

ENFORCEABLE UNDERTAKING

PART 11

Work Health and Safety Act 2011 (Cth)

April 2026

The commitments in this enforceable undertaking
are offered to Comcare

By

The Commonwealth of Australia as represented by
the Royal Australian Mint (**Mint**)

ABN 45 852 104 259

PRIVACY STATEMENT

Your privacy is important to us. We will only collect, use or disclose personal information in accordance with the *Privacy Act 1988* (Cth) and if it is reasonably necessary for, or directly related to, one or more of our functions, powers and/or activities. These include functions and activities under the *Safety, Rehabilitation and Compensation Act 1988* (Cth), the WHS Act, the *Seafarer's Rehabilitation and Compensation Act 1992* (Cth), and the *Asbestos-related Claims (Management of Commonwealth Liabilities) Act 2005* (Cth). If Comcare does not collect personal information from you, for the purposes of its legislated functions or related functions, we may not be able to respond appropriately.

Comcare is the Commonwealth agency authorised by the WHS Act to collect personal information relevant to the exercise of functions and powers under the WHS Act, *Work Health and Safety Regulations 2011* and the administration and evaluation of Comcare's WHS programs. Any personal information collected in these forms will be used for those purposes.

In exercising our functions and powers, we may disclose personal information, subject to confidentiality of information provisions under the WHS Act, to the following bodies and agencies, including but not limited to:

- Comcare's internal and external legal advisers
- the Safety, Rehabilitation and Compensation Commission
- a court or tribunal
- state or territory work health and safety regulatory agencies
- personnel engaged by Comcare to conduct research related activities
- enforcement agencies or bodies
- state and territory Coroners
- Commonwealth, state or territory industry regulators
- any other person assisting Comcare in the performance of its functions or exercise of its powers, including contractors and consultants
- any other person where there is an obligation under law to do so (for example but not limited to, responding to the direction of a court to produce documentation).

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ENFORCEABLE UNDERTAKING

Purpose

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

1. SECTION 1: GENERAL INFORMATION

1.1. Details of the person proposing the undertaking

The Mint (ABN 45 852 104 259) is: -

Registered address – Head Office:	Denison Street, Deakin ACT 2600
Postal address:	Denison Street, Deakin ACT 2600
Telephone contact:	02 6202 6999
Email address:	info@ramint.gov.au
Status under the WHS Act:	Part of the Treasury portfolio, a Premium Paying Agency
Legal structure:	Commonwealth listed entity under the <i>Public Governance, Performance and Accountability Act 2013</i> .
Type of business:	Commonwealth Government Entity
Commencement date of the entity:	22 February 1965
Number of workers (full-time; part-time; casual):	As at 30 June 2025 Ongoing employees: 270 Non-ongoing employees: 8 Casual employees: 7
Products and/or services:	Australia's national mint and sole producer of circulating coins for Australia; custodian of Australia's National Coin Collection; producer of circulating coins for other countries; and manufacturer of collector coins, investor products, medals, medallions and tokens for domestic and international clients.
Comments:	N/A.

1.2. Details of the alleged contravention(s)

As a result of Comcare's investigation, it is alleged that between 1 and 4 May 2019 the Mint failed to discharge its obligations as a person conducting a business or undertaking under ss 32, 33, 19(1), 19(3)(a), 19(3)(c) and 19(3)(f) of the WHS Act, in that it did not ensure so far as reasonably practicable the health and safety of workers performing work at the Mint's premises in the ACT, and exposed workers to the risk of death or serious injury.

Comcare allege contraventions of the WHS Act relating to the Mint's system of work and the failure to conduct an adequate assessment of risks, the Mint's work environment, and the provision of information, instruction training or supervision to workers.

Following Comcare's investigation, the Mint was charged in the Magistrates Court of the Australian Capital Territory with three offences under the WHS Act (being two offences pursuant to s 32 of the WHS Act, and one offence pursuant to s 33 of the WHS Act).

1.3. Details of the events surrounding the alleged contravention e.g. incident details

On 4 May 2019 during the relocation of a John Heine blanking press from the ground floor to the basement of the Mint's premises, the press fell from forklift tynes while the press was being transferred from a forklift to load skates. The fall of the press exposed workers to a risk of death or serious injury.

1.4. Acknowledgement that Comcare alleged a contravention has occurred

It is acknowledged that Comcare has alleged that the Mint has contravened sections 32, 33, 19(1), 19(3)(a), 19(3)(c) and 19(3)(f) of the WHS Act.

1.5. Details of any injury that arose from the alleged contravention

No injuries were sustained as a result of the alleged contravention.

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

Were enforcement notices received?

No

or

Yes

Please provide details in the table below.

Date issued:	20 May 2019
Notice type:	Prohibition Notice issued under s 195 of the WHS Act.
Notice number:	MC00011060-NT02
Contravention or Prohibited Activity:	Carrying on, allowing, authorising or permitting, or carrying on in a specified way, the relocation of the press from its current location to any other location.
Action taken in response to notice:	The notice remains in place.

Additional notices issued? NO

When an alleged contravention is associated with an injury/illness

1.7. Details of the workers' compensation or other benefits provided

The Mint has provided the following workers' compensation to the injured person/s:

Date	Description of compensation
	N/A no injuries were sustained by any worker as a result of the incident.

More than one person injured? No

1.8. Details of the support provided or proposed to the injured person

Does the alleged contravention involve injury to a person?

No

or

Yes

- 1.9. If the matter involves a death or very serious injury, or where the applicant has relevant prior convictions under the WHS Act, a claim to demonstrate that exceptional circumstances exist that the WHS undertaking is a more appropriate response than pursuing prosecution

Does the contravention involve a death or very serious injury?

No Yes

Does the applicant have relevant prior convictions under the WHS Act within the preceding 5 years of the alleged contravention/incident:

No Yes

- 1.10. Details of any existing work health and safety management system (WHSMS) at the workplace including the level of auditing currently undertaken

[Please choose one of the following paragraphs that most accurately describes the level of auditing currently undertaken (if any)]:

The Mint has an existing WHSMS compliant with AS/ISO 45001:2018, issued on 6 June 2025, valid until 4 August 2028. Third-party auditing of the workplace against AS/ISO 45001:2018 is conducted on an annual basis, with recertification every 3 years.

- 1.11. Consultation within the workplace

As a result of the alleged contravention the Mint has consulted within the workplace regarding the proposal of a WHS undertaking in the following manner:

The Mint has engaged with the Health and Safety Representatives as well as specific work groups directly related to the incident (Facilities Management, Engineering, Visitor Experience). The Mint has provided information on the incident, shared the expert reports of ██████████ obtained by Comcare and has consulted on ideas and suggestions for improvement and projects for the undertaking. Security camera footage has been used to show work groups the incident and 'on the incident site' walk through discussions have been undertaken. The proposed projects presented in this undertaking are the result of consultation, collaboration and refinement including with a proposed service provider, the Australian Institute of Health and Safety.

The following are examples of consultation activities within the workplace:

7/09/2021- Meeting- title: Press fall – WHS Undertaking Brain Storming session.

19/10/2021 - Meeting- title: Drafting of Enforceable undertaking. Consultation, planning and coordination of initial ideas.

21/10/21 - [REDACTED] Subject Matter Expert report circulated to Engineering, Operations and Logistics Branch leaders for consideration, ideas and implications to current practices.

25/10/2021 - Meeting- title: Press fall status update to HSR's.

03/12/21 – Independent Advisory Board update on Press fall incident. Considered current status, WHS undertaking proposal and project ideas.

22/2/2022 - WHS committee. Update provided to WHS Committee on undertaking development.

4/03/2022 - Presentation- title: Presentation to HSR Group: Press fall WHS undertaking consultation. New project idea for Community of Practice developed.

4/04/2022 - Meeting- title: WHS undertaking document discussion.

11/04/2022 - Meeting- title: WHS undertaking. Refinement of an idea which has not been progressed in this offer.

09/06/22 – Meeting – title: Enforceable Undertaking.

14/06/22 – Meeting – title: EU.

26/07/22 – Meeting – title: Comcare EU.

28/07/22 – Meeting – title: 2019 Enforceable Undertaking.

03/08/22 – Meeting – title: Comcare

04/08/22 – Meeting - title: Comcare EU.

05/08/22 – Meeting - title: Comcare EU.

09/08/22 – Meeting - title: RAM EU.

11/08/22 – Meeting - title: Comcare EU.

19/08/22 – Meeting – title: Comcare EU.

24/08/22 – Meeting – title: Comcare EU.

08/09/22 – Meeting – title: Comcare EU HSR consultation forum.

13/12/24 – Meeting – title: Comcare EU

18/12/24 – Meeting – title: Comcare EU discussion with Treasury

9/10/25 – Meeting – title: Comcare EU update

1.12. A statement of regret that the incident occurred

The Mint regrets that the incident on 4 May 2019 occurred.

1.13. Details of the rectifications to the workplace or work practices made as a result of the alleged contravention

As a result of the alleged contravention the Mint has made the following rectifications within the workplace:

High Risk activities - Training & Competence

The Mint has been engaging subject matter experts to support staff undertaking high risk activity work planning, risk assessment and execution. This support has provided staff with training, development and mentoring in these areas as well as improved the safety of the activities being undertaken. Direct expenditure in 2021/22 was \$19,500. Additional dogging and rigging training for staff has been conducted.

Between 4 August and 1 September 2025, training in the HSE risk management approach was delivered across the Mint with 222 workers attending the training sessions. These training resources have also been made available on the WHS page on our intranet, the Mintranet.

The Mint's WHS team are in the process of coordinating targeted training on specific areas relevant to uplifting workforce capability and have been informed in this work by a training needs assessment.

The WHS team has launched the training uplift program of work commencing with a staged rollout in January 2026 which is planned to continue throughout the calendar year.

A revised HSE induction is currently being developed in collaboration with the MSQ branch, with the finalisation scheduled for April 2026.

Work planning and communication, hazard identification and risk mitigation for high-risk work is now completed in a more fulsome and detailed way than at the time of the incident. The current process seeks to interrogate every identified hazard and detail all mitigation, activities and communications planned in relation to it. We apply questions such as 'is there anything else we could possibly do' to ensure we have fully considered, explored and minimised risks so far as is reasonably practicable. Additionally, explicit inclusion of competency validation for staff and contractors undertaking work or supervising high-risk activities is included. Staff time allocated for planning, consulting, risk assessment and delivery for machinery movement has become extensive and, in response to the incident, in 2021/2022, exceeded 50 person days.

Site Induction and Contractor management

In March 2022 a new contractor specific induction was written and deployed to align with MP-34-Contractor HSE Management. This has ensured Contractor Safe Work Method Statements, risk assessments and licence verification are more comprehensive than at the time of the incident. Roles and responsibilities of contractors and contractor supervision by Mint staff has been rewritten to improve effectiveness, and Mint workplace HSE induction includes a contractor-specific section. The system changes have taken approximately 20 person days to re-develop and apply.

Comcare delivered 'A Supervisor's Work Health and Safety Responsibilities' and 'A guide for contractor management' half day training sessions to approximately 40 Mint staff for each course at a cost of \$5,750. Additionally, Comcare twice provided 'Due Diligence' training to the Senior Management team at no cost. This training was completed in 2021 and 2024.

The Mint Systems & Quality (MSQ) branch (including our WHS and Environment Teams) has revised management procedures across all aspects, inclusive of manual handling, plant and equipment, cranes and lifting, and fitness for work. This program of work includes the development of training resources that will inform a more comprehensive HSE induction program for new employees, contractors and visitors. This induction will be delivered by these teams.

The MSQ branch procedure revision program has entered a staged rollout phase starting in March 2026. Implementation includes targeted and aligned training to each procedure and will continue throughout the 2026 calendar year. As the rollout progresses, the training material will be made available to all staff through our intranet.

Risk system & Risk skills

In July 2025, the Mint transitioned to a new and formally approved approach to risk management culminating with the launch of a digital tool. Training was provided to all staff on how to use the tool with these resources made available on our Mintranet. This has been a significant project, with investment into an integrated electronic system which was procured in 2023, and excess of 100 staff days allocated to this work over the preceding 5-year period.

This also coincided with the launch of a revised approach to health, safety and environment (HSE) risk management. Currently the entirety of the Mint is involved in a 3-month consultation and transition phase finishing in October 2025, along with our Safe Work Month Campaign. We are observing good progress on implementation and offering additional support to branches that require it.

The HSE risk management approach includes conducting task risk assessments for high risk and non-routine work, updating work instructions of routine work, and our more informal 'Am I in Mint Condition' approach that serves as a prompt for the workforce to have conversations on WHS related themes.

As of September 2025, positions within our risk team have been filled and they are working towards enhancing the Mint's maturity on risk management in alignment with the Commonwealth Risk Management Policy which includes developing and delivering training on specific risk topics.

The Mint's continued investment in risk management training is in addition to the engaged risk training, mentoring and facilitation services it procured from Noetic Group at a cost of \$185,000 over the period August 2021 – April 2022. Subsequent investment improving the Mint's documentation on WHS standards and design of a robust and repeatable process to identify, assess and manage WHS risks was procured from EY at a cost of \$204,264.60 and delivered between January and June 2025.

Our expenditure to date spent on rectifications, excluding staffing costs and only on direct consultant spend equals

\$414,515

1.14. Statement of assurance about future work health and safety behaviour

The Mint 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 other persons who may be affected by its business or undertaking.

1.15. Statement of commitment that the behaviour that led to the alleged contravention has ceased and will not reoccur

The Mint commits that the behaviour that led to the alleged contravention has ceased and that it will take all reasonably practicable steps to prevent a recurrence of this type of incident.

1.16. Statement of commitment to the ongoing effective management of work health and safety risks

The Mint commits that it will exercise its best endeavours to the ongoing effective management of work health and safety risks.

1.17. Statement of ability to comply with the terms of the WHS undertaking and meet the projected costs of the activities

The Mint acknowledges that it has the financial ability to comply with the terms of the enforceable undertaking. The Mint's Audited 2023/24 Financial Statements record total financial assets as \$102.564 million.

https://www.ramint.gov.au/sites/default/files/2024/2023-24_annual_report_royal_australian_mint.pdf

1.18. Details of any prior work health and safety convictions

Comcare requests a list outlining details of any prior work health and safety convictions or findings of guilt under work health and safety legislation² or work health and safety related legislation.

No The Mint has had no prior work health and safety convictions.

or

Yes The list is attached as an annexure.

Subject to any local legal constraints such as spent conviction legislation.

1.19. Statement of assurance relationships with beneficiaries (of donations or scholarship or financial benefit contained in this undertaking)

The Mint acknowledges there are no known current relationships with any of the beneficiaries outlined in the enforceable undertaking other than the current workers of the Mint. In particular, the Mint has no prior relationship with the Australian Institute of Health & Safety (AIHS).

1.20. Statement regarding Intellectual Property Licence

The Mint grants Comcare 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.

1.21. Acknowledgement of WHS undertakings guidelines

The Mint has read and understood Comcare's enforceable undertaking guidelines for proposing a WHS undertaking.

2. SECTION 2: ENFORCEABLE TERMS

2.1 Acknowledgement that the WHS undertaking will be published and publicised

The Mint acknowledges that the enforceable undertaking will be published on Comcare's internet site and may be referenced in Comcare's publications.

The Mint will, within 30 days of the date of acceptance of this enforceable undertaking, cause a public notice to be published on the Mint's website and in a national newspaper with the costs of the notice in the national newspaper to cost a maximum amount of \$5,000, which will be drafted using the script provided in Annexure B.

2.2 A commitment regarding linking the strategy and promotion of benefits to the WHS undertaking

The Mint 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.

2.3 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)

The Mint 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 current subcontractors working for the Mint.

The information will be disseminated via in person presentations to the Consultative forum, Health and Safety Representatives and the Health and Safety Committee. An 'All Staff' notice will be sent to all employees and posted on the Mint Intranet. Mint contractors and subcontractors during the 'sign in' process, will be made aware by having the information about the enforceable undertaking included in the sign in documents for a minimum period of 18 months.

The Mint commits that it will publish details of the enforceable undertaking in the first annual report due after the date the undertaking is accepted. The Mint's annual report is published by 15 October each year (or such other timeframe as may be determined by the Australian Parliament).

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

The Mint 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 Comcare by the due date for the term.

The Mint acknowledges that Comcare 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 Mint (as the person who has given this undertaking) until advised by Comcare that the undertaking has been completely discharged.

The Mint acknowledges that Comcare may initiate additional compliance monitoring activities, such as verification inspections, as considered necessary at Comcare's expense.

2.5 Undertakings that will deliver workplace, industry and community benefits

The Mint considers that the projects proposed provide a benefit to the Mint's workplace as the Mint, its officers and workers will benefit from:

- exposure to the developed chapter of the *OHS Body of Knowledge* on Cranes, Lifting Mobile Plant and Contractor Management, and accompanying training;
- the professional case studies developed as part of the Body of Knowledge work;
- access to the accompanying training;
- the development and installation of an interactive display at the Mint focused on contemporary WHS risk management practices to support community knowledge of WHS;
- WHS culture uplift in management and workers including access to the training artifact on the re-creation of the incident; and
- partnering with the Australian Institute of Health and Safety, to facilitate industry experts develop three solution packages for small and medium sized enterprises responding to WHS challenges involving plant and equipment.

All industries using cranes, lifting mobile plant and snagging contractors in these tasks will benefit from the developed Body of Knowledge chapter, the case studies and the accompanying training.

The community (as well as the Mint's workforce) will benefit from the proposed display at the Mint, which attracts many visitors, including school groups, who will benefit from increased knowledge and awareness of contemporary WHS management in a technologically advanced workplace. The Mint's workforce will benefit from the ability to play an active role in the development, design and implementation of the display – increasing WHS knowledge above mere compliance.

The Mint has identified that there is a need in its workplace, in industry and in the broader community to provide focused attention on improving safety surrounding mobile plant and equipment. The Mint offers 4 undertakings focused on these topics to contribute to positive WHS outcomes.

(1) Fund the Revision and Update of OHS Body of Knowledge Chapter on Cranes, Lifting and Mobile Plant, Accompanying Training for Mobile Plant and Contractor Management, and Professional Case Studies

Scope

The Mint will provide a grant to the AIHS, in accordance with relevant financial laws, to:

- Amend the existing chapter of the OHS Body of Knowledge on Cranes, Lifting Mobile Plant, including through identifying gaps in the current Body of Knowledge

and updating to reflect contemporary practices. Include Cranes and Lifting and strengthen ties to new Contractor Management chapter that is currently in development.

- Develop a virtual delivery training package on the Mobile Plant chapter. Separate modules for Individuals, Managers and Contractors.
- Develop a virtual delivery training package on the Contractor Management chapter. Separate modules for individuals, managers and contractors.
- Develop professional case studies.

This initiative will:

- Fund the research to revise the chapter on mobile plant to reflect advancements in technology, regulatory changes, and best practices in managing risks associated with mobile plant and equipment (including cranes and lifting).
- Develop training packages, designed to provide interactive and differentiated learning experiences on contractor management, crane and mobile plant safety.
- Ensure the relevant Body of Knowledge chapter is updated in line with the regular 5-year cycle of OHS Body of Knowledge chapter reviews, to ensure continuous learning informed by real-world examples of effective mobile plant safety innovations, and any changes to regulation and best practice and reflect advancements in technology.
- Ensure the Mint will revise its own policies, procedures and documentation as necessary consistent with the development and revision of the chapters and contemporary practice, including if there are any amendments made following the review.

Target Issue

Mobile plant and crane operations present significant risks across industries, including construction, mining, logistics, and manufacturing. Since the original Mobile Plant chapter was written in 2019, advancements in automation, collision avoidance, fatigue management, and human-machine interaction have reshaped mobile plant safety.

Industry and WHS professionals require access to up-to-date, evidence-based guidance on these emerging challenges. Additionally, traditional training methods do not always cater to different learning needs or provide opportunities for practical application.

Further, it is important for both supervisors and contractors themselves to understand the role and responsibilities of contractors, and contractor supervision (including by Mint staff) to reduce site risks. There is a need to address this as a separate topic in the Body of Knowledge to promote consistent and robust systems to ensure comprehensive and safe induction for contractors and promote WHS outcomes in contractor management.

Deliverables

1.1 OHS Body of Knowledge Chapter on Mobile Plant

The chapter will:

- Describe current industry practices in crane and mobile plant safety.
- Summarise research and evidence on risk factors and control measures, including in relation to lifting.

- Identify emerging challenges, including automation, human-machine interaction, and advanced safety technologies.
- Provide guidance on the role and responsibilities of contractors and contractor managers, safely inducting contractors to a site, and effectively supervising contractors.
- Identify gaps in existing approaches.
- Provide practical recommendations, including case studies.
- Serve as an ongoing reference within the OHS Body of Knowledge.

The chapter will be revised/authored by a selection of subject matter experts, reviewed by the AIHS Technical Panel (see Annexure A for the role of the Technical Panel), peer-reviewed, and professionally edited before publication. The Mint will work collaboratively with AIHS in this work as Technical Advisors.

1.2 Training on Mobile Plant and Contractor Management

To complement the chapter, AIHS will develop training programs (with input from the Mint) that:

- Uses an adaptive learning approach to cater to different levels of experience.
- Focuses on innovative control measures for cranes, mobile plant and equipment.
- Provides scenario-based learning, allowing participants to apply knowledge in realistic workplace settings.
- Incorporates case studies to highlight industry best practices.
- Is updated in line with the regular review cycle of the OHS Body of Knowledge chapters.

The training sessions will be made available on demand and at the learner's own pace through the AIHS Learning Management System (LMS). Training will be designed using adult learning principles and adaptive learning software and provided free of charge for a period of two years.

This training will benefit the broader industry, but also the Mint's workforce. It will be provided to all Mint workers who operate or supervise mobile plant and equipment and work alongside contractors.

1.3 Professional case studies

The case studies will be developed having regard to contemporary adult education principles and practices suited to the audience. The case studies will be based on real life examples from industry of incidents or safety issues or risks. The case studies and their solutions will be used both by the Mint workforce and the broader industry and will also be instructive to the community.

The case studies will be incorporated into the training packages (where relevant) and distributed to training participants. They will also be posted as a downloadable and enduring resource on the OHS Body of Knowledge website and promoted through the Mint's proposed museum gallery installation (see deliverable 2 below).

Industry Consultation and Review Process

To ensure the chapter and training reflect real-world industry challenges, the development and revision will involve consultation with:

- WHS professionals with expertise in mobile plant and contractor safety.
- Industry bodies and regulators.
- Organisations that have implemented innovative mobile plant and/or contractor safety measures.

Audience / Beneficiaries:

The chapter, training, and case studies will benefit:

- WHS professionals, managers, and officers responsible for managing cranes, mobile plant and equipment risks, and supervising contractors.
- Mint workers and their WHS teams.
- University and vocational OHS students in the broader community.
- Industry professionals seeking updated and practical guidance on cranes, mobile plant and equipment safety, and contractor management.
- Industry bodies, regulators, and organisations looking to enhance safety practices.

The case studies will focus on the risks which arise from the movement (including lifting) of heavy equipment. Workers in the Mint as well as the broader impacted industry working with heavy machinery/plant will directly benefit from aspects of this initiative, particularly the case studies which will focus on risks associated with moving heavy equipment and plant. The inclusion of the Mint press fall incident as a case study demonstrates the training and case studies will be complementary to the revised OHS Body of Knowledge chapter as a resource enabling practical implementation of this initiative to benefit those at the front line of this industry.

While the OHS Body of Knowledge is specifically designed as a resource and reference for WHS professionals, it will provide a valuable and reliable source of information for industry and the community. The community will also benefit in ways such as safely attending public spaces and environments (including those with heavy machinery including shopping centres, even where that is slightly different to the workplace setting in the press fall incident). This will be achieved by WHS and industry professionals continuing to advance their knowledge through use of the OHS Body of Knowledge (including the revised chapter and associated work) and ensuring those public spaces are safely maintained for the community.

Delivery:

The chapter will be published on the OHS Body of Knowledge website and promoted through AIHS media, discussion forums, and professional networks. Training materials will be made available for broader access for two years. The case studies will be published alongside the chapter as well as being accessible free of charge on the OHS Body of Knowledge website.

The chapter will be revised and published within 18 months of acceptance of this undertaking and following approval of AIHS's request for a grant to meet relevant requirements under finance laws applicable to the Mint (acceptance).

The Mint will advise Comcare in writing as soon as practicable once AIHS's request for a grant has been approved by the Mint.

The training will be developed within 6 months of publication of the chapter (24 months after acceptance).

The case studies will be developed and published at the same time as the chapter (within 12 months of the acceptance).

The Mint will advise Comcare in writing as soon as practicable once the AIHS has provided its approval for the chapter, learning courses and case studies to be published on the OHS Body of Knowledge website.

The following are the key steps and milestones associated with the development of the Mobile Plant chapter, Mobile Plant and Contractor Management training materials and case studies.

Key development milestone	Project timeline
Briefing of author & convening of Technical Panel Confirmation of the chapter structure, approach	A+ 1 month
Development of initial chapter draft	A+ 6 months
Regular Technical Panel meetings	A+ 6.5 months
Draft for consultation	A+ 9 months
Testing of draft Focus group(s) with industry and SME's	A+ 10 months
Revisions to draft chapter as indicated by feedback	A+ 11 months
Peer review of draft	A+ 13 months
Approval final draft by Technical Panel	A+ 14 months
Completion of pre-edit version	A+ 14.5 months
Academic editing	A+ 16 Months
Publication of chapter online	A+ 18 months
<i>Post publication</i>	
Development of launch/promotional activities	A+ 18 months
Development of online training storyboard and case studies	A+ 21 months
User testing of training courses	A+ 22.5 months
Training released live to public	A+ 24 months

Work Health and Safety outcome:

The OHS Body of Knowledge is developed by and for WHS professionals, those studying WHS and the wider community. Sharing knowledge at no charge through the OHS Body of Knowledge improves the overall understanding of WHS issues and capability of the profession. This drives WHS improvements and facilitates informed discussion and reflection to improve WHS professional practice.

The chapter, training materials and case studies will include a notation that they were developed because of a grant from the Mint arising from entry into this undertaking.

The communication of health and safety innovations in cranes and mobile plant and equipment will enhance safety outcomes across industries. The chapters, training and case studies will promote awareness of other successful safety initiatives that improve the management and control of risks associated with cranes, mobile plant and equipment.

The case studies, available at no cost, will serve as an educational tool for those seeking information on innovative control measures for cranes, mobile plant and equipment. The case studies will also provide valuable industry insights that can inform and enhance future

safety research and practice. This will benefit the Mint’s workforce, and all industry which uses cranes, lifting, mobile plant and which manages contractors in these areas.

The chapter, training and case studies demonstrates the Mint’s commitment to improving work health and safety for its workers and broader industry through this initiative. This will enhance understanding of the WHS regulatory process and reinforce the importance of proactive safety improvements in mobile plant and equipment.

Cost Breakdown:

Description	\$ Amount
Grant to the AIHS to revise chapter for the OHS Body of Knowledge on Mobile Plant, the development of supporting training materials for Mobile Plant and Contractor Management, and development of professional case studies	\$235,000
Total estimated cost:	\$235,000

(2) Development and installation of a gallery interactive display

Scope/Target issue

The Royal Australian Mint has a museum function that illustrates the role that coins, medals and medallions play in Australian culture. The gallery highlights stories that help illustrate Australia’s past and present, from traditional First Nation’s trade through to the stories that are shaping our identity now. The stories that the coins tell us are rich and varied and help over 350,000 visitors each year understand more about Australia, numismatics, art and design.

Beyond the stories the coins tell us, the museum has a large space dedicated to viewing and understanding the manufacturing process involved in the work of the Mint. This part of the museum is currently undergoing development to enable visitors to explore more about the historical and contemporary process of manufacture at the Mint. The Mint considers there is an opportunity for a wide impact and lasting community benefit by the inclusion of information relevant to WHS to increase community knowledge of contemporary WHS practices. This is work which is otherwise not funded, and was not commenced or planned prior to the negotiation of the proposed undertaking.

Deliverables

The Mint will develop an installation in the museum that will address the importance of safety and safe work practice. It is intended to explore automation of manufacturing process, the risk inherent in a manufacturing environment, and how essential it is to manage and reduce risk. This installation will be unique and a contrast to the rest of the museum, which is focused on the history of coins, design and trade. The installation will be located in a part of the museum alongside and overlooking the working factory below, so that visitors can see and experience the work of the Mint while engaging with the installation and learning about WHS.

The installation will include materials from the Mint’s collection (including photographs) to tell the story of the Mint and the changing safety requirements over time to the present day. For example, changes to the press and the contemporary process will be

explored, as well as the contrast between the hazards associated with older plant (like forklifts), compared to the current machinery and safety protocol and personal protective equipment. There is an intention to address in the installation other potential hazards in the Mint workplace relating to worker and machine safety, including chemicals, manual handling, moving plant, fire, fixed and mobile machines and moving parts, worker fatigue, worker environmental conditions (including working metal), electrical safety, and confined spaces. Case studies, including those developed under deliverable 1, will be included in the installation and linked to the Mint factory floor where practicable. The Mint's workforce will be actively engaged during the development stage in contributing to safety knowledge and the distribution of that knowledge to the community – this is a unique way to engage with the Mint's workforce in a positive and beneficial way which enhances WHS knowledge and engagement beyond mere compliance with the WHS Act.

The installation will include an interactive digital display in the text panels that would complement other interactives by exploring the process of design and manufacture. This interactive display is intended to be an essential final section of the installation that highlights common risks in the workplace and provides visitors the chance to explore those challenges. It is intended this interactive digital display would be focused on forklifts and the risks associated with moving this type of plant, to encourage the visitor to think about safety in a direct way. It is a feature that without this undertaking would not be developed and so the commitments in this undertaking directly enhance the provision of knowledge about contemporary WHS practices to the community.

Audience/beneficiaries

The Mint previously undertook significant work to renovate the gallery space at an approximate cost of \$7.3 million, with this work completed in 2024. This proposed deliverable was not otherwise a planned installation, and represents a new project, with separate and additional funding, identified as a deliverable in this undertaking, including to demonstrate the Mint's commitment to acknowledging the incident (including to its workers), and addressing the risks with mobile plant for its workers and the community.

The broader community and all visitors to the Mint will benefit from experiencing this installation. Almost one quarter of visitation to the Mint each year are school students. To encourage the greater understanding of safety and risk management the interactives would be included in the school tour program as well as featuring in curriculum focused activities hosted on the Mint's website that would be available to all students in the country. We see this as a unique way to engage students on the topic of safety early on and before (or close in time to) young people joining the workforce. It is well recognised that young people are vulnerable in the workplace. This exhibit offers a unique opportunity to engage with young people about safety in an interactive way using real life examples.

Work health and safety outcome

The development and installation of an interactive display integrated into the Mint's visitor experience gallery that acknowledges the workplace dangers associated with powered mobile plant will highlight the need for safety around this plant. The installation would also inform visitors about the incident the subject of this undertaking to demonstrate the Mint's acknowledgement of the incident and commitment to minimising future risk in its workplace and acknowledge Comcare's role in enforcing the WHS Act. This would also reinforce the message of the installation about the importance of

ongoing safety and risk management and continuing work regarding the safety of workplaces in a manufacturing context.

Delivery method

A recruitment process will occur to select a curator of the installation, and the project will otherwise be undertaken by existing Mint curatorial employees in consultation with Mint workforce including through HSRs.

Timeframes

Key development milestone	Project timeline
Preliminary scoping and design work of installation, commence research and identification of relevant collection material	A+ 1 month
Recruitment of curator of installation	A +3 months
Completion of scope and design of installation	A+ 12 months
Completion of research work and copy writing for installation	A+13 months
Commence/arrange build of physical elements of installation by Mint or external contractors	A+ 14 months
Commence construction/installation of new elements of museum relating to installation	A+ 16 months
Complete construction of installation (timeline allows for phasing of completion of some aspects of installation, including interactive elements)	A+ 20 months – 24 months

Cost breakdown

Description	\$ Amount
Design and Development of installation in museum (including recruitment of curator, curatorial and research work in scope, design and content of installation, graphic design, building and printing of physical elements of installation including wall graphics and text labels and cabinetry, design and production for photographic)	\$300,000

Total estimated cost: \$300,000

(3) Development and delivery of safety culture program

Scope

To complement the other deliverables in this undertaking and provide targeted benefits to its workers, the Mint will undertake a new project involving a comprehensive review and revision of its safety culture (including as it relates to mobile plant and equipment).

This initiative will provide training and support that goes beyond the Mint's statutory obligations to provide information, instruction, training or supervision to its workers.

Target Issue

The project is intended to target the Mint's leadership through a specific module, as well as all staff through other initiatives as part of the project, to ensure broad acknowledgement of the incident and engagement with changes to WHS and safety culture and practices going forward.

Deliverables

The initiative will include:

- Identifying through a procurement process an appropriately skilled provider to develop and deliver the leadership course, working sessions and virtual learning artefact. The provider will be an organisational psychologist with WHS experience (or similar) and will be selected from a reputable provider (as appropriate from the Whole of Australian Government Management Advisory Services Panel).
- Development and delivery of a front-line safety leadership program for the Mint's front-line leaders (e.g. supervisors and team leaders) and middle management (EL1s).
- Development of a virtual learning of the incident and actions taken before and after, reflection, learnings and consequent changes to the Mint's safety practices and procedures as a result of the incident.
- Development and delivery of focused working sessions with the entirety of the Mint's workers on a positive safety culture and the Mint's overarching role (and the role of its employees) in creating a safe and healthy workplace.

The Mint commits to engaging in a robust open market procurement process to identify a reputable provider with appropriate skills to develop and deliver the above deliverables. The Mint will advise Comcare in writing as soon as practicable once the procurement process has concluded and a provider has been engaged.

Front line leadership course

The proposed course outline is presented as follows:

Module	Content	Objectives
Leading self, others and the Mint	Committed, caring and inspiring leadership that is values-based and visible	<ul style="list-style-type: none">• Reflection and self-awareness• Leading with purpose and authenticity• Communicating a vision• Resilient leadership and dealing with ambiguity and uncertainty• An enquiring mind and learning organisation
Leading a culture of accountability in risk management and safety awareness	Identify and assess health and safety risk related to the work undertaken and the role of job design and planning plays in mitigating risk through	<ul style="list-style-type: none">• Safety decision making – how and why decisions are made• Psychology of risk, limitations through distractions/attention and bias• Leadership techniques to facilitate a culture of situation awareness to overcome complacency and recognise personal responsibility around safety and risk

	elimination or a controlled way	
Leading a culture of 'safe production' in the delivery of our work	Shared understanding of health and safety responsibilities	<ul style="list-style-type: none"> • Understanding behaviours that demonstrate regard for health and safety of direct team members and stakeholders (e.g. transient or temporary workers, visitors) • The role of reward and recognition to promote desired behaviours • Leadership techniques to support leader expectations, responsibilities and practices to support a focus on safety and the hierarchy of controls
Leading a culture of collaboration and open communication for effective and meaningful engagement	Engaging in open communication and the role of consultation in achieving and optimal outcome related to safe practices	<ul style="list-style-type: none"> • Appropriate ways to challenge undesirable safety behaviours and gain a commitment to change • Seeking and delivering feedback and an enquiring way to build trust and rapport • Authentic and meaningful collaboration
Leading a culture of continuous improvement to problem solve reform and change	Regular monitoring and improvement of practices, processes and systems for longevity	<ul style="list-style-type: none"> • How to unlock effort to achieve compliance versus outcomes • Understanding the psychology of innovation, creativity and problem solving • Leadership skills to support, champion and promote a positive safety culture

Working sessions for all Mint workers

The broader workplace sessions will be developed and informed by the themes from the front-line leadership program (see proposed course outline above). Sessions will focus on ensuring these themes are presented in a way to enable practical application of the safety culture for the Mint's front-line workforce. The Mint will develop four sessions for delivery to the Mint's workers, one for each theme (e.g. accountability, 'safe production', collaboration and continuous improvement). These sessions will be delivered face-to-face in the workplace (for example, the factory floor), for optimal worker engagement and impact.

Virtual learning artefact of incident

The Mint will undertake a process to engage an appropriately qualified multimedia or animation developer to produce a virtual artefact (e.g. video, animation) of the incident. The Mint will collaborate with this developer to create the virtual learning artefact.

This virtual learning artefact will then be used as part of induction for new Mint workers, as well in annual refresher safety training. It may also be incorporated as appropriate into the proposed gallery installation for the benefit of the broader community.

Timeframes

Key development milestone	Project timeline
Undertake procurement process to identify qualified provider to develop and deliver leadership course and working sessions	A+ 4 months
Undertake procurement process to engage multimedia/animation developer to development virtual learning artefact	A+ 4 months
Development of leadership course	A+ 7 months
Development of 4 working sessions	A+ 7 months
Delivery of leadership course session	A+ 9 months
Delivery of first working session	A+ 12 months
Design and development of virtual learning artefact (e.g. video)	A+ 12 months
Publication of video artefact on Mintranet and distribution for new starters/annual refresher	A+ 14 months

Audience/beneficiaries

These training programs will be designed to go beyond the Mint's statutory obligations relating to WHS. This is because it goes to *culture* as opposed to task based or a risk management-based approach to safety. This will benefit the Mint's leadership and workers more broadly as it provides them with training and information about the safety program and culture that extends beyond the training they would usually receive as part of statutory compliance. This program will also ensure the Mint's workers understand the significance of the incident and how this has shaped and changed the Mint's ongoing WHS and safety practices and procedures.

The Mint's leadership and broader workforce will otherwise be able to engage in a deeper consideration of safety and implementation of the Mint's practices through the leadership course and working sessions.

This uplift in safety culture will lead to revised practices and achievements, and it is intended those achievements are included where practicable in the gallery installation so that the community can better appreciate their work (including while visitors to the gallery observe activities on the factory floor during their visit).

The virtual artefact (e.g. video) would be used in the Mint induction for new workers and the annual refresher for existing workers to ensure reflection on, and implementation of, safety in the workplace. This will ensure that all Mint workers understand the role the incident had in shaping our practices and safety culture in a meaningful way.

WHS Outcomes

The initiative aligns with the Mint's commitment to contributing to its workers, broader industry and community benefit, aiming to support agency wide safety improvements in its culture, including reducing the risks related to mobile plant and equipment.

Expected outcomes of the program include:

- Improved safety and leadership capacity in the Mint's relevant work environments

- Improved safety in the Mint’s broader workforce, including front line workers
- Appreciation by the entirety of the Mint’s workforce of the significance of the incident and how it has influenced the Mint’s ongoing safety culture and practices in a meaningful way.

Cost breakdown

Description	\$ Amount
Development and administration of safety program for the Mint, including development and delivery of leadership training, development and delivery of working sessions, and development of video product focused specifically on the incident.	\$250,000

Total estimated cost: \$250,000

This work is work which has otherwise not been commenced or planned prior to the negotiation of this undertaking and it is to be funded solely as a result of this undertaking.

(4) Partner with the Australian Institute of Health and Safety

Scope

The Mint will partner with the Australian Institute of Health and Safety to administer a workplace safety improvement program that selects three small to medium enterprises with a safety challenge related to mobile powered plant and facilitates industry experts developing a solution for the organisation. The program, ForkSafe, is a national WHS initiative that is focused on reducing incidents involving forklift and pedestrian interaction. At the completion of the solution implementation, a case study for each organisation will be created and distributed across the AIHS network and safety shows.

Target Issue

The objectives of the program are to:

- Reduce the risk of forklift/pedestrian interactions through tailored WHS improvement projects.
- Use global benchmarking and context-aware leadership coaching to support sustainable change.
- Target First Nations businesses to support layered impact.
- Develop and share case studies that can inform industry practice.
- Contribute value across safety, capability, cultural inclusion, and regulatory learning.
- Identify and implement targeted engineering and design treatments to eliminate or reduce person–plant interaction risk (e.g. physical barriers, exclusion zones, visual cues, automated detection systems).

Deliverables

Three workplace safety improvement programs each valued at \$54,000 will be made available to small to medium enterprises with a safety challenge related to mobile powered plant.

The full amount will be paid upon acceptance of this undertaking to support the administration of the workplace safety improvement program.

Three companies will be selected in response to an expression of interest (EOI) process, representing different sectors of the industry (for example logistics, manufacturing, construction and warehousing).

The ForkSafe program will use the Safe365 diagnostic platform, LEAD-R leadership coaching and practical implementation support to deliver outcomes specific to each workplace.

The program delivery involves a number of steps as follows:

- The Safe365 diagnostic tool will be used for each company to enable a baseline maturity assessment and identify any WHS issues for focus in the program
- LEAD-R 1:1 leadership coaching will be facilitated by AIHS in order to understand the company’s site-specific context and WHS culture
- Preparation of tailored improvement plans in consultation with the company, with a focus on practical engineering and design solutions to reduce interaction risk between people and forklifts
- Ongoing monitoring and support provided to each company throughout the course of the program.

At the conclusion of each program, case studies will be developed and later presented in 5 presentations to industry professionals (it is intended 4 of those presentations will occur in person at different locations, with the final presentation being an online recorded session).

Timeframes

Key development milestone	Project timeline
Design and criteria finalisation: finalise EOI, Safe365 set up	A+ 1 week
EOI process: promote, assess and select 3 businesses	A + 2-3 weeks
Discovery and content mapping: deploy Safe365, conduct LEAD-R sessions	A+ 1.5 months
Action plan implementation: develop and begin implementation	A+ 1.5 - 3 months
Monitoring and evaluation: review progress and refine actions	A+ 2.5 – 3.5 months
Case study development: write and review case studies	A+ 3.5 – 4 months
Presentations and reporting: deliver presentations and finalise report	A+ 4 – 5 months

Audience/beneficiaries

The selected companies will benefit from being selected to take part in this initiative, as well as the broader industry and WHS community in development and distribution of these case studies across the AIHS network and safety shows. Further, the broader community will benefit in improvement in the particular organization and their workplace safety.

The ForkSafe program aims to support safer forklift operations while contributing to improved equity outcomes for Aboriginal and Torres Strait Islander communities. The program will prioritise participation from First Nations-owned businesses and organisations with significant Indigenous workforces. This approach supports diverse workforces and aims to make structured WHS programs more accessible to under-represented businesses.

WHS Outcomes

The initiative aligns with the Mint’s commitment to contributing to industry and community benefit, aiming to support safety improvements in reducing the risk of forklift and pedestrian interactions through tailored WHS programs, alongside equity and inclusion outcomes.

Expected outcomes of the program include:

- Improved safety and leadership capacity in relevant work environments
- Culturally appropriate coaching and communication
- Development and presentation of case studies reflecting culturally safe practices
- Increased visibility of First Nations business leaders in WHS

Cost breakdown

Description	\$ Amount
Development and administration of work safety improvement program for small to medium enterprises, including selection of relevant organisation, development of safety solution with industry experts, general project management and administration, and creation, presentation and dissemination of case studies at multiple locations.	\$200,000

Total estimated cost: \$200,000

TOTAL ESTIMATED VALUE OF THE UNDERTAKINGS \$985,000

2.6 A commitment to establish and maintain (or maintain if a system already exists) a WHSMS

The Mint is committed to ensuring their existing WHSMS complies with the principles of AS/NZS ISO 45001:2018 Requirements with guidance for use - Occupational health and safety management systems - which has superseded AS/NZS4801:2001.

The Mint acknowledges and commits that the WHSMS will continue to be maintained in accordance with the standard (as amended or varied, from time to time).

2.7 A commitment to ensure the WHSMS is audited by third-party auditors

The Mint commits to ensuring the WHSMS will continue to be audited by accredited third-party auditors to meet the requirements of AS/NZS ISO45001:2018 Requirements with guidance for use - Occupational health and safety management systems - in accordance with established timeframes as set by Comcare.

The Mint acknowledges that the third-party auditors selected to perform WHSMS 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.

The Mint acknowledges that details of the auditors' qualifications against the stated requirements will be provided with audit reports submitted to Comcare.

The Mint was recertified to ISO45001:2018 in May 2025 and will continue to undertake annual audits (once every 12 months) by a certified third-party auditor to retain certification, with the next recertification due in 2028.

2.8 A commitment to provide a copy of each finalised WHSMS audit report to Comcare

The Mint will send final audit reports received from the auditor to Comcare, within 8 weeks of the audit along with a letter certifying that the report has not been altered from the copy provided to the person by the auditor.

The Mint acknowledges that within 12 weeks of receipt of the auditor's written report, Comcare will be advised of the intended action in addressing each of the report's recommendations, if any are provided.

2.9 A commitment to implement the recommendations from these audits (unless otherwise negotiated with Comcare)

The Mint commits to fully implementing the agreed actions arising from the audit within 12 months from receiving the audit report from the WHSMS auditor unless otherwise agreed by Comcare.

2.10 Minimum spend

The Mint commits to grant and spend \$1,110,000, as itemised below, plus Comcare's reasonable costs, fees or expenses incurred as a result of or in respect of the negotiation and monitoring of the proposed undertaking, as agreed between Comcare and the Mint.

Item	Cost
Undertakings	\$985,000
Undertaking program management and reporting	\$80,000
WHSMS audit	\$40,000
Newspaper Advertisement	\$5000
Total	\$1,110,000

3. OTHER ENFORCEABLE TERMS

3.1 Term

The deliverables proposed by the undertaking must be met by 24 months from the date of acceptance of this undertaking.

This undertaking will conclude when Comcare confirms in writing that all terms have been fully met (within the agreed term of the undertaking), and all undertakings are completely discharged.

3.2 Reporting

The Mint must:

- i. provide a formal report to Comcare, on the first working day of each calendar quarter, on the development and/or implementation of any measures it has committed to develop and/or implement in accordance with this undertaking;
- ii. provide all relevant documents and information requested by Comcare from time to time for the purpose of enabling Comcare to monitor compliance with this undertaking; and
- iii. develop and provide to Comcare, within one calendar month of the formal acceptance of this undertaking, procedures which will ensure that the Mint, its advisory board and Senior Executive Service employees and any workers or other persons affected by this undertaking (including any affected person/s or their family) are regularly informed on the implementation of measures described in or effected in accordance with this undertaking.

3.3 Costs

The Mint agrees and undertakes to bear, reimburse, and/or indemnify Comcare for any costs, fees or expenses incurred by Comcare as a result or in respect of its investigation into the incident or any legal, administrative, monitoring compliance, and publishing costs associated with the proposed undertaking, as agreed between Comcare and the proposer of the undertaking.

3.4 Variation

If the Mint proposes to vary this undertaking, then:

- i. The Mint will submit its request to vary this undertaking in writing to Comcare, giving reasons for the request
- ii. upon receipt of the request, Comcare, in its absolute discretion, may decide whether or not to allow a variation to this undertaking
- iii. Comcare's written approval of any request to vary this undertaking, including but not limited to a letter or an instrument of variation, constitutes a variation to this undertaking.

3.5 Enforceability

The Mint acknowledges that this undertaking is enforceable at law and that it may be subject to penalties if it does not comply with this undertaking.

Without limiting the generality of this clause, Comcare may, in its absolute discretion, deem any finding by the auditor that the Mint has failed to give full effect to any provisions of this undertaking to be a breach of this undertaking.

Without limiting any other power, right, authority, or privilege it may enjoy, Comcare may, in proceedings arising from any breach or anticipated breach of this undertaking, among other things:

- i. apply for the imposition of a penalty;
- ii. apply for an order directing compliance with the undertaking;
- iii. apply for an order discharging this undertaking and pursue or recommence the proceedings, or if no proceedings are on foot, commence proceedings against the Mint in respect of the alleged contravention or any matters dealt with in the charges filed against the Mint by Comcare;
- iv. apply for an order directing the Mint to pay the costs of the proceedings to the Commonwealth;
- v. apply for an order directing the Mint to pay Comcare's reasonable costs in monitoring compliance with this undertaking in the future, to the Commonwealth;
- vi. apply for any further order it considers appropriate;
- vii. if the Mint fails to comply, or proposes a failure to comply, or withdraws this undertaking then Comcare may apply for an order discharging this undertaking and:
 - a. may pursue or recommence the proceedings, or
 - b. if no proceedings are on foot, commence proceedings against the Mint in respect of the alleged contravention resulting from the incident or any matter dealt with in the charges filed against the Mint by Comcare, and
 - c. in any such proceedings the Mint cannot object to Comcare tendering this undertaking.

Any act or omission by the Mint which is inconsistent with or in contravention of this undertaking is and may be deemed by Comcare to be a breach of this undertaking.

The Mint acknowledges that it will bear the costs of the proceedings incurred as at the undertaking date or any other action taken by Comcare in accordance with or pursuant to this clause.

3.6 Acknowledgements

The Mint acknowledges that:


- i. Comcare's acceptance of this undertaking does not affect Comcare's:

- a. power to investigate or pursue civil or criminal proceedings in respect of similar or related incidents or injuries; or
 - b. authorities, powers, and obligations in respect of any conduct of the Mint which is not the conduct which gave rise to the incident.
- ii. This undertaking in no way derogates from the rights and remedies available to any other person or entity other than the Mint and Comcare arising from any conduct described in this undertaking or arising from future conduct.
- iii. This undertaking has no operative force until accepted in writing by Comcare.

4 Section 3: Offer of undertaking

As a duly authorised person of the Commonwealth as represented by the Royal Australian Mint (ABN 45 852 104 259), I offer this undertaking and commit the Commonwealth as represented by the Royal Australian Mint (ABN 45 852 104 259) to the terms herein, to be completed on or before

01 /07 /28

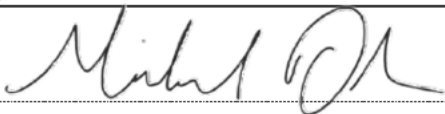
Signed:  Emily Martin
Person OR Duly authorised person Print name

Position: Chief Executive Officer Dated at: Royal Australian Mint
this 10th day of April , 2026

5 Section 4: Comcare'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 Comcare. The enforceable undertaking will be concluded on written advice from Comcare when all requirements of the undertaking have been satisfactorily executed.

I accept this undertaking as an enforceable undertaking under section 216 of the *Work Health and Safety Act 2011*.

Signed:  Michael Duke
Person OR Duly authorised person Print name

Position: Acting Chief Executive Officer Dated at:
this 16th day of April , 2026

Annexure A – The role of the technical panel in the OHS Body of Knowledge development

What is a Technical Panel?

A **Technical Panel** is a group of subject matter experts convened for the development of a specific chapter within the Occupational Health and Safety Body of Knowledge (OHS BoK). Each chapter has its own dedicated Technical Panel that works alongside the authors to ensure the content is robust, accurate, and applicable to the target audience.

Who Comprises the Technical Panel?

The Technical Panel comprises recognised **experts in the topic area** relevant to the chapter. These individuals are selected based on their knowledge, experience, and ability to contribute specialist input to the chapter's development. Their involvement is chapter-specific, meaning they focus on one chapter only.

What is the Role of the Technical Panel?

The Technical Panel plays a pivotal role in the development process of the OHS BoK chapters. Their primary purpose is to **advise and guide the authors** while ensuring the chapter meets both academic and practical standards. Their responsibilities include:

- **Confirming the Target Audience**
Ensuring the chapter is aligned with the knowledge needs of its intended readership.
 - **Providing Input on Methodology, Scope, Structure, and Content**
Offering critical input during the planning stages to establish a clear, relevant framework for the chapter.
 - **Contributing Specialist Input**
Providing insights, expertise, and subject-specific knowledge to enrich the content.
 - **Assisting with Consultation Activities**
Supporting the authors in engaging with relevant stakeholders and gathering feedback.
 - **Ensuring Academic Rigour and Practical Application**
Balancing theoretical concepts with practical usability to meet professional and academic standards.
 - **Peer Reviewing the Chapter**
Reviewing the chapter's draft to assess its quality and accuracy. They may also recommend additional peer reviewers if needed.
 - **Recommending Dissemination Strategies**
Suggesting methods for promoting the chapter to its target audience and contributing to the development of supporting resources.
-

Value of the Technical Panel

The Technical Panel is integral to the OHS BoK development process. By providing specialist expertise, they ensure the chapter is credible, relevant, and reflective of current knowledge and practice in the field. Their contributions enhance the chapter's quality, ensuring it serves its purpose as a trusted resource for the OHS community.

Once the chapter is submitted for peer review, the role of the Technical Panel concludes. Their input, however, remains fundamental to the chapter's success.

Annexure B – Public Notice of Comcare’s acceptance of undertaking

Notice of Acceptance of an Enforceable Undertaking under Part 11 of the *Work Health and Safety Act 2011 (Cth) (WHS Act)*.

On 4 May 2019, a worker engaged by the Royal Australian Mint, was exposed to a risk of death or serious injury when a blanking press fell during relocation at the Mint’s premises.

Comcare investigated the incident and subsequently alleged that the Mint contravened sections 32, 33, 19(1), 19(3)(a), 19(3)(c) and 19(3)(f) of the WHS Act.

This notice has been placed under the terms of an enforceable undertaking and acknowledges acceptance of an undertaking, that is enforceable under the WHS Act, from the Royal Australian Mint, ABN 45 852 104 259 as finalisation of the alleged contravention.

The Royal Australian Mint regrets that the incident occurred.

The undertaking requires the following actions:

- A grant (in accordance with relevant requirements under finance laws applicable to the Royal Australian Mint) to the Australian Institute of Health and Safety to fund the update of a chapter in the *OHS Body of Knowledge* on cranes, lifting and mobile plant, and development of accompanying training on mobile plant and contractor management, and professional case studies.
- The Development and installation of a gallery interactive display at the Mint focused on contemporary WHS risk management practices to support community knowledge of WHS.
- Development and delivery of safety culture program for the Mint’s leadership team and its workers including the development of a safety training artifact based on a recreation of the incident.
- Partnering with the Australian Institute of Health and Safety, facilitate industry experts developing three solution packages for small and medium sized enterprises responding to WHS challenges involving plant and equipment.

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