



Variation to an Enforceable Undertaking between the regulator and Hume Doors & Timber (Aust) Pty Ltd accepted on 30 January 2015.

The following variation to the Enforceable Undertaking between the regulator and Hume Doors & Timber (Aust) Pty Ltd has been proposed as follows:

2g. 9 'Work Experience for local high schools and job search agencies'

This strategy will be ceased with the completion of the 2015 program.

REPLACED WITH:

2e. 5 'Extension to the Safe Level of English for the workplace program'

Scope: Improving the safe level of conversational English through collaboration and consultation with an established training organisation. This will include extending our original Safe Level of English for the Workplace Project for an additional two years across 2016 and 2017. Each of these two annual programs will involve a twelve week program that will provide targeted time, training and resources in Language, Literacy and Numeracy in a strategy to ensure a higher level of competency for all participants. This is to be achieved through the use of the Hume Doors & Timber documents which staff members may need to read and understand i.e. Toolbox Talks, Hazard Reports, Incident Reports and Standard Operating Procedures. At the end of the program the participants will be reassessed to verify the improvement in their safe level of English.

Tangible Outputs: The tangible benefits will include an increased capacity of the participants to become more active in our safe working environment, breaking down the language barrier and increasing more effective communication. This will increase, not only the safety of the individual participants, but that of Hume Doors & Timber as a whole. Participants will be more effectively able to report hazards and risks, as well as becoming more interactive in toolbox talks etc.; thereby increasing safety in the workplace.

Beneficiaries/audience: The beneficiaries of this program will be threefold. Initially the beneficiaries of this program will be the twenty participants each year, improving their skills, knowledge and self-confidence. Equally important will be the outcome for the work colleagues of these participants who will benefit from having fellow team members who are able to function at a higher level of comprehension



and competency as a result of their enhanced safe level of English. The third group of indirect beneficiaries will be community based the extended family members of the participants, as the participants actively practise their increased Language, Literacy and Numeracy skills within their family groups and communities.

Delivery Method: Delivery is via two, three hour face-to-face training sessions per week for a period of twelve weeks. The total hours provided face-to-face would be seventy two hours per participant. The program would commence with an initial assessment and conclude with a final assessment to quantify the progress.

Time Frame: Two annual courses will be held at Lansvale, the first concluding by the 31st October 2016, and the second concluding by 31st October 2017.

Safety Outcomes: The safety improvements of this program are derived from an increased level of comprehension for our staff with English as a second language background to actively participate in maintaining a safe working environment. This would include an increased capacity to report hazards, provide help when needed and to respond in an emergency. The anticipated improvements in English would also improve the confidence of the staff members to raise concerns if anything unsafe is identified.

Total Estimated Cost: \$117,600

Variation Proposed

[Redacted Signature]

[Redacted Name]

General Manager
Hume Doors & Timber (Aust) Pty Ltd

Date: 04.12.15

Variation Accepted

[Redacted Signature]

Tony Williams
Director
SafeWork NSW

Date: 10/12/15

Note: A copy of this approved (signed) addendum is to be attached to a copy of the accepted undertaking and should be made available to SafeWork NSW when requested or during compliance audits