

WHS011 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 Staff Inductions and Records module on HIISafe or the Clubs own system.
- The induction program includes general WHS knowledge and information on individual responsibilities, including a Code of Conduct/Professional Standards policy.
- Where relevant, contractors will receive inductions using the Contractor Management module on HIISafe.
- All records of workers and contractors inductions will be maintained on HIISafe.
- 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 HIISafe.
- 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.

The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers as well as workers.