

Workplace Health & Safety Training and Skilling Procedure

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1. PURPOSE

- 1.1. This procedure applies to all employees directly employed by Ecoplant & Seeddown and all Business Units and entities owned or managed by Ecoplant & Seeddown.
- 1.2. The purpose of this procedure is to detail the requirements for Workplace Health and Safety (WHS) training and skilling of Ecoplant & Seeddown workers so as to provide the appropriate knowledge and skills to enable them to safely perform their duties.

2. RESPONSIBILITIES

- 2.1. A WHS organisational induction must be provided to all new employees and contractors (collectively referred to as Workers) upon initial employment or engagement with Ecoplant & Seeddown.
 - 2.2. Management shall ensure that a WHS induction is provided to:
 - 2.2.1. all new workers;
 - 2.2.2. workers relocating from other workplaces; and
 - 2.2.3. workers who have been away from the workplace and there have been changes to the workplace, equipment or work processes.
 - 2.3. Appropriate WHS training must be provided to workers when there are:
 - 2.3.1. changes to the workplace;
 - 2.3.2. changes to plant or equipment;
 - 2.3.3. changes to WHS Legislation, policies, work processes or procedures; and
 - 2.3.4. requirements to remind them of their own safety responsibilities.
 - 2.4. Managers, employees and contractors with specific WHS roles or responsibilities must be provided with the information and/or training required to enable them to fulfil their WHS duties.
- NOTE:** *These must include: Emergency Control Organisation, Wardens, First Aid Officers, Health and Safety Representatives, Supervisors, Specialists and Committee Members.*
- 2.5. Managers and Supervisors must ensure that employees are provided the information and training in any safe work procedure for the task/process that they are involved in or are supervised by an experienced person.

- 2.6. Managers and Supervisors must ensure that employees who operate plant or equipment that require licensing or specialist competencies, are licensed and competent to perform their tasks.

3. DEFINITIONS

- 3.1. **Workplace** - A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Workplaces include but are not limited to; fixed facilities, temporary sites, installations, vehicles or other mobile structures.

- 3.2. **Employee** – any person who has a signed contract of employment with Ecoplant & Seeddown.

- 3.3. **Person conducting a business or undertaking (PCBU)**

- 3.3.1. The WHS legislation removes the term 'Employer' and replaces it with 'Person Conducting a Business or Undertaking' (PCBU). A 'person' is defined in laws to include a body corporate (Company), unincorporated body or association and a partnership. An individual is also a 'person', but will only be a PCBU where that individual is conducting the business in their own right (as a sole trader or self-employed person).

- 3.3.2. Individuals in a partnership that is conducting a business will individually and collectively be a PCBU.

- 3.3.3. In the case of Ecoplant & Seeddown, the PCBU is [insert name].

- 3.4. **Worker** - A worker is anyone who carries out work for a PCBU, including:

- 3.4.1. an employee;
- 3.4.2. a contractor or sub-contractor;
- 3.4.3. an employee of a contractor or sub-contractor;
- 3.4.4. an employee of a labour hire company;
- 3.4.5. an apprentice or trainee;
- 3.4.6. a student gaining work experience;
- 3.4.7. an outworker; or
- 3.4.8. a volunteer.

- 3.5. **Visitor** - A person who does not normally work in the area or officially have access to the area being visited. (Employees and contractors/sub contractors or volunteers may also be deemed to be visitors to Ecoplant & Seeddown sites or areas where they do not normally work.)

4. REFERENCES

- 4.1. Safety Policy
- 4.2. Relevant WHS legislation
- 4.3. Hazard Identification and Risk Management Procedure
- 4.4. AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- 4.5. HB 211 – 2001, *Occupational Health & Safety Management Systems, A guide to AS4801 for small businesses*

5. PROCEDURE

5.1. WHS Induction

- 5.1.1. Legislation directs the minimum WHS induction that must be provided to workers. Within Ecoplant & Seeddown, a WHS induction shall be completed within the first 48 hrs of employment/engagement and will be conducted in two phases:
 - 5.1.1.1. organisational induction
 - 5.1.1.2. workplace specific induction.
- 5.1.2. An Organisational Induction contains those generic topics that are required knowledge for all workers employed/engaged by Ecoplant & Seeddown. As a minimum, these include but shall not be limited to:
 - 5.1.2.1. Introduction to Ecoplant & Seeddown's WHS policy;
 - 5.1.2.2. WHS roles and responsibilities;
 - 5.1.2.3. General safety standards and expectations;
 - 5.1.2.4. WHS hazard, injury and incident reporting procedures; and
 - 5.1.2.5. Consultation arrangements.
- 5.1.3. A Workplace Specific Induction is the information and training that must be provided to all workers that perform work on a regular basis in a workplace.
- 5.1.4. As a minimum, the required content for a Workplace Specific Induction shall include, but not be limited to:
 - 5.1.4.1. Identifying the hazards and risks that workers may be exposed to at/in the workplace, including requirements for Personal Protective Equipment (PPE) and any restricted/no go areas;
 - 5.1.4.2. Explain local consultation arrangements and appointments;
 - 5.1.4.3. Explain local emergency evacuation information and procedures; and
 - 5.1.4.4. Identify amenities/facilities for their use.

5.2. WHS Skilling Training

- 5.2.1. WHS skilling training is task-specific training and provides the knowledge of WHS issues and safe work practices relevant to specified work activities, workplaces or equipment.
- 5.2.2. WHS skilling training is normally based on safe work method statements or job safety analyses and is commonly delivered 'on the job'. It may, or may not, be a unit, or part of a unit, of competency under the Australian Quality Training Framework (AQTF).
- 5.2.3. Managers are responsible for ensuring that where formal skills, licences, qualifications or competencies are required to undertake a task, workers required to perform these tasks are provided with the appropriate training (or the opportunity for training) to enable them to conduct the task safely.
- 5.2.4. As per the Hazard Identification and Risk Management Procedure, Managers shall ensure that all tasks that present, or may potentially present, risk to worker safety are identified, risk assessed, and control options identified and implemented. Where risks require ongoing management and implementation of controls, Managers shall ensure that all workers exposed, or potentially exposed, are provided training on the risk, associated controls and safe work practice.

5.3. **WHS Specialist Training**

All workers who are appointed to specialist or WHS specific roles shall be provided with training in accordance with relevant regulations, standards or codes of practice. This shall include, but not be limited to, Health and Safety Representatives, Committee members, Chief Wardens/Wardens, First Aid attendants etc.

5.4. **Maintaining WHS Awareness**

Managers must ensure that all Ecoplant & Seeddown workers maintain an appropriate level of awareness of WHS arrangements within the business or within their workplace. This shall include completion by all workers of WHS awareness training to be repeated at intervals not less than annually. This training may be conducted in conjunction with other awareness training requirements (equity, bullying etc).

5.5. **Records of Training**

All WHS training must be recorded and records of training maintained for a period of seven (7) years.

6. **RECORDS**

- 6.1. All documentation must be retained by the Company for a period not less than seven (7) years from the date that the documentation was brought into existence.

7. REVIEW

- 7.1. Annual