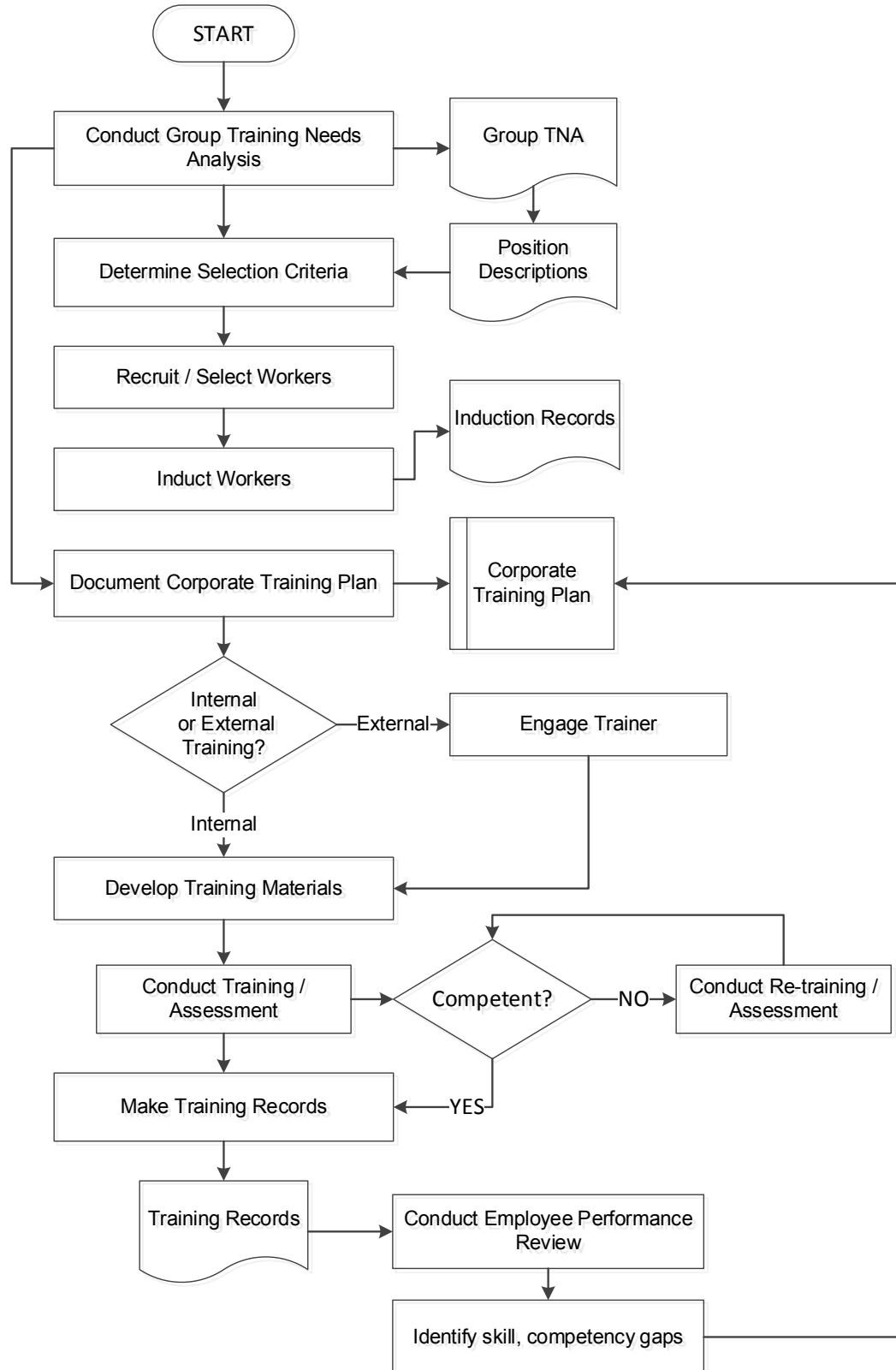


SAFETY TRAINING

1.0 SUMMARY / FLOWCHART



2.0 RESPONSIBILITIES

Organisational Level	Health and Safety Responsibilities
Level 1 (<i>General Manager, Group Directors</i>)	Provide adequate resources to ensure that workers are trained and their competency, to undertake their respective roles / tasks effectively and safely, assessed and verified.
	Ensure compliance with training and assessment procedures and processes.
	Undertake annual performance reviews of direct reports, ensuring that any training needs are identified and documented within Individual, Section or Unit, and Corporate Training Needs Analysis (TNA).
	Attend training when required.
Level 2 (<i>Section Manager, Unit Manager / Unit Co-ordinator, Project Manager</i>)	Provide resources and oversight to ensure that workers receive the required safety training and instruction.
	Ensure compliance with training and assessment procedures and processes.
	Undertake annual performance reviews of direct reports, ensuring that any training needs are identified and documented within Individual, Unit and Corporate Training Needs Analysis (TNA).
	Attend training when required.
Level 3 (<i>Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator</i>)	Direct resources and oversight to ensure that workers receive the required safety training and instruction.
	Ensure compliance with training and assessment procedures and processes.
	Undertake annual performance reviews of direct reports, ensuring that any training needs are identified and documented within Individual, Unit, and Corporate Training Needs Analysis (TNA).
	Attend training when scheduled.
Level 4 (<i>Team Member, Operator Attendant, Trainee, Apprentice</i>)	Attend training when scheduled.
	Participate in the annual Employee Performance Review process, identifying training requirements.
Level 5 (<i>Volunteer, Contractor, Other</i>)	Maintain the currency of any required high risk work licences and certifications.
	Participate in induction and training when scheduled.
Human Resources and Organisational Development	Ensure that the outcomes of training needs analysis are incorporated into position descriptions, and considered in the definition of selection criteria and

Manager	recruitment of workers.
Training and Development Unit	Consolidate individual, Section and Unit Training Needs into the Corporate Training Needs Analysis.
	Develop an Annual Corporate Training Plan scheduling training based upon the Training Needs Analysis, identifying “internal” and “external” training.
	Engage external trainers considering their qualifications, experience and competency.
	Develop training materials for internal training.
	Maintain records of training, making them available to Managers and Supervisors when required.

3.0 PURPOSE & SCOPE

3.1 PURPOSE

3.1.1 The purpose of this procedure is to document the processes implemented within Shoalhaven City Council (SCC), aimed at:

- 3.1.1.1 ensuring that the skills, qualifications and competency requirements for each position or role within Council are identified, documented and used in the recruitment and selection of workers.
- 3.1.1.2 ensuring that training needs are identified in consultation with workers, and that these training needs form the basis for the development of documented training plans.
- 3.1.1.3 ensuring workers are trained to perform their tasks safely and that any training provided is accompanied by competency assessments to verify understanding of that training.
- 3.1.1.4 ensuring that additional training is provided when skill gaps are identified as contributing to poor safety performance.
- 3.1.1.5 ensuring that SCC has an applicable induction program for all workers, including management, contractors and volunteers, and that the induction program is based upon the likely level of risk exposure, and provides relevant instruction in the WHS Policy and procedures.
- 3.1.1.6 ensuring training and assessment are delivered by competent persons with knowledge, skill and experience in the subject area of the training.
- 3.1.1.7 ensuring that refresher training, as identified by training needs, is provided in a timely manner.
- 3.1.1.8 the training program is reviewed on a regular basis, and when there are changes in the workplace that impact the health and safety of workers, to ensure that skills and competencies of workers remain current and relevant.

3.2 SCOPE

3.2.1 This Safety Training procedure applies to the induction of workers, including management, volunteers, and contractors, and the ongoing training of workers to ensure that work is undertaken in accordance with Council's WHS Management System requirements.

4.0 PROCEDURE

4.1 IDENTIFICATION OF TRAINING NEEDS

4.1.1 The Supervisor will conduct a Training Needs Analysis, comparing the knowledge and skills of the individual with the knowledge and skills the position requires. The missing identified skills are called the Skills Gap and identify the need for additional training. Training Needs will be determined with consideration of the following:

4.1.1.1 the relevant health and safety legislation and other requirements mandating or recommending training requirements, specific qualifications or skills

4.1.1.2 the outcomes of Change Management processes including, but not limited to, the introduction of items of plant and equipment, the introduction of new chemicals, or changes in work practices

4.1.1.3 the identification of new hazards and / or the implementation of new or additional risk control measures resulting from the operation of risk management processes

4.1.1.4 the implementation of corrective actions to address any skill or knowledge gaps identified by Incident Investigations or Safety Audits.

4.1.2 The skills, qualifications and competencies required for each position or role will be documented within position descriptions.

4.1.3 Supervisors will consult with employees when identifying the training needs through the EPR or equivalent process.

4.2 RECRUITMENT / SELECTION OF WORKERS

4.2.1 The Corporate Training Needs Analysis (TNA) will be used to determine the qualifications and training requirements applicable to each position or role within SCC.

4.2.2 The identified qualifications and training requirements will be documented within the relevant Position Description/s.

4.2.3 Position Descriptions will be used as the basis for selection criteria for recruitment of workers.

4.3 TRAINING PLANS

- 4.3.1 The Training and Development Unit will consolidate the Group Training Needs (TNA) into a Corporate Training Plan.
- 4.3.2 Where external trainer providers are to be engaged, the required qualifications, experience, and competence of trainers will be documented and reviewed prior to engagement of the provider. Legislative and compulsory training requirements are indicated on the Corporate Training Plan with a “C”.
- 4.3.3 For any training to be delivered internally, the Training and Development Unit will develop the required training materials.
- 4.3.4 External trainers, meeting the required competency requirements, will be engaged by the Training and Organisational Development Unit in accordance with the relevant requirements documented within Contractor and Volunteer Management procedures.
- 4.3.5 The Training and Development Unit will collect and maintain records of trainer qualifications, experience and competence, including certificates.

4.4 INDUCTIONS

- 4.4.1 All new employees will attend the Corporate Induction Program.
- 4.4.2 Site specific inductions will be conducted by the supervisor or a person deemed competent by the supervisor when a new employee first reports on a construction / maintenance site.
- 4.4.3 Managers and Supervisors will ensure that all new employees understand their WHS authorities, responsibilities and accountabilities (ARAs) as outlined in the ARA accompanying the position description. Contractors working at Council sites will be informed by the Contract Manager of their obligations. Volunteers and others working at SCC sites will be made aware of their obligations by the site supervisor.
- 4.4.4 When a worker is transferred to an alternate position within SCC, regardless of level, health and safety requirements are to be discussed, i.e. policy, procedures, emergency evacuation, incident reporting, hazard identification and consultative arrangements.
- 4.4.5 Inductions are to be conducted prior to the worker operating the plant/equipment or beginning an activity.

4.5 TRAINING

- 4.5.1 The Training and Development Unit coordinates training and refresher training and assessments, where required, to meet legislative, industry and SCC requirements.
- 4.5.2 Training provided may include assessment to ensure the maintenance and upgrade of the necessary knowledge and skills to work safely.

- 4.5.3 Workers may be nominated for additional training where it is believed that it would assist them in the performance of their work and allow them to work more efficiently while maintaining safety standards.
- 4.5.4 Existing workers may be required to undertake further Work Health and Safety training as a result of corrective actions or the introduction of new equipment, procedures or work systems.
- 4.5.5 Managers/Supervisors/Coordinators are responsible for ensuring workers are competent and skilled to undertake nominated tasks. Relevant on-the-job assessments and training assessments are conducted to verify training outcomes and skill levels.

4.6 NEW OPERATORS OF LOAD SHIFTING PLANT OR HAZARDOUS ACTIVITIES

- 4.6.1 Training and assessment of new workers will be conducted by Registered Training Organisations (RTO) against units of competency from national training packages particular to the plant/equipment item or hazardous activity.
- 4.6.2 Training will be directed towards safety and competency in the safe operations and knowledge of the plant/equipment item or hazardous activity involving both practical and theory instructions.

4.7 VERIFICATION OF COMPETENCY FOR WORKERS

- 4.7.1 Verification of Competency will be on a regular basis, 3 - 5 years or as deemed necessary to assess that a worker's current level of competency is appropriate for the complexity of the work, plant/equipment item to be operated and the conditions of the worksite.
- 4.7.2 Workers (including labour hire) of SCC that have existing certificate/s of competency issued by a regulator (SafeWork NSW or similar) that cover use of load-shifting plant will require evidence of experience, competence and skill to operate the prescribed plant and or equipment.
- 4.7.3 Workers (including labour hire) of SCC that have statements of attainment issued by an RTO against units of competency from national training packages particular to the plant/equipment item or hazardous activity will require evidence of current / recent experience, competence and skill to operate the prescribed plant/equipment or complete the hazardous activity.
- 4.7.4 Training will be directed towards safety and competency in the safe operations and knowledge of the particular machine, involving both practical and theory instructions.

4.8 INDUCTION, COACHING AND MONITORING

- 4.8.1 Safe Work Instructions (SWI's) will be used as the minimum criteria to be used when Inducting, Coaching and Monitoring workers.

- 4.8.2 Coaching, Monitoring and Induction sessions are to be recorded utilising - P09.F01 Induction, Coaching and Monitoring Form.
- 4.8.3 The form above is one assessment tool which has been developed to assist workers, authorised experienced operators and supervisors in the monitoring process.
- 4.8.4 Induction
 - 4.8.4.1 Authorised Experienced Operator to induct worker/s in safe operation of plant referring to relevant SWI, operational procedure, manufacturers guidelines explain and demonstrate.
- 4.8.5 Coaching and Monitoring
 - 4.8.5.1 Authorised Experienced Operator to advise worker/s of coaching and monitoring for relevant SWI.
 - 4.8.5.2 Monitor worker/s conformance to SWI, provide coaching and feedback to worker/s.

4.9 EMPLOYEE PERFORMANCE REVIEW

- 4.9.1 All worker/s individual WHS training needs are to be identified and appropriate training plans developed as part of the Employee Performance Review (EPR) process.
- 4.9.2 Managers/Supervisors/Coordinators are responsible for verifying the currency of licences and qualifications of new and existing workers. For existing workers, verification annually as part of the EPR process is required.

5.0 REFERENCES & ASSOCIATED DOCUMENTS

- 5.1 WHS Act 2011
- 5.2 WHS Regulation 2011
- 5.3 AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
- 5.4 National Self-Insurer OHS Audit Tool 2014
- 5.5 Shoalhaven City Council Corporate Training and Development Policy
- 5.6 Shoalhaven City Council Corporate Induction Handbook for Volunteers
- 5.7 Standards for NVR Registered Training Organisations

APPENDIX 1 – DEFINITIONS

ARA	Authorities, Responsibilities and Accountabilities
Authorised Experienced Operator , other than a Supervisor,	<p>A Competent Person with :</p> <ul style="list-style-type: none"> • Expertise in the safe and correct use of the plant/ equipment; • Documented qualifications that demonstrate current / recent experience, ability and competency in the safe use of the plant/ equipment.
EPR	Employee Performance Review.
Competent Person	A person who has acquired, through training, qualifications or experience (or a combination of these) the knowledge and skills enabling that person to perform the task required. The relevant knowledge and skills will be defined and documented.
Consultation	The sharing of information and the exchange of views between duty holders and the persons that will be consulted and the genuine opportunity for them to contribute effectively to any decision-making process that impacts on health and safety.
Hazardous Work As outlined in Chapter 4 WHS Regulations 2011	<p>Examples:</p> <ul style="list-style-type: none"> • Working in or around Confined Spaces • Working at Heights above 2 metres • Working within 3 metres of Overhead Powerlines • Hotwork outside of a workshop • Working with Asbestos
High Risk Work As outlined in 4.– 4.5 WHS Regulations 2011	<p>Example:</p> <p>A High Risk Work (HRW) licence is required to operate or use equipment such as forklifts, cranes (including tower cranes, mobile cranes, vehicle loading cranes, bridge and gantry cranes), hoists (including personnel and materials hoists), concrete placing booms, elevated work platforms and pressure equipment (boilers, turbines and steam engines) as well as for dogging, rigging and erecting scaffolding.</p>
Supervisors or Authorised Experienced Operator	<p>Competent Person with experience, ability and competency in the safe use of this plant / equipment (indicate one or more of the following):</p> <ul style="list-style-type: none"> • Specific knowledge of the safe and correct use of this plant /equipment; • Experience (i.e. previous involvement and familiarity) in the safe use of this plant/equipment; • Demonstrated expertise, ability and competency with the plant/equipment; • Documented qualifications relating to the use of the plant /

	equipment
TNA	Training Needs Analysis
TRAAD	Training Record and Administration Database
Worker	<p>A person is a Worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:</p> <ul style="list-style-type: none"> • an employee • a contractor or sub-contractor • an employee of a sub-contractor • an employee of a labour-hire company who has been assigned to work in the organisation • an outworker • an apprentice or trainee • a student gaining work experience • a volunteer • a person of a prescribed class.