

WHS19 WHS Training Policy

The Organisation has a duty to take all reasonable practicable steps to provide employees/ workers with appropriate information and instruction in relation to:

- hazards that may arise from the type of work that the worker is doing
- the steps to be taken to minimise the likelihood that the employee or any other person will be harmed by those hazards
- where to find safety clothing and equipment
- how to deal with any emergencies that arise
- how to use plant and equipment in the workplace

To this effect, the Organisation will conduct a training needs analysis to ensure that all employees/ workers are aware of the hazards which they may be exposed to in the course of their work. The hazard identification and assessment process is the key to determining the type of training and supervision, which may be required for individual employees/ workers and contractors.

New Employees/ Workers

All new employees/ workers will be required to undertake a general induction process within their first week with the Organisation. This training will include information on the Organisations' work health and safety management system, emergency policies, location of emergency equipment, incident /hazard reporting requirements, consultation arrangements and issue resolution policies and information on specific hazards.

The HR Officer/Executive Officer will be responsible for ensuring that new employees/ workers are familiar with the hazards pertaining to their particular work sector.

Existing Employees

The HR Officer/Executive Officer is responsible for ensuring that all employees/ workers are aware of existing and potential hazards in their work area and the general workplace.

Where a risk assessment identifies a need for training this will be provided by an in-house source or external body, as appropriate.

Safety Topic sessions will also be delivered on a regular basis to inform employees of specific OHS issues.

Training Records

The training of personnel shall be documented by the HR Officer and copies of evidentiary records i.e. certificates, licences, registrations will be kept in the individuals personnel file.