

INDUCTION AND TRAINING PROCEDURE (13) V2

PURPOSE

To provide guidance in the management of information, instruction and training as necessary to protect a person from risk to their health and safety arising from work.

For Contractors (Procedure 6) and Volunteers (Procedure 22), refer to the relevant procedures.

RESPONSIBILITIES

Persons Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable:

- all workers are provided with a work health and safety (WHS) induction specific to the worker’s roles and responsibilities
- a training needs analysis (TNA) is conducted annually (during performance reviews) for each worker that includes requirements for both WHS and other identified training
- the training needs for each worker is recorded and implemented
- information, instruction, training and supervision is provided in a way that is readily understood by any person
- an organisational training program is developed and maintained
- all training that workers attend is recorded and documents retained.

Officers must:

Officers must exercise due diligence to ensure that the PCBU meets their responsibilities as above.

Workers must:

- take reasonable care for own safety and avoid adversely affecting the health and safety of others through any act or omission
- participate in induction and training
- follow all reasonable instruction
- inform management of their individual training needs in order to conduct their work safely
- attend training that is specific and/or mandated for their role
- participate in annual review of training needs.

DEFINITIONS


Definitions of terms can be found in on the Catholic Safety website or via this link [here](#).

INFORMATION	
<p>Worker induction should include information needed to perform their tasks safely, and provide information regarding the organisation.</p> <p>Induction processes are vital to ensuring that new workers are a valuable member of the organisation and play a key role in management initiatives.</p>	
<p>Information dissemination</p>	<p>Workers must be kept informed of any situation in the workplace that may affect their health and safety. This can be done by, but not limited to, the following:</p> <ul style="list-style-type: none"> • Staff/toolbox meetings. • Being provided with minutes of the WHS Committee meetings. • Emails. • Notices in the worksites bulletin/newsletter. <p>Some examples of WHS information that workers should be made aware of are:</p> <ul style="list-style-type: none"> • Incidents/hazards.

	<ul style="list-style-type: none"> • Risk assessments. • Safe Operating Procedures. • Changes to the workplace. • Work conducted by contractors. • Changes to WHS Procedures. • Changes in WHS legislation. • Review of emergency drills. • Site specific policies/procedures.
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ACTIONS

INDUCTION	
Worker Inductions	<ul style="list-style-type: none"> • All new workers must be inducted within the first week of employment. Worker Induction Checklist can be used. • The person conducting the induction will, in consultation with the worker, determine the gap between the current knowledge, skills and any required training/ information/competencies for their position. • Where a worker re-enters the workplace after extended leave (greater than 6 months), the worker is to be re-inducted and records kept. • All workers must be re-inducted to their workplace every 5 years or where there has been legislative changes or there have been changes made to the workplace that will impact on the worker's safety. <p>NB: For volunteers and contractors, refer to the relevant procedures contained within the Catholic Church Safety Manual.</p>
Induction to Specific Work	<p>Where a person may require a specific induction (eg. maintenance person – work at heights; cooks/staff in canteens – food safety etc). The Specific Areas of Work Induction form can be used.</p> <ul style="list-style-type: none"> • It is essential to review the workers Position Information Document/Job Description to identify risks associated with the tasks the worker may perform and ensure appropriate information/instruction/training is provided.
Officer Training	<p>Any person deemed an Officer must attend WHS for Officers Training every three years.</p>
Work Health and Safety (WHS) Training Needs Analysis (TNA) for the organisation	<p>It is important for the organisation to identify WHS training needs to ensure the health and safety of the workers.</p> <p>This can be achieved by developing a strategic training needs driven by the organisation's structure, operation, equipment/work practices, regulatory requirements, environment, the people and the culture.</p> <p>Things to consider when undertaking an organisational TNA are:</p> <ul style="list-style-type: none"> • Review of claims data. • Incident/Hazard reports. • Any industry based training that is mandatory. • Review of the worksite's strategic plan. • Organisation's Key Performance Indicators.

<p>Work Health and Safety (WHS) Training Needs Analysis (TNA) for workers</p>	 <p>A WHS TNA must determine training requirements for workers to fill the gap between current knowledge and skills of each worker and the training required to ensure the worker can perform their role safely.</p> <p>When conducting a WHS, TNA, consider:</p> <ul style="list-style-type: none"> • What tasks are performed? • How frequently are they performed? • How important is each task? • What knowledge is needed to perform the task? • How difficult is each task? • What kinds of training are available? <p>The TNA should be incorporated into individual worker performance review and training plans. This information must be documented. The Training Needs Analysis Guidelines can be used.</p>
<p>Training Calendar</p>	<ul style="list-style-type: none"> • To be developed, implemented and monitored based on the outcome of the TNA. (Training Calendar can be used). • The calendar must be reviewed annually • Where a risk assessment identifies that training is required this training must be provided before the process or activity begins • Workers must be given reasonable notice to attend training (recommend minimum 2 weeks prior to the scheduled training session). • Training should be monitored and evaluated (Training Evaluation Report can be used).
<p>When to conduct Information/Instruction/Training</p>	<p>As a minimum, information, instruction and training will be provided:</p> <ul style="list-style-type: none"> • At induction. • Prior to any changes in the workplace. • When new risk control measures are introduced or are changed. • When safe operating/working procedures are developed and implemented/changed. • Whenever new plant or substances are introduced into the workplace. • Whenever there are legislative changes. • After an investigation of an incident. • Following results from WHS audits.

<p>Documentation</p>	<p>Training Attendance Worksites are responsible for ensuring formal processes are implemented for recording all WHS training for each worker. As a minimum, the following information must be recorded:</p> <ul style="list-style-type: none"> • Workers name. • Date of course attended. • Name of course. • Name of training provider. • Record of Training Attendance form. <p>Training Evaluation Details of training sessions must be documented including the following:</p> <ul style="list-style-type: none"> • Name of person facilitating the session. • Date. • Location. • Duration of course. Training Evaluation Form can be used. • It is recommended to keep a copy of the handouts on file.
<p>External Facilitators</p>	<p>Where external facilitators have been engaged, the worksite is to retain copies of their evaluation forms.</p>
<p>Refresher Training</p>	<p>Refresher training may be required where the subject matter such as, the hazard, the location of the role/task or any change to the role/task requires such training.</p>
<p>INFORMATION, INSTRUCTION AND TRAINING</p>	
	<ul style="list-style-type: none"> • Inform workers of this procedure at induction. • Provide training specific to workers defined roles as outlined in this procedure.
<p>DOCUMENT CONTROL</p>	
	<p>Retain all documentation as per Document Control Procedure No. 24.</p>
<p>MONITOR AND REVIEW</p>	
	<p>This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per the Audit Procedure No. 7.</p>

RELATED DOCUMENTS

External Documents

South Australian Work Health and Safety Act 2012
 South Australian Work Health and Safety Regulations 2012, Chapter 3, Part 2 - General Workplace Management Division 1 - Information, training and instruction

Internal Documents

Work Health & Safety and Injury Management Policy
 Catholic Church Endowment Society Procedures

APPENDICES

Nil



FORMS

- [Worker Induction Checklist](#)
- [Specific Areas of Work Induction](#)
- [Training Calendar](#)
- [Record of Training Attendance](#)
- [Training Evaluation Form](#)
- [Training Needs Analysis Guidelines](#)
- [Training Evaluation Report](#)

VERSION CONTROL AND CHANGE HISTORY

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
7	Sector Forums	April 2014	Legislation – New WHS Act	2017
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2017
V2	Executive Manager CSHW	02/05/2017	Review following audit	2020

Approved for Publication: _____

Kathy Grieve

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