

ENFORCEABLE UNDERTAKING

Part 11

Work Health and Safety Act 2011

The commitments in this enforceable undertaking
are offered to SafeWork NSW

by

Nupress Tools Pty Ltd

ACN 001 068 220

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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

Registered Address:	Nupress Tools Pty Ltd
Postal address:	11 Nelson Road Cardiff NSW 2285
Telephone contact:	+61 2 4903 9300
Email address:	████████████████████
Legal structure:	Proprietary limited company
Type of business:	Manufacturing
Commencement date of the entity:	1 January 1972
Number of workers:	Full-time: 40 Part-time: 1 Casual: 2
Products and/or services:	Machining and fabrication of metal components for a range of industries including construction, energy, mining, aerospace, defence and medical.

b. Details of the alleged contravention

It is alleged by SafeWork NSW on 26 May 2015, Nupress Tools Pty Ltd, being a person conducting a business or undertaking who had health and safety duties under section 19 of the WHS Act, failed to ensure, so far as is reasonably practicable, the health and safety of workers at the workplace. This failure exposed a worker to a risk of death or serious injury contrary to section 32 of the WHS Act.

c. Details of the events surrounding the alleged contravention

On 26 May 2015 the worker was finishing and polishing a cylindrical stainless-steel rod known as a “dropper rod”, 38mm in diameter and 1350mm long, using a manual lathe. While operating the lathe [REDACTED] became caught in the rotating “dropper rod”.

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

It is acknowledged that SafeWork NSW has alleged that Nupress Tools 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 enforcement notices received?

Yes Please provide details in the table below.

Date issued	Notice type	Notice number	Contravention	Action taken in response to notice
26.05.2015	Prohibition notice	006317	Use of manual Steelmaster lathe #082406 date 2008 may give rise to the risk of crush and entanglement injury.	Manual lathe was locked out and not used.
3.06.2015	Improvement Notice	014106	Workers may be exposed to risks to health and safety from crush and entanglement injuries when using manual lathe Steelmaster serial #082406 due to lack of training and information.	Manual lathe was removed from site.

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

Nupress Tools 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 worker has been receiving workers compensation for the injury he suffered as a result of the incident.

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

Does the alleged contravention involve injury to a person?

Yes The worker was employed by Nupress Tools Pty Ltd at the time of the incident.

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

Date	Description of support	Comments
26 May 2015	Attendance at John Hunter Hospital by a Director following the incident.	Nupress were unable to see the worker as he was in surgery.
26 May 2015	Contact with the worker and his family following the incident.	[REDACTED]
27 May 2015	Offers of counselling and childcare.	
27 May 2015	Offers of assistance with household work (e.g. lawn mowing) and meals	
30 May 2015 approx. and ongoing for 3 -4 months	Further contact with the worker's father to enquire about the worker's wellbeing	[REDACTED]
	Consideration of return to work opportunities (the worker remains employed)	[REDACTED]
		[REDACTED]

j. **The details of any existing work health and safety management system (WHSMS) at the workplace including the level of auditing currently undertaken**

Nupress Tools Pty Ltd has a WHSMS supported by documented policies, procedures and an employee handbook. Nupress Tools Pty Ltd requires competency assessment and verification for workers on all aspects of machine operation. Risk assessments are performed for every operation/task and are audited daily for compliance.

Prior to 26 May 2015 Nupress Tools Pty Ltd had not developed a safe work method or a safe work method statement (**SWMS**) for finishing/polishing dropper rods. Following 26 May 2015 Nupress Tools Pty Ltd developed a SWMS for finishing/polishing components using the manual lathe. This included prohibiting the wearing of gloves while operating the manual lathe. Shortly after this, the manual lathe was removed from operations.

At present Nupress Tools Pty Ltd's WHSMS comprises a number of policies and procedures that are developed, implemented, reviewed and maintained by Nupress Tools Pty Ltd in electronic and hard copy format. These include:

- 28 SWMS; and
- 20 work health and safety (**WHS**) policies.

In terms of day to day manufacturing tasks, Nupress Tools Pty Ltd implements a 'job pack' system. This means documented safety and quality procedures for the manufacture of each component are printed and compiled to accompany the component through the manufacturing process. Each component progresses through a number of stages, tasks and/or operations.

The 'job pack' includes a documented risk assessment for each task. The risk assessment must be completed before the operation is undertaken. The risk assessments progress through the factory with the component in a 'job pack'. During the manufacture process supervisors will intermittently review whether the risk assessments are completed. Once the component is finished, the entire 'job pack', including risks assessments, is reviewed before the component is 'signed off' for distribution. This means every operation associated with the manufacture of components is auditable on a daily basis.

SWMS are routinely reviewed and updated. Workers are trained on the SWMS at induction. Existing workers receive continuous refresher training so they are updated on all 28 SWMS each 2 year cycle.

Nupress Tools Pty Ltd conducts tool box talks on Tuesdays and Thursdays which address WHS issues and invite worker feedback and discussion. Monthly 'tool box' BBQs are also conducted for Nupress Tools Pty Ltd and its workers to have more in-depth training, instruction and discussion on WHS matters.

Nupress Tools Pty Ltd conducts regular internal audits of its quality, environmental and WHS systems. As a supplier for the Department of Defence, Nupress Tools Pty Ltd also operates under Quality Systems - Aerospace - Model for Quality Assurance in Design, Development, Production, Installation and Servicing AS9100 (**AS9100**) which includes WHS elements.

Internal audits are conducted on a quarterly and 6 monthly basis. For WHS processes, Nupress Tools Pty Ltd uses an Internal Audit Testing Work Paper to document the audit process. It encompasses reviews of risk management processes, effectiveness of inductions, effectiveness of 'job pack' processes, training records, tool box talks, SWMS and identification of other tasks that may pose a risk to each and safety. A detailed internal audit summary is then generated which identifies whether controls are effective, require improvement or a significant non-conformance. Corrective actions are identified in the audit summary and implemented in order of priority/risk.

An external audit against AS9100 is also conducted annually by SAI Global.

k. The details of any consultation undertaken within the workplace regarding the proposal of an enforceable undertaking

Nupress Tools Pty Ltd conducted a consultation meeting with its workers on 13 July 2018. During the session, the Managing Director spoke to the workers about the proposed enforceable undertaking and key strategies involving the workplace including:

- What an enforceable undertaking is and its purpose;
- Strategies to help improve cross cultural awareness at the workplace and communication/consultation with workers who speak English as a second language (**ESL**);
- Strategies to help supervisors develop knowledge and skills on:
 - Understanding and managing WHS obligations;
 - Supervising, training and instructing workers from different cultural backgrounds;
 - Improving and developing safety leadership skills.

No workers objected to the enforceable undertaking and the strategies discussed. The cross-cultural consultation strategy/ESL consultation group strategy was well received by workers as was the supervisor and leadership training strategy. All 6 of the ESL workers at Nupress Tools Pty Ltd indicated a willingness to be part of the ESL consultation group.

Workers were also invited to complete a survey assessing:

- confidence in understanding WHS laws and responsibilities;
- confidence in communication with ESL workers and young workers;
- whether there are difficulties with communication between ESL workers/young workers and understanding instructions; and
- worker understanding of risk assessments.

Worker feedback on WHS training opportunities was also sought. To date, 20 workers have completed the survey. Nupress Tools Pty Ltd also proposes to undertake the same discussions and survey with office and administrative staff.

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

Nupress Tools Pty Ltd regrets the incident on 26 May 2015 occurred and that the worker sustained injuries as a result of the incident.

m. Any rectifications made as a result of the alleged contravention

Rectifications are summarized below. It is not possible to place a fixed cost on rectifications as measures and strategies are ongoing. With the removal of certain manual machines from the site and operations Nupress Tools Pty Ltd has adopted alternative work methods to undertake the tasks. Nupress Tools Pty Ltd has not audited the cost impact of these changes.

Description	\$ Amount
Nupress Tools Pty Ltd removed the manual lathe from the site. Accordingly, no work is undertaken using a manual lathe. Nupress Tools Pty Ltd also removed a manual surface grinder and a manual radial drill as well as the manual lathe. These machines were used in production on a daily basis.	
The depreciated cost removing the manual machines from the site represented a cost of approximately \$71,450.	\$71,450

<p>Manual tasks previously undertaken on the manual machines are now undertaken on automated CNC (computer numerical control) machines.</p>	<p>The use of CNC machines for undertaking these tasks represents an approximate cost of \$1,000,000 per year.</p>
<p>Significant revision and updating WHSMS. This has involved:</p> <ul style="list-style-type: none"> • Review and identification of all task and workplace related hazards and risks; • Development and implementation of a more effective system for risk identification, assessment and control; • Development and documentation of task based risk assessments to encourage considered identification of risks; • Review and update of all SWMS (28 in total); • Implementation of 'Take 5' assessments and documentation of same; • Revision and improvement of tool box talks. These are conducted twice weekly; • Re-training and induction of all workers on revised systems and SWMS; • Employment of a dedicated worker to work 8 hrs per week as a minimum specifically for documentation control and training since the incident. This is at a cost of approximately \$10,000/year. 	<p>Approximately \$50,000.</p>
<p>Introduction of a monthly team meeting and BBQ to facilitate discussion, consultation and safety culture at the workplace. These are conducted by workers and other supervisors/managers within the business including Directors.</p>	<p>Approx \$2,200 (per month) in BBQ costs and cessation of operations</p>
<p>Introduction of a reciprocal approach to daily tool box talks where workers are encouraged to raise issues from the floor with supervisors and management.</p>	<p>N/A</p>
<p>Additional training for supervisors on supervision and review of risk assessments. Supervisors were specifically trained on WHS requirements and to manage compliance. The focus of this training was not to apportion blame for non-compliance but to foster and maintain a commitment to safety across the workforce.</p>	<p>N/A</p>

n. A commitment that the behavior that led to the alleged contravention has ceased and will not reoccur

Nupress Tools Pty Ltd commits that the behaviour that led to the alleged contravention has ceased and that it will take all reasonably practicable steps to prevent recurrence of this type of incident.

Importantly, the manual lathe involved in the incident (and other manual machines) have been removed from the operations entirely so that no workers are exposed to risks associated with work on a manual lathe (and other manual machines) at all.

The majority of Nupress Tools Pty Ltd's manufacturing activities are now undertaken using automated CNC machines. That is, the functions and movements of the machine are controlled by programmed computer data rather than manually. The moving parts of CNC machines are fully enclosed and cannot be accessed when the machine is in operation.

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

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

This is driven by a personal commitment from Directors and the WHSQ and Project Manager who continue to develop and implement safety improvements. Directors attend regular tool box talks and are actively involved in promoting a safety culture and continuous improvement at the workplace.

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

Nupress Tools Pty Ltd acknowledges that it has the financial ability to comply with the terms of this enforceable undertaking and has provided evidence to SafeWork NSW to support this declaration.

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

No Nupress Tools Pty Ltd has had no prior work health and safety convictions.

r. Statement regarding relationships with beneficiaries

Nupress Tools Pty Ltd advises there is an existing relationship held with Hunter Manufacturing Awards Incorporated who is a beneficiary of the manufacturing award sponsorship contained within the strategy described in Section 2 of this enforceable undertaking. The relationship is simply one of membership/sponsorship which would allow Nupress Tools Pty Ltd to sponsor an award for the Hunter Manufacturing Awards.

s. Intellectual property licence

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

The multi-media provider that will be engaged to assist with the delivery of this enforceable undertaking has been informed of this requirement and agrees to same.

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

Nupress Tools 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.

Nupress Tools 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.

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

u. Acknowledgement of enforceable undertakings overview and guidelines

Nupress Tools Pty Ltd has read and understood the SafeWork NSW Enforceable Undertakings Guidelines and Enforceable Undertakings Customer Service Standard.

Section 2 – Enforceable Terms

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

Nupress Tools Pty Ltd acknowledges that the enforceable undertaking will be published on SafeWork NSW's internet site.

The enforceable undertaking may be referenced in SafeWork NSW's publications.

Nupress Tools Pty Ltd will, within 30 days of the date of acceptance of this enforceable undertaking, cause a public notice to be published in the Sydney Morning Herald and Newcastle Herald, which will be drafted using the script provided in Annexure 1. The public notices will be at least 1/8 of the page in size. A copy of the public notices will be provided to SafeWork NSW.

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

Nupress Tools 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)

Nupress Tools Pty Ltd agrees to disseminate information about the enforceable undertaking within the workplace, including to the members of any health and safety committee, health and safety representatives and all subcontractors working for Nupress Tools Pty Ltd. This information will be disseminated through notices, tool box meetings, management meetings and work health and safety committee meetings and will be completed within 30 days from the date of acceptance of the enforceable undertaking.

Nupress Tools Pty Ltd commits that any strategies that involve safety information being provided to the industry and/or community will be subject to SafeWork NSW's review and approval of the content prior to dissemination.

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

d. Strategies that will deliver workplace benefits

1. WHS Audit and Improvement

Scope:

Nupress Tools Pty Ltd will assess their current work health and safety operations and identify and implement improvements. The objective is for excellent WHS systems and practices and continuous improvement.

The audit will focus on factory operations at the Nupress Tools Pty Ltd site in Cardiff and be undertaken in 3 stages:

- Stage 1 will identify issues that need to be addressed by Nupress Tools Pty Ltd;
- Stage 2 will involve consultation on the implementation of potential solutions;
- Stage 3 will assess the effectiveness of those solutions.

Target issue:

While factory operations at Nupress Tools Pty Ltd are largely automated, there are still some operations and tasks that have the capacity to present a risk to health and safety. These include risks arising from:

- Manual tasks;
- Factory layout and trip hazards (risks of falls);
- Noise exposure;
- Use of forklifts and vehicle interactions;
- Use of cranes and loading equipment;
- Use of other plant and equipment, both automated and manual;
- Hazard identification and risk management in new/changing circumstances.

(referred to collectively as the **Target Issues**).

As part of the WHS audit, Nupress Tools Pty Ltd will:

- Obtain a baseline assessment of work health and safety across Nupress' operations and identify areas for improvement focusing on the Target Issues;
- Reference the baseline assessment against specific controls identified in:
 - The current WHSMS in place at Nupress Tools Pty Ltd including;
 - *Manual handling SWMS*
 - *Gantry Crane SWMS*
 - *Prevention slips, trips and falls SWMS*
 - *Forklift SWMS*
 - *Lifting Equipment SWMS*
 - *Enterprise Risk Matrix*
 - *WHSE Risk Assessment*
 - *Work Health and Safety Regulation 2017 (NSW)*;
 - Codes of Practice for:
 - *Hazardous manual tasks*
 - *How to manage work health and safety risks*
 - *Managing noise and preventing hearing loss*
 - *Managing the risk of falls at the workplace*
 - *Managing the risks of plant in the workplace.*
 - Australian Standards, legislation/codes applicable to automated plant at Nupress Tools Pty Ltd operations. These will be identified in consultation with the auditor and SafeWork NSW and include standards/codes dealing with guarding, safe use of plant and safety related control systems.
- Identify and develop corrective action plans in line with the above reference materials.

- Implement strategies to improve WHS in its workplace.
- Review the effectiveness of those strategies.

Tangible outputs / deliverables:

Nupress Tools Pty Ltd will commission an independent third party to undertake the WHS audit:

Each stage will produce the following:

- **Stage 1:**
 - A report of non-conformances and areas for improvement addressing the Target Issues;
 - Compliance action plan for addressing non-conformances and improvements;
 - New or updated systems/procedures to accompany implementation of action plan.
- **Stage 2:**
 - A report on compliance action plan and new or updated systems/procedures to support same;
 - Further compliance action plan to address implementation issues/outstanding concerns from Stage 2;
 - New or updated systems/procedures to accompany implementation of action plan.
- **Stage 3:**
 - A report verifying implementation of compliance action plan(s) and effectiveness of action plan in addressing Target Issues;
 - Effectiveness of action plans will be measured through safety observations/discussions with workers; questionnaires, compliance review of 'job packs' which include documented risk assessments and review of data reporting near misses, incidents, LTIs etc;
 - A report documenting recommended measures for continuous improvement focusing on the Target Issues.

The auditing process will follow ISO 19011:2011 Guidelines for auditing management systems and is applicable to all organisations that need to conduct internal or external audits of management systems or manage an audit programme.

Copies of the 3 audit reports for each Stage in the WHS audit, compliance action plans and any new/revised WHS systems/procedures will be provided to SafeWork NSW as part of the enforceable undertaking.

Audience / beneficiaries:

The audience and beneficiaries will be Nupress directors, managers and workers. This will include:

- 38 workers
- 3 managers
- 2 directors

Delivery method:

Nupress Tools Pty Ltd will:

1. Engage an appropriately accredited and independent third party to undertake a WHS audit focusing on Target Issues.
2. Communicate with workers about the WHS audit through:
 - a. Notification of the WHS audit at the monthly 'tool box' BBQ;
 - b. Conduct of a meeting with workers (multiple if necessary) to discuss the scope and timing of the WHS audit;
 - c. Conduct of regular updates on WHS audit visits and key dates during bi-weekly (Tuesdays and Thursdays) 'tool box' meetings.

3. The external auditor will undertake audits of the factory operations at site (at least 3 audits) and review of WHSMS documentation as part of the audit.
4. Following receipt of a report at Stage 1 and Stage 2 of the WHS audit, Nupress Tools Pty Ltd will consult with workers on the development and implementation of compliance action plans and new/updated systems/procedures.

Timeframes:

It is expected this strategy will commence in January 2019 and progress in accordance with the timeline below.

Action	Commencement	Completion
Stage 1		
Engage a certified Lead Management Systems Auditor	June 2019	August 2019
Communication with workers	June 2019	Ongoing. Initial meetings will be conducted in June 2019 and monthly updates provided during WHS audit process.
Workplace audit by auditor	June/July 2019	June/July 2019
Stage 1 report provided by auditor	August 2019	August/September 2019
Stage 2		
Review Stage 1 report	October 2019	October 2019
Consult with workers	November 2019	November 2019
Develop corrective action plan	December 2019-January 2020	January 2020
Implement corrective action plan	January 2020	January 2020/February 2020
Stage 2 audit and assessment	February 2020	February 2020
Stage 2 report provided by auditor	April 2020	April 2020
Stage 3		
Review Stage 2 report	May 2020	May 2020
Review effectiveness of corrective actions	June 2020	June 2020
Consult with workers and refine corrective actions	July 2020/June 2020	September 2020
Implement corrective action plan	November 2020	December 2020
Stage 3 audit and assessment	January 2021	January 2021
Stage 3 report provided by auditor	February 2021	February 2021

Work health and safety outcome:

The WHS audit will result in improved systems and controls for addressing risks arising from Target Issues. Workers and officers at Nupress Tools Pty Ltd will:

- Have an improved understanding of hazards and risks associated with Target Issues;
- Contribute to the development of corrective action plans and therefore have improved understanding of risk management measures/controls implemented as part of the process for Target Issues;
- Develop their understanding of WHS audit, review and verification processes;
- Develop their understanding of the importance of continuous improvement and evaluating work practices with 'fresh eyes'.

Cost Breakdown:

Description	\$ Amount
WHS audit Stage 1: Initial audit, including review of documentation, preparation of audit checklists and onsite assessment of implementation of WHS management documentation. Provision of a Stage 1 audit report detailing the findings of the audit and identifying non-conformances and areas of improvement. 5 days at \$1,760/ day	\$8,400
Stage 2: Onsite Audit and provision of an audit report detailing the results of the audit, including assessment of compliance with actions identified in the Stage 1 compliance action plan 3 days at \$1,760/ day	\$5,040
Stage 3: Onsite Audit and provision of a report detailing findings of the audit and providing recommendations for continuous improvement based on the target issues 3 days at \$1,760/ day	\$5,040
Total of three audits	\$18,480 (ex GST)
Fee for additional services (if required)	\$210/hr
Indirect costs (time and resources for Nupress Tools Pty Ltd) 40hrs for 4 staff combined cost rate \$250/hr.	\$10,000

Total estimated cost: \$28,480

2. Supervisor Training Program including the Cross-Cultural Awareness Project

Scope:

Supervisors and management personnel at Nupress Tools Pty Ltd will organise, fund and deliver a supervisor training program to train the leaders in WHS risk management, cross cultural awareness, millennial awareness and leadership skills.

As part of the supervisor training with regards to cross cultural awareness the supervisors of Nupress Tools Pty Ltd will develop and implement a cross cultural awareness project (the **Project**) designed to obtain insight from members of its workforce who speak English as a second language (**ESL**) about risk, safety and challenges for ESL workers when it comes to WHS.

Of a total workforce of 43, Nupress Tools Pty Ltd has 6 workers (employees) from an ESL background. These workers are from India, Sri Lanka, Philippines, Bosnia and Herzegovina. Some of these workers are in supervisory roles. Others perform 'step up' supervisory work and train/instruct new workers. Languages spoken by the ESL workers include Tamil, Malayalam, Hindi, Filipino (Tagalog), Croatian and Sinhala.

Nupress Tools Pty Ltd also engages 4 apprentices/trainees in its workforce. The average age of the apprentices/trainees is 20.

The Project will comprise of two elements:

1. Supervisor training program on WHS legislation and duties, safety leadership and cross-cultural awareness; and
2. Implementation of an ESL consultation group.

Workers of Nupress Tools Pty Ltd have been consulted on training options and the ESL consultation. All workers were supportive of receiving more training and implementation and involvement in the ESL consultation group.

Nupress Tools Pty Ltd will engage external provides with appropriate expertise to deliver the training including:

1. Sparke Helmore Lawyers, WHS laws and obligations;
2. SafetyWorks, WHS Leadership;
3. Anti-Discrimination Board of NSW, Cross-cultural Awareness¹.

Target issue:

The SafeWork NSW Work Health and Safety Roadmap 2022 (**the Roadmap**) identifies workers from culturally and linguistically diverse backgrounds, migrant backgrounds, young workers and labour hire workers as being particularly at risk in terms of WHS.

Nupress Tools Pty Ltd engages ESL workers, migrant workers and young/labour hire workers within its operations. This includes engaging apprentices through labour hire organisations.

Language barriers and cultural differences/experiences create challenges for persons conducting businesses and undertakings (including Nupress Tools Pty Ltd) to ensure safety culture, messages, training and instructions are effectively delivered and understood. Training and support for supervisors and managers will help these leaders to understand cultural difference and develop appropriate leadership skills to support WHS in a culturally diverse workplace.

Tangible outputs / deliverables:

The Project will include the following:

1. Establishment of the ESL consultation group. This stage of the Project is about implementing and maintaining ongoing consultation with ESL workers on WHS matters. It will involve:
 - a. Establishment of an ESL consultation group comprising of ESL workers and a management representative;
 - b. An initial ESL consultation group discussion session to identify:
 - i. Objectives and purposes of the group. This will be open for the group to determine but will include engagement and empowerment on WHS matters through representation, information and consultation;
 - ii. Resources and support the group may require to operate effectively;
 - c. Representation from the ESL consultation group on the WHS committee;

¹ The Anti-Discrimination Board of NSW does not include millennial awareness/communications in its training. To address this topic, the WHS training from Sparke Helmore Lawyers will incorporate content from SafeWork NSW's Young Workers' eToolkit.

- d. Primary issues the ESL considers should be addressed to improve WHS. E.g.: *What can be done better by the business and supervisors when it comes to WHS and ESL workers?*
- e. Establishment of a framework for meetings/regular discussions to identify, assess and progress WHS matters raised by or with the ESL consultation group.
- f. Promotion of ongoing consultation and engagement with ESL workers to improve WHS culture and an understanding of ESL workers across the business.

It is envisaged the ESL consultation will provide insight and context that will be used to develop supervisor/manager training programs that follow as part of this Project. This is to ensure the training programs are appropriately adapted to Nupress Tools Pty Ltd's workplace. External training providers will be briefed on the ESL component of the workforce and insights received from the ESL consultation group.

2. Delivering supervisor and manager training on WHS obligations and leadership. The training will focus on giving supervisors and managers a clear understanding of obligations under WHS laws and the role of supervisors/managers in supporting a safe workplace and achieving compliance. The training also will incorporate content from SafeWork NSW's Young Workers' eToolkit.
3. Delivering supervisor and manager leadership skills training. This training will aim to equip supervisors and managers with the practical skills to model leadership behaviours that support safety values and establish and support an environment that engages workers in safety.
4. Delivering supervisor and manager training on cross cultural awareness and diversity in the workplace. The training will focus on intercultural awareness, overcoming unconscious bias and communication strategies.
5. The preparation and provision of a Project report to SafeWork NSW documenting learnings/insights from the Project that may have broader application to other workplaces.

Audience / beneficiaries:

The audience and beneficiaries will be Nupress Tools Pty Ltd directors, managers and workers.

The training program will be delivered to 5 supervisors/managers and directors. 6 ESL workers will be involved as part of the ESL consultation group.

All participants in the training will be encouraged to discuss and implement what they have learned during staff meetings and "tool box" talks. This is to share the experience and key points with workers and encourage participants to use their skills/insights in their day to day work.

Delivery method:

To deliver the supervisor/manager training Nupress Tools Pty Ltd will:

1. Assess insights from the ESL consultation group to inform training (below).
2. Conduct an anonymous survey of training participants on desired training content. This will be conducted by Nupress Tools Pty Ltd.
3. Organise appropriately qualified and experienced external training providers for WHS obligations/compliance training, leadership skills training and intercultural awareness training.
4. Brief external training providers on the nature of Nupress Tools Pty Ltd operations and ESL background information from consultation group.
5. Consultation with SafeWork NSW on content of training packages.
6. Pre-training evaluation. Supervisors/managers will participate in a survey to assess their existing understanding of WHS rights and obligations, WHS leadership and cross-cultural awareness.

7. Deliver training program.
8. Post-training evaluation. Supervisors/managers will participate in a survey to assess their understanding of WHS rights and obligations, WHS leadership and cross-cultural awareness following the training.
9. Consult and discuss Project experiences with ESL workers and supervisors/managers to gauge feedback and insights.

To deliver the ESL consultation group component of the Project Nupress Tools Pty Ltd will:

1. Organise the implementation of the ESL consultation group. ESL workers have all expressed willingness to participate.
2. Conduct initial ESL consultation group discussion session. This will be facilitated by either David Appleby, who holds a TAFE Certificate IV in Training and Assessing and/or Donna Clair, who has experience providing assistance to ESL university students from the University of Newcastle. Both Mr Appleby and Mrs Clair work at Nupress Tools Pty Ltd and are known to the ESL workers.
3. Establish suitable framework for regular meetings/discussions. This framework will include the provision of support to the ESL consultation group including in the form of administrative support to help with the preparation of written materials (if required).
4. Implement the framework on an ongoing basis.
5. Review effectiveness of ESL consultation group after 12-18 months. The review will consider:
 - a. Level of engagement from ESL workers;
 - b. Number of meetings/sessions conducted;
 - c. Number of work health and safety committee meetings participated in by ESL workers;
 - d. The nature of insights gained from ESL consultation;
 - e. The number and nature of WHS initiatives or measures derived from the ESL consultation group.
6. Nupress Tools Pty Ltd will provide outcomes and feedback from discussion/survey of Project participants to SafeWork NSW to share insights and learnings.
7. The effectiveness of the consultation group will also be measured through qualitative discussion and survey of the ESL consultation group and selected workers at the commencement of the group at and the 12-18 month interval following the provision of outcomes and feedback to SafeWork NSW. Participants will be asked about:
 - a. Integration and collaboration of ESL and non-ESL workers when managing WHS at the workplace;
 - b. Effectiveness of communications between ESL and non-ESL workers;
 - c. Perceived value of the strategy by ESL workers and other workers;
 - d. Perceived WHS outcomes.

Timeframes:

The ESL consultation group will be established in early 2019.

It is expected the training will be delivered within 12 months of the commencement of the enforceable undertaking.

Action	Commencement	Completion
ESL consultation group	June 2019	Review September 2020
Brief external training providers	August 2019	August 2019
Liaison with SafeWork NSW on content of training packages	September 2019	September 2019
Delivery of training sessions (x3)	November 2019 (subject to availability of providers)	November 2019 (subject to availability of providers)
Evaluation and feedback	December 2019	December 2019
Reporting to SafeWork NSW on Project insights	February 2020	February 2020

Work health and safety outcome:

The supervisor and manager training will assist leadership staff at Nupress Tools Pty Ltd to provide effective supervision, instruction and information to workers of different ages and multicultural backgrounds. It will also support supervisors and managers to fulfil their leadership functions with a clear understanding of WHS obligations and their role in achieving a safe and healthy workplace.

The ESL consultation group will improve consultation with ESL workers and engagement on WHS matters. It will provide an avenue for Nupress Tools Pty Ltd to gain insight and understanding about WHS issues from the perspective of ESL workers so WHS challenges and risks can be addressed. It also aims to create a space for ESL workers and managers/supervisors to work together and engage in collaborative discussions about safety. This will enhance engagement from ESL workers on safety matters to promote safety culture and ownership of WHS systems/controls.

The Project also includes providing feedback to SafeWork NSW so insights and learnings can be shared as part of the Roadmap.

Cost Breakdown:

Description	\$ Amount
ESL Consultation Group	\$2,000
WHS Laws and Obligations (1.5 hours)	\$1,500
Safety Leadership Skills (half-day)	\$5,000
Intercultural Awareness Training (2 hours)	\$1,100
Indirect costs (time and resources for Nupress Tools Pty Ltd) 10 staff at combined cost \$550/hr for 20hrs.	\$11,000
Legal advice and support with implementation	\$7,500

Total estimated cost: \$28,100

Total estimated cost of workplace benefits \$56,580

e. Strategies that will deliver industry benefits

3. Design and Manufacture of Safety Tool, Promotional Video and Resources

Scope:

Nupress Tools Pty Ltd will design and manufacture a new tool in consultation with industry and SafeWork NSW, which will eliminate the need for a worker to hold or touch emery cloth while a component is rotating, (a preliminary design of the tool has been provided to Safework NSW). 1000 units will be manufactured and supplied, without cost, to the consumer. Nupress Tools Pty Ltd will derive no commercial benefit from this project. The tool will be available to consumers at the National Manufacturing Week Conference 2020 and also through registering on the website designed in this strategy.

The tool will eliminate the need for emery or other material used to finish a component to be held by hand and can be used on manual and CNC automated lathes. Subject to further risk assessment and consultation, additional iterations of the design may allow emery to be looped over the part being finished.

Nupress Tools Pty Ltd has the expertise, resources and technology to develop the tool. Initial tool designs indicate the tool will function as intended. A risk assessment for the basic tool has been provided to SafeWork NSW.

Target issue:

Many workplaces and private workshops use a manual lathe. The practice of finishing a component of a manual lathe is common place. This is usually done by the person holding the ends of the emery cloth in each hand with the component rotating in contact with the coarse side of the emery cloth. By using one's hands to hold the emery cloth, there is a risk of injury or entanglement.

Currently, there are no tools available that have been commercially designed, manufactured or supplied to the market that provide higher order controls to manage the risk that manifested with the incident. As such, persons proposing to undertake the task such as the one involved in the incident would need to design and create their own bespoke tools to manage the risk and this, of course, gives rise to the problem of further/different risks arising as a result of the tool itself.

The purpose of the tool is to eliminate the need to hold or touch the emery while the component is in rotation. It will be designed and manufactured by Nupress Tools Pty Ltd in consultation with industry² and SafeWork NSW.

Tangible outputs / deliverables:

The following actions will be undertaken by Nupress Tools Pty Ltd:

1. Design of the tool;
2. Consultation with industry on the design and utility of the tool;
3. Analysis and testing of the tool through a NATA accredited laboratory as well as a risk assessment;
4. Design review;
5. Prototype manufacture;
6. Verification of samples in consultation with SafeWork NSW and with the use of Bureau Veritas destructive testing; laboratory;
7. Design review involving engineering analysis and review of destructive testing;
8. Production of the tool;
9. Development of a promotional video providing incident background and description of the tool;

² Industry consultation is proposed to include TAFE, AusIndustry and other industry participants.

10. The development and production of educational resources and safe work documentation for the use of the tool (including an instructional video). This will include a training manual and SWMS;
11. Distribution and supply of units to the community at no cost to the customer;
12. Development and maintenance of a website for 3 years where consumers can order the tool, access the video and training resources as well as tool design;
13. Translation of video (using captions) and instructional resources into 3 languages (to be determined in consultation with SafeWork NSW);
14. Reviewing and reporting on metrics for distribution of tool and accessing of website/video and educational resources on website for 3 years from website launch.

It is noted the promotional video will identify that the tool and video have been developed for the purposes of this enforceable undertaking. The context/focus of the videos will be on the incident and lessons learned from same. The tool will serve as a means of awareness raising as well as providing a practical solution to a safety issue. Nupress Tools Pty Ltd will consult with SafeWork NSW about appropriate content for the video. The instructional video, training resources and website will not promote Nupress Tools Pty Ltd as a business. Apart from including necessary explanations regarding the tool being an enforceable undertaking project, the video, training and website will refer to a generic 'Lathe Safety' (or similar) 'brand name'.

Promotion of the materials will take place through social medial channels (Facebook, Instagram, YouTube and the website). The website will have Google Analytics to track visitors, downloads, video views etc. A budget will be allocated to promotional activities for the resources for 10 months to reach the highest potential number of lathe users in NSW across a year.

Nupress Tools Pty Ltd will also liaise with SafeWork NSW on the design as part of the design verification and review process.

Audience / beneficiaries:

The audience and beneficiaries of the tool will be workers and any other person who uses a manual lathe. The tool can also be used in CNC automated machines. This will benefit the industry and community.

Delivery method:

The production and design of the tool will occur using Nupress Tools Pty Ltd's existing facilities with testing to be undertaken by an appropriate third party (NATA accredited).

Distribution of the tool will occur through direct supply to interested organisations as well as through industry participants.

Offers of supply can be facilitated by industry associations such as Australian Manufacturing Technology Institute Limited (**AMTIL**), community groups such as Men's Sheds and promoted through the Hunter Manufacturing Awards, National Manufacturing Week Conference and AgQuip field days.

Nupress Tools Pty Ltd will engage a multi-media production and marketing provider to develop and produce a promotional video for training and educational resources. Nupress Tools Pty Ltd will make the design and risk assessment of the tool publicly available through digital platforms.

The intellectual property rights to the tool and the materials developed to support the promotion and instruction for the tool will be retained by SafeWork NSW.

Timeframes:

The timeframe takes into account the following stages of development:

1. Design;
2. Prototype development and testing;
3. Production of a video and educational material;
4. Distribution and rollout;
5. Launch and promotion of tool, video and educational resources through website and social media channels;
6. Analysis of metrics and reporting.

Action	Commencement	Completion
Tool design	June 2019	June 2019
Industry consultation	July 2019	July 2019
Prototype, development, testing and risk assessment	August 2019	August 2019
Briefing for multi-media provider and development of videos and educational resources	Late August/September 2019	October 2019-January 2020
Manufacture of tool and development of SWMS	November 2019	November 2019
Distribution and promotion of tool and resources.	October 2019- January 2020	October 2019-January 2020
Maintenance of website and digital platform for accessing tool, instructional video and educational resources	January 2020	January 2023
Reporting on performance of website/accessing tool. Metrics for tool orders, accessing resources and website.	January 2021 January 2022	January 2021 January 2022

Work health and safety outcome:

Nupress Tools Pty Ltd expects the development and distribution of this tool and accompanying educational material will ensure recognition and identification of the hazardous task currently undertaken in the community and industry. Currently, the risks associated with this task are generally not well managed and/or are heavily reliant on lower order controls.

The development and distribution of this tool will eliminate the task of holding emery cloth while using a manual lathe and the risk of injury/entanglement.

Further, it is expected that promotion of the tool will increase awareness about the hazards associated with the use of a manual lathe.

Cost Breakdown:

Description	\$ Amount
Costs associated with the design and development of the tool	
Design and prototype development and testing	\$25,000
Manufacture of units at \$100 per unit x 1000 units	\$100,000

Production of videos and educational material and marketing (detailed below)	
<i>Promotional video</i>	\$2,750
<i>Instructional video</i>	\$2,750
<i>Educational resources on use of the tool</i>	\$13,500
<i>'Lathe Safety' logo identity</i>	\$3,500
<i>Promotion</i>	\$15,000
<i>Digital platform development</i>	\$9,000
<i>Translation (by accredited translator) (x3)</i>	\$7,200
<i>Campaign/advertising</i>	\$9,250
<i>Reporting</i>	\$12,000
<i>Domain hosting and reporting (years 2 and 3)</i>	\$1,300
Indirect costs (time and resources for Nupress Tools Pty Ltd) 4 staff at combined rate of \$250 for 40 hours	\$10,000
Legal advice and support with implementation	\$10,000
Total estimated cost:	\$221,250

4. **Sponsorship: Hunter Manufacturing Awards**

Scope:

Nupress Tools Pty Ltd will sponsor an award for the Hunter Manufacturing Awards, whose mission it is to promote best practices in manufacturing. This sponsorship commitment will be for 3 consecutive years. The purpose of the sponsorship is to primarily promote the learnings from the Incident, and secondly to raise awareness about manual lathe safety and promote access to the tool to industry. The tool provides a tangible means of starting a conversation about the Incident and learnings and represents the need to look at better solutions manual lathe safety.

This strategy will not be used to promote Nupress Tools Pty Ltd as a business. The presentation of the award will be accompanied by a short comment from a Director of Nupress Tools Pty Ltd about the reason for the sponsorship, the incident and the enforceable undertaking. A short promotional video for the tool will also be shown.

Sponsorship of the Hunter Manufacturing Awards provides Nupress Tools Pty Ltd with access to approximately 1000 industry and association members. Presentation at the Awards refers attendees to the 'Lathe Safety' website. The 'Lathe Safety' website is not a Nupress Tools Pty Ltd branded website.

Target issue:

As indicated above, there is a general lack of industry awareness and vigilance about manual lathe safety. Given the task of finishing/polishing remains an essentially manual task (with limited engineering controls available) tradespeople often still resort to hazardous manual methods. Nupress Tools Pty Ltd will purchase sponsorship of the Hunter Manufacturing Awards to gain exposure to industry and association members and share information about manual lathe safety and the tool.

The presentation at the Awards will refer attendees to the 'Lathe Safety' website. Additional will be promoted through email and social media to association members and supplied through the 'Lathe Safety' website that will be developed as part of strategy 3.

All content will be pre-approved by SafeWork NSW.

Tangible outputs / deliverables:

Nupress Tools Pty Ltd will deliver the following outputs through this strategy:

1. Sponsorship for Hunter Manufacturing Awards;
2. Sharing of information about manual lathe safety and the tool with the industry, association members and conference participants. This will be done through using the information and promotional video developed in strategy 3.

Audience / beneficiaries:

The audience and beneficiaries of the sponsorship of the Hunter Manufacturing Awards will be the industry, association members, and participants.

Delivery method:

Delivery of the strategy will involve the following:

- Provide sponsorship for the Hunter Manufacturing Awards;
- Attendance at safety award ceremony at the Hunter Manufacturing Awards;
- Promotion of the tool and video through at the Hunter Manufacturing Awards and through access to industry participant data provided to award sponsors.

Nupress Tools Pty Ltd will not gain any commercial benefit from this strategy. The information shared with the industry, association members and participants will focus on the incident, safety messages and the tool (which will be supplied without cost to the consumers).

Timeframes:

Action	Commencement	Completion
Sponsorship Year 1	October 2018	October 2018
Sponsorship Year 2- Safety Award Director's attendance at the Hunter Manufacturing Awards. Comment and display of short video.	October 2019	October 2019
Sponsorship Year 3	October 2020	October 2020

Work health and safety outcome:

The strategy will address the following outcomes:

1. Recognition of a hazardous task currently undertaken in the industry;
2. Increased awareness and vigilance on manual lathe safety in the industry. Encourage the shift away from the reliance on lower order controls;
3. Industry access to the tool and resources for safe use of the tool.

Cost Breakdown:

Description	\$ Amount
Sponsorship costs of the Hunter Manufacturing Awards. Costs based on the time for the delivery by the director of Nupress Tools Pty Ltd (over 3 years of sponsorship).	\$15,000
Incidentals (travel, accommodation and expenses)	\$2,000
Indirect costs (time and resources for Nupress Tools Pty Ltd)	\$6,000

Total estimated cost: \$23,000

5. National Manufacturing Week Conference 2020

Scope:

Nupress Tools Pty Ltd will participate in a stand at the National Manufacturing Week Conference (the **Conference**). Attendance at the Conference has been calculated at approximately 10,000 people. At the Conference Nupress Tools Pty Ltd will participate in a safety stand and a Conference briefing on lathe safety. Nupress Tools Pty Ltd will utilise the information package and video developed in strategy 3 to communicate lathe safety information and information about the new tool to industry, association members and conference participants.

The focus of participation at the conference will be on the incident and lathe safety. The tool provides a tangible means of starting a conversation about the Incident and learnings and represents the need to look at better solutions manual lathe safety. All resources and materials including banners, printed resources and the videos will use the 'Lathe Safety' brand and not Nupress Tools Pty Ltd.

Key messaging and lessons learned from the incident will be prepared and approved by SafeWork NSW prior to the Conference. Content will follow a similar script to that used for the videos and website.

Nupress Tools Pty Ltd will evaluate the success of this strategy through:

- Recording the number of tools and resources distributed at the Conference;
- Measuring website metrics for accessing the video and resources online following the Conference;
- Reporting to SafeWork NSW on the above.

Target issue:

As indicated above, there is a general lack of industry awareness and vigilance about manual lathe safety. Given the task of finishing/polishing remains an essentially manual task (with limited engineering controls available) tradespeople often still resort to hazardous manual methods.

Nupress Tools Pty Ltd will attend the Conference to gain exposure to industry and association members and share information about manual lathe safety and the tool.

Tangible outputs / deliverables:

Nupress Tools Pty Ltd will have a stand at the Conference and provide a Conference briefing on lathe safety. Nupress Tools Pty Ltd will share information on the incident, lathe safety and the tool to industry, association members and conference participants.

It will use an information package to provide Conference participants to communicate the necessary intent and information for the enforceable undertaking purposes. The video about the incident and tool will also be shown at the Conference stand.

Key messaging and lessons learned from the incident will be prepared and approved by SafeWork NSW prior to the Conference. Content will follow a similar script to that used for the videos and website.

Nupress Tools Pty Ltd will also make available ESL safety resources to the Conference participants.

Audience / beneficiaries:

The audience of this strategy will be industry association members and conference participants. The 2017 conference attracted over 10,000 attendees.

Delivery method:

The strategy will be delivered by purchasing a conference stand, collating and distributing the information package, resources and tool at the Conference, attending the Conference and delivering a briefing.

Timeframes:

The timeframe for this strategy is for May 2020 when the Conference is scheduled to occur. See timeframes for strategies 3 and 6 regarding timeframes for development of tool and educational resources.

Action	Commencement	Completion
Development of resources, tool and video	See strategy 3 See strategy 6	See strategy 3 See strategy 6
Printing and development of hard copy materials (banners etc) for Conference	April 2020	May 2020
Conference attendance	May 2020	May 2020

Work health and safety outcome:

The strategy will address the following outcomes:

1. Recognition and identification of a hazardous task currently undertaken in the industry;
2. Increased awareness and vigilance on manual lathe safety in the industry. Encourage the shift away from the reliance on lower order controls;
3. Supply of the tool to the industry to increase the propensity for tradespeople and industry to use higher order controls for the task;
4. May also be used to promote and supply ESL resources developed as part of the workplace strategy and Men's Shed and to the industry more broadly.

Cost Breakdown:

Description	\$ Amount
Purchase of a stand at the National Safety Week Conference	\$6,000
Production of information packages and resources and printing of hard copies for the Conference including hard copy materials and banners.	\$6,000
Costs based on the time for delivery by the Nupress Tools Pty Ltd director	\$5,000
Incidentals (travel, accommodation and expenses)	\$6,000
Indirect costs (time and resources for Nupress Tools Pty Ltd)	NIL

Total estimated cost: \$23,000

Total estimated cost of industry benefits \$267,250

f. **Strategies that will deliver community benefits**

6. **Safety Resources- Multiple Languages Other than English**

Scope:

Nupress Tools Pty Ltd will develop and distribute safety documents in three different languages to promote safety and risk assessment at the workplace and the broader community. This strategy is targeted to provide greater assistance to ESL workers in the community.

Nupress Tools Pty Ltd will develop safety resources on 3 critical WHS topics (initially) with input from and in consultation with SafeWork NSW, Nupress Tools Pty Ltd will then arrange for the resources to be:

- Designed and produced by a multi-media provider;
- Translated into 3 languages;
- Uploaded and maintained on a website (in digital print) so they can be easily accessed and downloaded;
- Promoted through social medial channels and online through a campaign designed and implemented by a multi-media provider.

The resources will be promoted and made available through the same website and platforms as the tool and its associated video/educational resources. They will be available in digital print format but could be downloaded and printed into hard copies by users of the website. As indicated, the resources and website will not promote Nupress Tools Pty Ltd as a business. Apart from including necessary explanations regarding the tool being an enforceable undertaking project, the video, training and website will refer to a generic 'Lathe Safety' (or similar) 'brand name'.

Promotion of the materials will take place through social medial channels (Facebook, Instagram, YouTube and the website). The website will have Google Analytics to track visitors, downloads, video views etc. A budget will be allocated to promotional activities for the resources for 10 months to reach the highest potential number of potential users in NSW across a year. Nupress Tools Pty Ltd will work with the multi-media provider to develop a campaign that can appropriately target ESL workers in NSW.

Target issue:

The SafeWork NSW Work Health and Safety Roadmap 2022 (**the Roadmap**) identifies workers from culturally and linguistically diverse backgrounds and migrant backgrounds as being particularly at risk in terms of WHS.

Language barriers and cultural differences/experiences create challenges for persons conducting businesses and undertakings to ensure safety culture, messages, training and instructions are effectively delivered and understood. Simple, culturally appropriate safety resources published in languages other than English can enhance the effectiveness of communication on WHS issues and reinforce the importance of WHS.

Tangible outputs / deliverables:

Nupress Tools Pty Ltd will engage a multi-media provider to develop and produce training and educational resources in three different languages. Languages will be decided in consultation with SafeWork NSW. The resources will be made available through an online platform (for download, printing and electronic distribution), hardcopy printing and distributed to community groups such as Men's Sheds.

Nupress Tools Pty Ltd will liaise with SafeWork NSW on the development of content for the resources which will then be provided to the multi-media provider for design and promotion.

Potential content for safety resources includes:

- a. Hazard awareness and identification;
- b. Fundamentals of risk management;
- c. Safety and machines with moving parts.

Audience / beneficiaries:

Broader community, in particular workers from culturally and/or linguistically diverse backgrounds, their families and communities.

Delivery method:

Nupress Tools Pty Ltd will:

1. Investigate which languages would be most beneficial for the safety documents to be translated to.
2. Engage an appropriate multi-media provider to develop and produce safety documents in three different languages which will be determined in consultation with SafeWork NSW.
3. Develop content for safety documentation on:
 - a. Hazard awareness and identification;
 - b. Fundamentals of risk management;
 - c. Safety and machines with moving parts;
4. Liaise with SafeWork NSW to ensure the resources are appropriate and the content aligns with SafeWork NSW standards for publication of safety resources.
5. Development and publication of the safety resources.
6. Promotion and distribution of the safety resources through social media channels and Men's' Sheds, Hunter Manufacturing Awards and National Manufacturing Week Conference;
7. Establishment and maintenance of a website for accessing and downloading resources for 3 years.
8. Yearly reporting and evaluation of accessing and downloading resources.

Timeframes:

Action	Commencement	Completion
Development of safety resources	August 2019	September 2019
Liaison with SafeWork NSW on content	September 2019	November 2019
Design and preparation by multi-media provider	December 2019	February 2020
Distribution and promotion through social media and website	February 2020	February 2020 - March 2020
Maintenance of website and digital platform for resources	March 2020	March 2020
Reporting on performance of resources. Metrics for accessing and downloading resources.	January 2021 January 2022	January 2021 January 2022

Work health and safety outcome:

Nupress Tools Pty Ltd expects the development and distribution of ESL educational safety resources will provide identified at risk workers with essential WHS information that is appropriate and accessible to identified ESL groups. The information will address hazard awareness and basic risk assessment, concepts that are adaptable across all workplaces and industries.

Metrics for accessing resources will be retained for the website over a period of 3 years. Metrics will be reported to SafeWork NSW on an annual basis, as above.

Cost Breakdown:

Description	\$ Amount
Safety resources on 3 WHS topics (content approval by SafeWork NSW)	\$6,755
Translation (<i>by accredited translator</i>) (x3 languages)	\$3,000
Publication of safety resources through online platform and hardcopy printing Promotion of safety resources through social media	\$9,000
Reporting on use/access of resources through digital platforms	\$4,500
Indirect costs (time and resources for Nupress Tools Pty Ltd) 40 hrs at \$150/hr	\$6,000
Legal advice and support with implementation	\$7,500

Total estimated cost: \$36,755

7. Men's Shed Project

Scope:

Delivery and promotion of the tool, educational resources and manual lathe safety information to approximately 15 Men's Sheds in the Hunter, Central Coast and New England regions. The focus of this strategy will be sharing information on manual lathe safety, providing access to the tool and safety resources to Men's Sheds. A Director from Nupress Tools Pty Ltd will visit the Men's Sheds to provide information about the reason why the tool was developed, its uses and manual lathe safety. The tool, in addition to providing a safer means of polishing/finishing components on a manual lathe, serves as a means of starting a conversation about the Incident and importance of lathe safety.

Target issue:

The Australian Men's Sheds Association (**AMSA**) is the peak body for over 1000 Men's Sheds across Australia.

A Men's Shed is a community based, not for profit organisation accessible to all men. It is a space for men to work on meaningful projects in the company of others. A major focus is on men's health and wellbeing. The AMSA also supports diversity.

Many Men's Sheds have and use a manual lathe. Members who use Men's Sheds are often not qualified trades people and may not be familiar with manual lathe safety. The Men's Shed project will involve the provision information on manual lathe safety and the manual lathe tool, information and resources developed as part of strategy 3 and 4.

Tangible outputs / deliverables:

This strategy will focus on raising awareness about manual lathe safety across multiple Men's Sheds and provide resources for improving manual lathe safety. This will include:

- provision of a tool designed and manufactured in strategy 3;
- provision of information and instruction on the use of the tool;
- safety resources such as signage for identifying hazards with manual lathe use;
- provision of training and storytelling with participating Men's Sheds on the incident and use of the tool;
- delivery/supply of tool and educational resources to Men's sheds who wish to participate;
- attendance by a Nupress Tools Pty Ltd Director at participant Men's Sheds to share story and provide instruction on the tool;

- follow-up contact with Men's Sheds to assess use and application of the tool following distribution/visits from Nupress Tools Pty Ltd.

All resources and content delivered as part of this strategy will be reviewed and approved by SafeWork NSW.

The principle means of delivery of the strategy will be through visitation and presentation at Men's Sheds across Hunter, Central Coast and Upper Hunter regions. As Men's Sheds operate independently from each other and have different hours of operation (some only monthly) some flexibility will need to be applied to the timeframes for this strategy. A schedule for visitation has been provided to SafeWork NSW.

Audience / beneficiaries:

The audience and beneficiaries will be Men's Shed members and communities associated with Men's Sheds.

Delivery method:

Preliminary steps:

1. Liaison with AMSA for membership information and advice to connect with Men's Sheds;
2. Connection to Men's Sheds to offer participation in project and outline its benefits;
3. Development of resources and materials;
4. Liaison with SafeWork NSW on content of materials;
5. Design and preparation of materials by multi-media provider.

There are three key elements for project delivery:

1. Delivery/supply of the tool and necessary instruction to use it safely;
2. Story sharing and demonstration where a Director from Nupress Tools Pty Ltd will provide a demonstration of the tool but also share in the story of the incident, its impact and the development of the tool to prevent recurrence;
3. Instruction and provision of educational resources appropriate for Men's Sheds;
4. Digital promotion of safety resources (developed as part of strategies 3 and 4) through AMSA membership and social media;
5. Follow-up contact with Men's Sheds to assess use and application of the tool following distribution/visits from Nupress Tools Pty Ltd.

Timeframes:

The timeframe is contingent upon design, testing and manufacture of the tool.

Action	Commencement	Completion
Development of resources for Men's Sheds	August 2019	September 2019
Liaison with SafeWork NSW on content	September 2019	November 2019
Design and preparation by multi-media provider	December 2019	February 2020
Visitation to Men's Sheds as per schedule provided to SafeWork NSW.	March 2020	June 2020
Distribution and promotion through social media and website	February 2020	February 2021
Maintenance of website and digital platform for resources	February 2020	February 2020
Reporting on performance of resources. Metrics for accessing and downloading resources.	January 2021 January 2022	January 2021 January 2022
Follow up contact with Men's Sheds on use and application of tool.	January 2021	January 2021

Work health and safety outcome:

The strategy will address existing safety issues present at Men's Sheds that have a manual lathe. This will be done through providing instruction and information on manual lathe safety and a tool (together with educational resources) to eliminate risk of injury/entanglement when finishing/polishing. Story sharing and the development of resources to increase hazard awareness and safe work practices in membership will also help improve safety practices within the community.

Cost Breakdown:

Description	\$ Amount
Development of safety resources for tool, manual machine safety, hazard awareness and risk management	\$3,500
Digital promotion of resources	\$7,000
Hardcopy resources available for distribution at Men's Sheds (x15 sites)	\$3,000
Costs based on time for delivery by Nupress director	\$5,000
Incidentals (travel, accommodation and expenses)	\$2,000
Indirect costs (time and resources for Nupress Tools Pty Ltd) 40 hrs at \$150/hr	\$6,000

Total estimated cost: \$26,500

Total estimated cost of community benefits \$63,255

TOTAL ESTIMATED VALUE OF THE UNDERTAKING \$387,085



Section 3 – Offer of undertaking

OR

I offer this undertaking and commit to the terms herein.

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

Signed:
[Person]

Signed:
[Duly authorised person]

Name: Insert name of signatory

Name: [Redacted]

Position: Insert title of signatory

Position: Managing Director

Dated at Insert suburb this day

Dated at Cardiff on this day 23rd

of Insert month, Insert year

of May 2019

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: [Redacted]

Name: Anthony Williams

Position: Executive Director Operations, SafeWork NSW

Dated at Gosford this 4th day of June 2019
[suburb] [month] [year]

Annexure 1 – Public Notice of SafeWork NSW’s acceptance of undertaking

Notice of Acceptance of an Enforceable Undertaking under Part 11 of the Work Health and Safety Act 2011.

On, 26 May 2015 a worker employed by Nupress Tools Pty Ltd suffered injuries while operating a manual lathe at its Cardiff premises.

The WorkCover Authority of NSW (now SafeWork NSW) investigated the incident and subsequently alleged that Nupress Tools Pty Ltd contravened sections 19(1) and 32 of the *Work Health and Safety Act 2011*.

This notice has been placed under the terms of an enforceable undertaking and acknowledges acceptance of an undertaking, that is enforceable under the Act, from Nupress Tools Pty Ltd, ACN 001 068 220 as finalisation of the abovementioned alleged contravention.

The undertaking requires the following actions:

1. Participate in a WHS audit and improvement program.
2. Implement a training program for supervisors and managers on WHS, leadership and cross-cultural/generational awareness, as well as implement a cross-cultural awareness project to enhance engagement and understanding of WHS with workers who speak English as a second language (ESL).
3. Design and manufacture a tool to safely polish/finish on a manual lathe, including the development of a promotional video and instructional resources.
4. Sponsor an award at the Hunter Manufacturing Awards to promote manual lathe safety awareness, the incident and access to the tool/resources.
5. Participate in and purchase of a stand at the National Manufacturing Week Conference to promote manual lathe safety awareness, the incident and access to the tool/resources.
6. Develop and promote ESL safety resources in three different languages, addressing hazard awareness, risk management and safety when using machines with moving parts.
7. Provide the tool, instructional resources and ESL safety resources to Men’s Sheds throughout the Hunter Central Coast and New England regions.

The full undertaking and general information about enforceable undertakings is available at www.safework.nsw.gov.au.