

**Variation to the terms of the Premier Ducts Pty Ltd and Mr Tran (Premier) Enforceable Undertaking (EU) accepted on 14 April 22**

A variation to the following terms of the Premier EU is proposed:

**• Under Term 3.2.2 – WHSO & RRTWC Employee Development:**

Premier Ducts (Qld) Pty Ltd to employ a full-time administrative officer in a 50:50 hybrid role with WHS responsibilities 50% and Office Administration 50%.

The employee will undertake the two vocational health and safety-related courses:

- Certificate IV in Workplace Health and Safety
- Workplace Rehabilitation and Return to Work Coordinator Course (Worksafe Qld approved)

During the initial 12 months, while undertaking the above training, an external OHS consultant will mentor and coach the employee in OHS. The outcome of the mentoring and coaching program is to improve their health and safety knowledge and capability to maintain the OHSMS and enable continued improvement without the reliance on external consultants.

Under the mentoring and coaching program, the employee will develop an OHS Management Procedure & Training materials. The OHS Management Procedure and Training is to ensure the WHSO role is implemented effectively and supported by the company and Director in the future, should there be a change to the person employed in the role.

On successful completion the administrative officer will perform the role Work Health and Safety Officer (WHSO) and Rehabilitation and Return to Work Coordinator (RRTWC).

WHS/RRTWC Role Responsibilities will include:

- Coordinating implementation of the OHSMS.
- Develop OHS Communications, Toolbox Talks and assist management with worker consultation.
- Maintain WHS training calendar and assist management in developing training for health and safety issues.
- Assist management with OHS risk management and incident investigation.
- Maintain online WHS records including a register of incidents and injuries.
- Monitoring OHS compliance (Inspections)
- Reporting of OHS performance to management.
- Coordinating Workers' Compensation claims, rehabilitation and return to work.

Minimum costs include 50% of the wages for the position for the duration of 3 years from commencement, and costs associated with the listed items (a) to (d).

Timeframes for each element are proposed as follows:

- a) Recruitment will be undertaken within 6 months from acceptance of this undertaking.

**Note:** A copy of this approved (signed) Addendum will be published on the OIR Website with the EU and Reasons for Decision and is to be attached to a copy of the EU and made available to the Office of Industrial Relations when requested or during compliance audits.

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- b) Certificate IV in WHS will be undertaken within 6 months from the administrative officer commencement date.
- c) Workplace Rehabilitation and Return to Work Coordinator (WorkSafe Qld approved) Course will be undertaken within 12 months from the administrative officer commencement date.
- d) OHS mentoring and coaching 12-month program will commence upon successful completion of the employment probation period and within 3 months from the administrative officer commencement date.

Premier Ducts (Qld) Pty Ltd will provide the regulator with the following evidence for this deliverable:

- Position Description and Employment Contract.
  - Certificate IV in WHS enrolment acceptance notice, copy of the Statement of Attainment and invoice receipt.
  - Workplace Rehabilitation and Return to Work Coordinator Course enrolment acceptance notice and invoice receipt.
  - OHS mentoring and coaching plan, OHS Management Procedure & Training Materials and invoice receipt.
  - 3-year Summary of wages paid.
- **Replace with** (varied wording highlighted):

Premier Ducts (Qld) Pty Ltd to employ a part-time Work Health and Safety Officer (WHSO & RRTWC) with WHS and Rehabilitation & Return to Work responsibilities.

The employee will undertake the following vocational health and safety-related courses where required:

- Certificate IV in Workplace Health and Safety
- Workplace Rehabilitation and Return to Work Coordinator Course (Worksafe Qld approved)

During the initial 12 months, while undertaking the above training, an external OHS consultant will mentor and coach the employee in OHS. The outcome of the mentoring and coaching program is to improve their health and safety knowledge and capability to maintain the OHSMS and enable continued improvement without the reliance on external consultants.

Under the mentoring and coaching program, the employee will develop an OHS Management Procedure & Training materials. The OHS Management Procedure and Training is to ensure the WHSO role is implemented effectively and supported by the company and Director in the future, should there be a change to the person employed in the role.

WHS/RRTWC Role Responsibilities will include:

- Coordinating implementation of the OHSMS.
- Develop OHS Communications, Toolbox Talks and assist management with worker consultation.
- Maintain WHS training calendar and assist management in developing training for health and safety issues.
- Assist management with OHS risk management and incident investigation.
- Maintain online WHS records including a register of incidents and injuries.

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- Monitoring OHS compliance (Inspections)
- Reporting of OHS performance to management.
- Coordinating Workers' Compensation claims, rehabilitation and return to work.

Minimum costs include 100% of the wages for the position for the duration of 3 years from commencement, and costs associated with the listed items (a) to (d).


Timeframes for each element are proposed as follows:

- Recruitment will be undertaken within 6 months from acceptance of this undertaking.
- If required to complete a Certificate IV in WHS, it will be undertaken within 6 months from the commencement date of the part-time position .
- Workplace Rehabilitation and Return to Work Coordinator (WorkSafe Qld approved) Course will be undertaken within 12 months from the commencement date of the part-time position.
- OHS mentoring and coaching 12-month program will commence upon successful completion of the employment probation period and within 3 months from the commencement date of the part-time position.

Premier Ducts (Qld) Pty Ltd may provide the regulator with the following evidence for this deliverable:

- Position Description and Employment Contract.
- Certificate IV in WHS enrolment acceptance notice, copy of the Statement of Attainment and invoice receipt.
- Workplace Rehabilitation and Return to Work Coordinator Course enrolment acceptance notice and invoice receipt.
- OHS mentoring and coaching plan, OHS Management Procedure & Training Materials and invoice receipt.
- 3-year Summary of wages paid.

### Variation Proposed



**Sau Van Tran**  
Director  
Premier Ducts (Qld) Pty Ltd

15/11/2022

### Variation Accepted



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**Kym Bancroft**  
Deputy Director-General  
Office of Industrial Relations

10/01/2022

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