manufacturing sites in New South Wales meets or exceeds the standard, significantly reducing the risk of a worker sustaining a traumatic injury due to poorly guarded machinery, an inadequate safety system or insufficient training.

Sustained awareness of all workers of the importance of machine safety.

**Total estimated cost: \$1,165,000**

**2. Work Health and Safety Education Programme****Scope:**

There is a recognised need throughout the business that supervisors / managers require capability training in the area of leadership so as to be able to effectively manage and lead the workforce in relation to WHS. Borg Manufacturing Pty Ltd will develop and deliver an education programme targeting its leadership team.

This programme will focus heavily on developmental training and capability building for Borg managers, coordinators, supervisors and team leaders with the aim of achieving behavioural change and will enable these leaders to instill a positive safety culture through the business.

The work health and safety education programme will be implemented at five Borg Manufacturing Pty Ltd sites in New South Wales, which will include:

- 1090 Pacific Highway Somersby NSW 2250
- 2-4 Arizona Road Charmhaven NSW 2263
- 2 Wella Way Somersby NSW 2250
- 7 Ladbrooke Street Milperra NSW 2214
- Lowes Mount Road Oberon NSW 2787

**Tangible outputs:**

The learning and development programme will increase not only leadership capability, but also work health and safety capability, awareness, knowledge and commitment so that our leaders can engage the whole workforce in relation to WHS.

The Leadership team will have the knowledge required to enable the delivery of more effective communication and consultation throughout Borg manufacturing sites to generate collective work health and safety ownership.

**Audience / beneficiaries:**

Borg Manufacturing Pty Ltd managers (33), coordinators (29), supervisors (42) and team leaders (33).

**Delivery method:**

This dedicated programme will be delivered in three stages:

1. Leadership training – to develop understanding at all levels of what a leader is as well as the expectations of leaders at Borg. This stage will be delivered by an accredited in-house training officer and will consist of two half-day training sessions. Stage one will commence in June 2017 and be completed by 31 October 2017.
2. The provision of a helicopter view of WHS, including legislation, basic theory, roles and responsibilities (company and individual), accountabilities and measures, required outcomes, company vision and



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- The purchase and installation of rear and forward facing cameras in all trucks to ensure drivers are driving appropriately and adhering to road rules. Camera footage is used as required during investigations following an incident.
  - Borg Manufacturing Pty Ltd identified some roads on regular Borg truck routes as being 'Danger Zones' and subsequently introduced set Borg speed limits, which are less than the posted speed limit. Danger

Zones are identified through monitoring software and breaches are automatically forwarded to the Transport Manager for investigation and any required action.

The implementation of the above initiatives has significantly improved driver safety and driver safety behaviours. However, serious truck related injuries continue to occur with a large percentage of these injuries being musculoskeletal which tend to occur during the load restraint process.

Borg Manufacturing Pty Ltd has introduced a number of load restraint solutions over the years in an attempt to address this issue including the implementation of procedures and training programmes as well as investing in the installation of a new sidewinding winch system that is specifically designed to reduce manual handling.

Although Borg has made some progress, manual handling during load restraint is still a major concern and continues to result in serious injury. Therefore, Borg Manufacturing Pty Ltd will investigate the potential for additional solutions and continuous improvement, including:

- Investigation into an automated air winch system. With air winches, air pressure does the hard work, quickly tensioning load straps, then actively applying post-tension to the load whilst it is in transit. In theory, air winches should prevent drivers straining on winch bars and also alleviate the requirement for drivers to re-tension straps during transit, again reducing manually handling.

Investigations will commence in July 2017 with appropriate air winches purchased and installed prior to 31 August 2017. Borg Manufacturing Pty Ltd will conduct monthly driver reviews, analyse injury and near miss statistics and provide SafeWork NSW with an evaluation of findings report prior to 31 May 2018.

- Investigation and trial of an automatic ratchet. The idea behind this tool will be to take the manual winch bar and replace it with an automatic tool – a similar example would be to replace a manual screwdriver with an automatic drill.

There do not appear to be any automatic winch bars in the current market and therefore Borg will investigate and invest in the possibility of tailoring an existing product for suitability.

Investigations will commence in June 2018 however, trialing a suitable product will only occur when/if Borg Manufacturing Pty Ltd are able to source or develop a suitable product that is fit for purpose, in which case, trials will commence in June 2019.

Borg Manufacturing Pty Ltd will conduct monthly driver reviews, analyse injury and near miss statistics and provide SafeWork NSW with an evaluation of findings report prior to 30 November 2019.

- Trialing a number of variations of the traditional winch bar with Borg Manufacturing Pty Ltd drivers to determine if a more appropriate option than what is currently being used is available in the market.

Investigations will commence in June 2018 with trials commencing the following month in July 2018. Borg Manufacturing Pty Ltd will conduct monthly driver reviews and document feedback, analyse injury and near miss statistics and provide SafeWork NSW with an evaluation of findings report prior to 30 November 2018.



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**Tangible outputs:**

Serious musculoskeletal injuries occurring during load restraint has been a hotspot issue for Borg Manufacturing Pty Ltd, and therefore the aim is to investigate and implement the most appropriate equipment and procedures with the goal of reducing the number of workplace manual handling incidents/injuries.

**Audience / beneficiaries:**

Borg Manufacturing Pty Ltd drivers (83) and loaders (40).

Following investigation and trials, if Borg Manufacturing determines a solution or safer approach to the load restraint process, Borg Manufacturing Pty Ltd will promote its findings to the industry through the Australian Trucking Association (ATA).

**Delivery method:**

Borg Manufacturing Pty Ltd will purchase an automated winch system, an automatic ratchet and a number of variations of the traditional winch bar to trial on Borg Manufacturing Pty Ltd trucks. Borg will work with others in the industry including industry leaders and peak bodies, with the goal of achieving a realistic solution.

Borg Manufacturing Pty Ltd drivers and loaders will participate in the process and ongoing consultation will take place to ascertain what is and is not effective in reducing the amount of manual handling during the load restraint process and therefore a potential reduction in manual handling injuries.

When/if an appropriate solution has been determined and deemed effective, Borg Manufacturing Pty Ltd will introduce the solution to newly purchased trucks and make after-market adjustments to the existing fleet where appropriate and/or necessary.

**Timeframe:**

Truck safety consultation and investigations will commence within six weeks of the acceptance of the enforceable undertaking. Once an appropriate solution is determined and agreed, it will be an ongoing initiative.

**Work health and safety outcome:**

Borg Manufacturing Pty Ltd will achieve best-practice work health and safety in relation to truck safety, will sustain safer work practices, reduce manual handling injuries arising from load restraint practices, reduce asset damage and associated repair costs and reduce workers' compensation claims and associated costs.

**Total estimated cost: \$86,596**

**e. Strategies that will deliver industry benefits****4. Small Workplace Industry Induction****Scope:**

The FIAA is an industry body for the furnishings, cabinetmaking, kitchen and joinery industries. The FIAA's primary role is to provide services to their 400 plus members in a broad range of areas including workplace health and safety.

The FIAA takes a holistic approach to training by delivering individualised training programmes that meet the needs of their members. Borg Manufacturing Pty Ltd views this as an opportunity to reach out to the industry

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by assisting the FIAA to expand the work health and safety training available to their members through the inclusion of an online induction programme.

The furnishings, cabinetmaking, kitchen and joinery industries consist of hundreds of small businesses. Being small, many businesses would have insufficient resources to focus on work health and safety training, and in particular a formal WHS induction programme.

Borg Manufacturing Pty Ltd will sponsor an online induction programme and fund the required resources throughout its development and implementation stages. The FIAA will provide guidance throughout the process on the needs of different businesses within their industries and on completion will host the induction (cost free) on the FIAA website to assist their members with the introduction of new workers into the work environment.

Borg Manufacturing Pty Ltd will commence work on the induction programme in June 2017. The induction programme will go live on the FIAA Website in February 2018. Once the induction programme is available on the FIAA website, Borg Manufacturing Pty Ltd will support the FIAA in the ongoing management of the programme including updates and maintenance for an additional 15 months. In June 2019, Borg Manufacturing Pty Ltd will hand over the ownership and ongoing management of the online induction programme to the FIAA.

Borg Manufacturing will conduct bi-monthly reviews to gain feedback from the online induction programme users and the FIAA. Borg Manufacturing will provide SafeWork NSW an evaluation report on completion of the project on or before 31 July 2019.

The FIAA supports this initiative. Please refer to the attached letter of support drafted by the FIAA Chief Executive Officer.

**Tangible outputs:**

New workers commencing with an employer in the furnishings, cabinetmaking, kitchen and joinery industries will be able to participate in an online work health and safety induction prior to commencing work in their new environment.

The online induction programme will be designed to raise awareness of work health and safety for new workers and provide the foundation for a safe future with their new employer.

The induction will include information on the following topics but will not be limited to:

- Hazard Identification
- Reporting safety issues
- Risk Assessment and control procedure
- Injury and incident reporting
- Emergency procedure
- Evacuation procedure
- Personal Protective Equipment
- Isolation, LOTO procedure
- Manual Handling
- Forklift Safety
- Discrimination and EEO
- Machine safety and guarding
- Housekeeping
- Chemical safety

On completion of the online WHS Induction participants will be required to successfully complete a competency checklist prior to commencing work.

**Audience / beneficiaries:**

New workers commencing work with small employers in the furnishings, cabinetmaking, kitchen and joinery industries who are members of the FIAA.



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**Delivery method:**

The FIAA will communicate the introduction and availability of the online induction throughout their membership.

The induction will be delivered online through a series of topic specific modules which will include a combination of text, images and video clips and conclude with a competency assessment. New employees will be able to access the induction externally (if required) via a secure login. This will allow inductions to take place in the event the employer does not have access to online resources.

**Timeframe:**

Borg Manufacturing Pty Ltd will commence the development of the induction programme within four weeks and the handover of ownership to FIAA will be completed within 36 months of the acceptance of the enforceable undertaking.

FIAA Online Induction programme commencement and completion dates as per below table:

<b>FIAA ONLINE INDUCTION PROGRAMME</b>	
Internal Planning Induction look and feel	June 2017
Develop online framework Develop content Develop competency assessment	July 2017 - September 2017
Web develop content Add voice over	October 2017 – November 2017
Stakeholder meeting in preparation for going live. Go live!	February 2018
User feedback	March 2018 – March 2019
Prepare handover Handover	April 2019 May 2019
Evaluation Reports	February 2018 and June 2019

**Work health and safety outcome:**

The online induction programme is intended to increase work health and safety awareness and understanding. It will provide industry specific information on high-risk areas of work to which employees in the furnishings, cabinetmaking, kitchen and joinery industries are exposed.

**Total estimated cost: \$25,016**

**f. Strategies that will deliver community benefits****5. Community Workplace Safety Campaign****Scope:**

Borg will promote the importance of workplace safety in the community by developing a Safe by Choice, Not by Chance workplace safety campaign with the goal of reaching as many community members as possible with a safety message that promotes the importance of making safety their number one choice at work.

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Initiatives in the Safe by Choice, Not by Chance workplace safety campaign will aim to engage and encourage individuals in the community to think about workplace safety.

Campaign initiatives will include:

- Borg Manufacturing Pty Ltd will promote workplace safety on the back of at least 100 trucks. Trucks will vary in size from heavy rigid up to B-Double as will the message; however, in most cases the safety message will be approximately 800mm x 300mm.

Safe by chance, not by choice sticker installation on Borg trucks will be completed by 31 August 2017.

- A workplace safety radio advertisement on SeaFM 101.3 which will consist of three advertisements, five days a week (Monday-Friday) between 5.00am and 9.00am, for three months, promoting workplace safety to community members travelling to work.

The radio campaign on SeaFM 101.3 will run October 2017 - December 2017.

- Between October 2017 and December 2017, 6,500 items of merchandise will be distributed to the community promoting workplace safety. Merchandise will include the below items printed with Safe by Choice, Not by Chance. Items will be distributed to the community at sporting events and facilities across the Central Coast. Items will also be distributed through SeaFM101.3 radio as giveaways from their mobile cruiser.

1,000 x Aluminum drink bottles

1,000 x USB sticks

2,000 x pens

2,000 x bumper stickers

500 x sport/gym bags



- Sporting team sponsorship. Borg Manufacturing Pty Ltd will sponsor a number of junior sporting teams on the Central Coast between October 2017 and December 2017 to promote Safe by Choice, Not by Chance. Examples of sponsorship may include team uniforms, sporting equipment, etc.

Borg Manufacturing Pty Ltd will undertake ongoing evaluation of the community workplace safety campaign to gauge the success of the campaign by measuring reach – who received the message, when the message was received and where it was received. Borg Manufacturing Pty Ltd will provide SafeWork NSW with a copy of the evaluation report on or before 28 February 2018.

**Tangible outputs:**

The community workplace safety campaign will promote workplace safety across the Central Coast and keep community members thinking about workplace safety whether it is their own safety or that of a family member, friend or colleague.

**Audience / beneficiaries:**

Central Coast community members will be the main audience; however, Borg Manufacturing Pty Ltd trucks travel throughout NSW and interstate daily. Workplace safety messages on the back of the Borg truck fleet will promote safety to community members on Australian roads.

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**Delivery method:**

The community workplace safety campaign will promote workplace safety through various avenues to gain as much saturation throughout the community as possible. Methods include:

- Borg Manufacturing Pty Ltd will promote workplace safety on the back of at least 100 trucks.
- Workplace safety radio messages on SeaFM 101.3.
- Distribution of 6,500 items of merchandise to the community promoting workplace safety.
- Advertising workplace safety through the sponsorship of sporting teams.

The intended message is:

**Timeframe:**

The community workplace safety campaign will be a three month campaign in total with all initiatives being implemented within this period.

Borg Manufacturing Pty Ltd will commence the rollout of the community workplace safety campaign in October 2017 and the campaign will be completed February 2018.

The truck safety message will remain on the back of at least 100 trucks for the life of the enforceable undertaking, with Borg Manufacturing Pty Ltd to reassess the continuation of this initiative beyond this period.

**Work health and safety outcome:**

Community engagement in workplace safety to remind workers from any organisation that workplace safety is their choice and to not take any chances.

**Total estimated cost: \$54,538**

**TOTAL ESTIMATED VALUE OF THE UNDERTAKING \$1,505,000**

**Where appropriate (g-j)**

**g. A commitment to establish and maintain (or maintain if a system already exists) a WHS Management System**

Borg Manufacturing Pty Ltd is committed to the establishment of a WHS Management System that complies with the principles of AS/NZS 4804: 2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques and ensuring compliance within 12 months from the date the enforceable undertaking is accepted.

Borg Manufacturing Pty Ltd acknowledges that the WHS Management System will be maintained in accordance with the standard.



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**h. A commitment to ensure the WHS Management System is audited by third party auditors**

Borg Manufacturing Pty Ltd commits to ensuring that the WHS Management System will be audited by an accredited third party auditor to meet the requirements of AS/NZS 4801: 2001 Occupational Health and Safety Management Systems – Specification with guidance for use, in accordance with established timeframes as set with SafeWork NSW.

Borg Manufacturing Pty Ltd is committed to achieving AS/NZS 4804: 2001 WHS Management System Accreditation and acknowledges that an initial third party audit will be undertaken ensuring compliance within 12 months from the date the enforceable undertaking is accepted.

Borg Manufacturing Pty Ltd will issue SafeWork NSW with two additional third party audit reports, the first in June 2019 and a final report in June 2020.

Borg Manufacturing Pty Ltd acknowledges that the third party auditor selected to perform WHS Management System audits must be certified by a certification body accredited by JAS-ANZ to ISO/IEC 17024: 2004 General requirements for bodies operating certification of persons.

Borg Manufacturing Pty Ltd acknowledges that details of the auditor's qualifications against the stated requirements will be provided with audit reports provided to SafeWork NSW.

**i. A commitment to provide a copy of each finalised WHS Management System audit report to SafeWork NSW**

Borg Manufacturing Pty Ltd acknowledges that audit reports received from the auditor will be forwarded to SafeWork NSW within four weeks of the audit together with a letter certifying that the report has not been altered from the copy provided to the person by the auditor.

Borg Manufacturing Pty Ltd acknowledges that within four weeks of receipt of the auditor's written report, SafeWork NSW will be advised of any intended actions in addressing each of the report's recommendations.

**j. A commitment to implement the recommendations from these audits (unless otherwise negotiated with SafeWork NSW)**

Borg Manufacturing Pty Ltd commits to fully implementing the intended actions arising from the audits within six months from receiving the audit report from the WHS Management System auditor unless otherwise agreed by SafeWork NSW.

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### Section 3 – Offer of undertaking

As a duly authorised person of Borg Manufacturing Pty Ltd , I offer this undertaking and commit to the terms herein.

Signed: 

[Duly authorised person]

Name: 

Position: Chief Executive Officer

Dated at Somersby this 3rd day of July, 2017

### Section 4 – SafeWork NSW's acceptance of undertaking

*The duration of an enforceable undertaking is determined by the content of the agreed terms. An enforceable undertaking commences and is enforceable once accepted by SafeWork NSW. The enforceable undertaking will be concluded on written advice from SafeWork NSW when all requirements of the undertaking have been satisfactorily executed.*

I accept this undertaking as an enforceable undertaking under section 216 of the WHS Act.

Signed: 

Name: Peter Dunphy

Position: Executive Director SafeWork NSW

Dated at Coffs Harbour this 7 day of 7 2017  
[suburb] [month] [year]



