

CHILD LABOUR & YOUNG WORKER CHECKLIST

This checklist was developed by The Centre as part of a joint project funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and Nestlé. It is aligned with MSPO and RSPO requirements. This checklist is intended for estate managers, assistant managers, field supervisors, mandors, labour contractors, and other personnel responsible for supervising workers and monitoring workplace conditions. The purpose of the checklist is to help identify and prevent risks affecting children and young workers in plantation operations.

Some of the checkpoints are intended for daily use, meanwhile others are specific to a certain activity such as recruitment.

Estate/block:

Supervisor:

Date:

1. Before Work Starts (Daily Check)

- ☐ All workers present today look 18 or above
- ☐ No child is seen in the field, nursery, mill, or worksite
- ☐ No school-age children are accompanying parents to work
- ☐ Work areas are safe and controlled before work begins



IF UNSURE ABOUT SOMEONE'S AGE:

- ✓ Stop and verify the person's age through an ID card or other documents

2. Children (13–14 Years) (Daily Check)

- ☐ No children under 15 are working on the plantation
- ☐ No children are:
 - In the field
 - Carrying fruit or tools
 - Near chemicals or machines



WHAT CHILDREN AGED 13–14 MAY DO:

- ✓ Age-appropriate household chores and caregiving tasks
- ✓ Supervised educational or vocational learning activities
- ✓ Be presence only in safe, non-hazardous, non-work areas

They must not participate in any palm oil production activities.

3. Young Workers (15–17 Years) – Special Protection (Daily Check)

If young workers are present, confirm ALL below:

- ☐ Doing non-hazardous work only
- ☐ Not harvesting or cutting palms
- ☐ Not using tools, machines, or chemicals
- ☐ No heavy lifting
- ☐ No night work or overtime
- ☐ Working hours within legal limits
- ☐ Same wages as adults for the same work
- ☐ Received safety briefing before work



- ✓ Max. 8 hours/day, including school and work hours
- ✗ No night work between 8 pm and 6 am

4. Hazardous Work (Daily Check) STOP IMMEDIATELY if seen

- ☐ No one under 18 is doing:
 - Harvesting or cutting fronds
 - Carrying heavy fruit loads
 - Using machetes, chisels and machines
 - Handling pesticides/fertilisers
 - Working at mills or night shifts



If seen:

STOP WORK AND REPORT

Report the case through your company's grievance channel or inform your employer.

MSPO Complaints & Grievance Mechanism
Portal: <https://emspo.org.my/public/complaints>
Email: complaints@mspo.org.my
Tel: +603 5569 9676

Child Rights Action Hub
Phone: +6017-643 4675 (Janna)
Email: Actionhubmy@childrights-business.org

5. Children Present but Not Working (Daily Check)

If children are seen on site:

- ☐ Spoke calmly to parents
- ☐ Child removed from work area
- ☐ Child placed in safe area (housing, childcare, community space)
- ☐ Incident reported to estate management

6. Basic Welfare & Safety Check (Daily Check)

- ☐ Drinking water available
- ☐ Toilets are clean and usable
- ☐ Hand-washing facilities available
- ☐ PPE available and used
- ☐ Workers know how to report safety concerns

7. Labour Providers & Contractors (Weekly Check)

- ☐ Written contract exists
- ☐ Workers' ages verified by the estate
- ☐ Workers paid at least minimum wage
- ☐ No deductions pushing wages below the legal minimum
- ☐ No under-18 workers in hazardous tasks

8. Check the person's age (Hiring & New Workers)

- ☐ Age has been verified using original ID documents
- ☐ ID photo matches the person
- ☐ Date of birth shows the worker is old enough to work according to Malaysian law and company policies
- ☐ Copies of ID and contract are on file
- ☐ Workers supplied by labour contractors are also verified by the estate for age



NEVER ACCEPT:

- ✗ That a person is saying that "he/she has the right age"
- ✗ Photocopies with no originals
- ✗ "Helping family" as a reason to work

9. What To Do If a Child is at Risk?

A. Child under legal working age found working

- ☐ Stop hazardous work immediately
- ☐ Speak calmly to the child and parents
- ☐ Do NOT punish or threaten
- ☐ Inform the estate manager or the sustainability officer immediately
- ☐ Record the incident and relevant details, follow the estate reporting procedure

B. Young worker in hazardous work

- ☐ Stop work immediately
- ☐ Reassign to a safe task
- ☐ Wages not reduced
- ☐ Inform parents and the estate manager or the sustainability officer immediately
- ☐ Record the incident and relevant details, follow the estate reporting procedure

10. Supervisor Declaration

I confirm that:

- I understand child labour rules
- I have checked my work area today
- I have reported any concerns immediately

Signature: _____

Date: _____

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