

Background



The purpose of the OHS training procedure is to set out the process for; determining, conducting and reviewing Occupational Health and Safety (OHS) training within the City of Greater Dandenong (CGD) for all levels of the organisation.

Responsibilities



- Managers
- Coordinators
- Supervisors
- Team Leaders

Actions



- Identify OHS individual training needs using training matrix and any site specific requirements
- Conduct OHS inductions for new employees, contractors and visitors prior to them commencing work
- Conduct site specific inductions
- Ensure employees in your area of responsibility are provided with the necessary OHS related skills, knowledge and expectations to enable them to perform work safely
- Ensure employees in your area of responsibility have mandatory OHS qualifications, licences and certificates to perform their role
- Participate in OHS training relevant to your position
- Review the effectiveness of training and development activities and/or programs in relation to the intended training needs and outcomes.
- Assist OD and OHS and Risk Management teams in the development of a draft TNA
- Ensuring all persons under your responsibility attend required OHS training sessions. This includes notifying persons scheduled for training of the requirement to attend training in advance of the scheduled date and adjust work priorities to allow them to attend.
- Review OHS training requirements every 12 months.
- Consider a review of OHS training needs when there is a change to relevant legislation, codes of practice or Australia Standard, new or changed OHS policies / procedures, changes to plant, workplace or work processes.
- Ensure employees are re-inducted on the first day of return to work after an absence of a continuous 6 month period.

Evidence / Records



- Job descriptions detailing skills/competencies required
- Training needs analysis
- Training matrix showing individual competencies and further training needs
- Personal development plans for individuals
- Training attendance records
- Training plan which contains timeframes for refresher training as appropriate
- Records of training assessment forms and training records
- Completed OHS induction checklist

Questions



- How were training needs determined?
- Can workers confirm that they are aware of the training plan relevant to their position?
- Can workers confirm that adequate refresher training is provided in a timely manner?
- Can workers confirm that when there are changes to plant or processes that they have received appropriate training?
- Are workers appropriately trained and competent?

If you require further information or assistance, please contact a member of the OHS Team:

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