

## TRAINING PLAN

Note; H&S Reps and Committee as per contract and **site requirements only**.

COMPETENCY REQUIREMENTS	MANAGERS	SUPERVISORS	OPERATIONAL STAFF	COMMENTS/OUTCOMES
<b><u>RISK MANAGEMENT</u></b> <i>External Provider to supply initial training which may then be provided in-house once competencies have been established. Training must be interactive/competency based – verify competency through undertaking of risk assessments</i> <ul style="list-style-type: none"> <li>Regulation</li> <li>Risk Management Process</li> <li>Risk Controls</li> </ul>	Regulation, capability to undertake assessments & sign off on controls		Awareness of process. Hazard identification, risk assessment and control advice	<ul style="list-style-type: none"> <li>This is a requirement that needs to cater for all work sites. Some staff may be required to participate at other sites as required</li> </ul>
<b><u>OH&amp;S and EPA ACTS</u></b> <i>Initial training may be provided in-house once competencies have been established.</i> <ul style="list-style-type: none"> <li>Accountabilities &amp; responsibilities</li> <li>Regulatory obligations pertaining to relevant position</li> </ul>	General understanding of the Acts and duty of care of managers and supervisory staff		Duty of care to follow safe work practices & report hazards	<ul style="list-style-type: none"> <li>There is a requirement for training of safety personnel that meets the Workcover requirement ( list of preferred suppliers can be found on the Workcover website)</li> </ul>
<b><u>INDUCTION</u></b> <i>Induction to be undertaken in-house and include the direct line manager or supervisor, the health &amp; safety rep/delegate for safety matters.</i> <ul style="list-style-type: none"> <li>Specific to the job description</li> <li>Use the induction form and job description</li> </ul>	All employees must be inducted into the company at commencement, and again where changes to their position or working environment occur.  <b>Note requirements for contract specific induction e.g. site needs according to risk controls</b>			<ul style="list-style-type: none"> <li>Induction is the responsibility of the line manager, which may be delegated to the supervisor as appropriate</li> </ul>

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<b>JOB SPECIFIC TRAINING</b> <i>For licenses, refer to National Competency Standards/Industry Standards</i> <i>Site/job specific tasks related to work instructions may be trained by the Supervisor or competent employee (mentor)</i> <i>Training must be sufficient that it allows the employee to meet the requirements of the company instructions/procedures</i> <ul style="list-style-type: none"> <li>as identified during induction and relevant to the specific job description</li> </ul>	<p>This is directly related to the job description and may also be identified as site/areas specific through risk assessments</p> <p>Training specific to the job and site must be recorded at the time of induction, and followed up by the relevant Manager</p> <p><b>SAFETY AS PER CONTRACT REQUIREMENTS:</b></p>			<ul style="list-style-type: none"> <li>Where licenses or permit requirements are identified in the job description, these must be undertaken with the appropriate training authority to ensure compliance. Where in doubt, consult with the National Training Standards for information regarding requirements.</li> <li>Certificate II and III for permanent staff</li> </ul>
<b>WORKERS COMPENSATION ACT/INJURY MANAGEMENT</b> <i>Awareness session by an external provider for all Managers, which may then be followed up by the Return to Work Co ordinator for future managers (at induction)</i> <i>Return to Work Co ordinator to undertake Workcover approved Course or provide qualifications which meet the requirements as set down by Workcover</i> <ul style="list-style-type: none"> <li>Requirements of the Act</li> <li>Return to Work Planning</li> </ul>	<p>Awareness of legal &amp; regulatory obligations</p> <p>Knowledge of issue resolution process</p>		<p>Return to Work Co-ordinator to attend Workcover approved training course</p>	<ul style="list-style-type: none"> <li>Return to Work Co-ordinator role needs to be trained as required by Workcover</li> <li>All staff need to be aware of the process of reporting injuries, making a claim &amp; issue resolution</li> </ul>
<b>PERFORMANCE APPRAISAL TRAINING OUTCOMES</b> <i>Performance appraisals (or informal reviews) must identify the level of competency required. This should be recorded on the appraisal form and used as the basis for determining the level of training required eg. in-house, external, awareness etc.</i> <ul style="list-style-type: none"> <li>Post performance review training needs to be updated against the current job description &amp; individual's training requirements</li> </ul>	<p>All positions</p>		<p>Where performance review is less formal, an annual review of training needs must be undertaken in consultation with the employee</p>	<ul style="list-style-type: none"> <li>This is the responsibility of the line Manager which may be delegated to the Supervisor as appropriate</li> </ul>
	<p>Knowledge of site/area requirements,</p>		<p>Daily checks on PPE &amp;</p>	<ul style="list-style-type: none"> <li>Where maintenance is a job specific</li> </ul>

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<b><u>MAINTENANCE OF PLANT/EQUIPMENT/PPE</u></b> <i>For PPE requirements, in-house training using manufacturers instructions is sufficient unless the manufacturer identifies further requirements</i> <i>General maintenance requirements should be included in the induction training and be revised as required through new equipment purchases</i> <i>Maintenance personnel whose job it is to maintain and repair equipment, must have qualifications to manage the prescribed equipment. They must undergo revisionary training when regulations change. They must also undertake the prescribed training allocated by manufacturers when new plant / equipment is purchased.</i> <ul style="list-style-type: none"> <li>• General maintenance on a daily basis</li> <li>• Specific maintenance</li> <li>• Tagging/lockout processes</li> <li>• Personal Protective Equipment Maintenance</li> </ul>	including schedules and resources		equipment used by individual operators	responsibility it must be identified in job descriptions e.g. mechanic, plant maintenance fitter
<b><u>FIRST AID TRAINING</u></b>	Managers and Supervisors to First Aid Level 1 after first year of employment		Selected according to contract	<ul style="list-style-type: none"> <li>• As per contract specifications First Aid Level 1</li> </ul>

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<p><b><u>HAZARDOUS SUBSTANCES (CHEMICALS) / DANGEROUS GOODS</u></b></p> <p><i>Hazardous substances training shall be in-house, taking into account the MSDS and risk assessments. This training should be undertaken by the Supervisor or H&amp;S Rep at time of induction or when new chemicals are introduced ( manufacturer may also supply some training at this stage)</i></p> <p><i>If there are any dangerous goods in the workplace, the Supervisor must attend a Workcover approved training course and follow up with training for operational staff (in-house)</i></p> <ul style="list-style-type: none"> <li>• General safety awareness</li> <li>• Use of MSDS and risk assessments</li> <li>• Appropriate PPE</li> <li>• What to do in an emergency</li> </ul>	All staff as it effects their job			<ul style="list-style-type: none"> <li>• Training may need to be reviewed periodically. This is the decision of the OHS Committee that should be referred to the General Manager for resourcing, and individual manager/supervisors for initiating.</li> </ul>
<p><b><u>EMERGENCY EVACUATION</u></b></p> <p><b><i>Formal Workcover approved training for wardens if and when appointed.</i></b></p> <p><b><i>Awareness session by a competent in-house provider for all staff . This must happen at induction and again at least every two years, or as designated by the OHS Committee.</i></b></p> <ul style="list-style-type: none"> <li>• Explanation of the system</li> <li>• What to do in an emergency</li> </ul>	Awareness of legal & regulatory obligations Knowledge of specific building issues		What to do in an emergency	<ul style="list-style-type: none"> <li>• If emergency wardens are appointed, they should take over the role of training and monitoring of emergency equipment.</li> <li>• When no emergency wardens are appointed, the Manager shall take responsibility for allocating training and maintenance of equipment.</li> </ul>

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<p><b>MANUAL HANDLING</b></p> <p><i>Manual Handling training shall be in-house for operational staff, trained by Supervisors who have attended appropriate external or specialist training (resulting from needs identified by manual handling risk assessments).</i></p> <p><i>Where manual handling is considered a high risk for operational staff, there may be a need to seek external expertise for training. Such training needs to be task specific.</i></p> <ul style="list-style-type: none"> <li>• General manual handling awareness</li> <li>• Use of aides for lifting, team work, alternative methods</li> <li>• Appropriate specific methods for high risk areas</li> <li>• Risk assessments – manual handling/risk controls</li> </ul>	<p>Need to have a general understanding of the risks to the various jobs and to the industry overall</p> <p>Need to have an understanding of resources required to manage the risk</p>	<p>Need to be trained to understand manual handling, undertake risk assessments, monitor employee competence and train as required.</p> <p>Also need to be able to ascertain the need for additional expertise as &amp; when required</p>	<p>Need to understand the concepts of manual handling, be able to participate in risk assessments and be instructed in the manual handling techniques required for their job</p>	<ul style="list-style-type: none"> <li>• Training will need to be reviewed periodically. This is the decision of the Operational staff in conjunction with the OHS Committee. It should be referred to the General Manager for resourcing, and individual manager/supervisors for initiating.</li> </ul>
<p><b>RISK HAZARD IDENTIFICATION</b></p> <p><i>from Safety and Environment</i></p> <p><i>Hazard and Risk Reporting</i></p> <p><i>Actioning Hazards</i></p> <p><i>Reporting to Regulators, the client and in-house</i></p>	<p>Managers responsibility and liabilities</p>	<p>Duty of Care</p> <p>Consultation with employees and stakeholders</p>	<p>How to Report</p> <p>use of Forms</p>	<ul style="list-style-type: none"> <li>• Managers shall take responsibility for receiving notifications and actioning accordingly.</li> <li>• Consultation will occur with all relevant stakeholders.</li> <li>• Monitoring of outcomes shall occur to ensure compliance.</li> </ul>

