

WHS015 WHS Workers Induction and Training

Legal Application: As per WHS Act 2011 s.27(5)(c) the 'officer', as part of their due diligence requirement should ensure the business has appropriate resources to eliminate or minimise risks.

WHS Act 2011 s.19 contains the primary duty of a 'person conducting a business or undertaking' (PCBU) to ensure so far as is reasonably practicable the instruction and training necessary to ensure health and safety at work.

Purpose

To maintain a safe workplace where all WHS training needs for workers, management and relevant contractors are identified, training is delivered and records maintained.

Scope

This procedure covers the WHS training of all management, workers, relevant contractors and volunteers at the workplace.

Responsibilities

Directors have the responsibility to:

- provide the necessary resources to further the training and WHS Skills of Management and workers as appropriate.

Management have the responsibility to:

- identify and organise WHS training for workers as appropriate
- be responsible for the recording of that training.

Workers have the responsibility to:

- produce copies of all relevant qualifications/certificates relevant to WHS and their role
- attend all WHS related training as directed by Management
- apply that training to the workplace.

Procedure

- All new members of workers will receive induction training using the Workers Induction module on ClubsWHS The induction program includes general WHS knowledge and information on individual responsibilities.
- Where relevant, contractors will receive inductions using the Contractor Management module on ClubsWHS.
- All records of workers and contractors inductions will be maintained on ClubsWHS.
- Job specific training to workers will be carried out dependant on the job role and activities.
- All records of workers job specific training will be maintained on ClubsWHS.
- Copies of training material /certificates will be kept individual workers files.
- Copies of attendance records for training sessions will be kept.
- Any training requiring refreshers (e.g. first aid certificate) will be tracked and refresher training completed prior to the expiry of the training.