

Training

Your Company Name will provide workers with the information, training, instruction and supervision needed to work safely. Training records support this process but do not, by themselves, prove competence or legal compliance.

Training and competency needs will be assessed when a worker starts or changes work, when risks or equipment change, after relevant incidents, and at suitable review intervals.

Training records will cover both task competency and other training required for a worker's role, such as emergency, first aid or representative training.

A worker who is not yet competent must be directly or otherwise adequately supervised by a competent person. A licence or certificate is required where specified by law or the work requirement.

The range of training for workers will include, but is not limited to:

Role-Specific Training

Role-specific training and competency records will show whether a worker requires supervision, may work unsupervised, or is competent and authorised to train or assess others.

This training that will usually be done internally, by a worker who has been assessed as being suitably experienced to train other workers. This range of training can include learning to use machinery, equipment, tools, processes, and involves how to use/do these tasks safely and correctly. This process covers from job preparation through to clean-up/shutdown.

Internal trainers are to be selected based on skill level, experience, competency, responsibility, and relevant qualifications, where applicable.

Young, new and other workers who may be at greater risk will receive supervision appropriate to their experience, competence and the work until they can perform the task safely.

The Competency Register may be used to record a worker's development and current authorisations.

External Training

External Specific Training

This is training for specialised job-related tasks, requiring certification, licenses etc. This training cannot usually be done internally e.g., Height and harness training, forklift, etc.

External General Training

These are the records of training undertaken by workers that, while not directly influencing the ability of the workers to do their job, may in part be a requirement of the role.

E.g., Site Safe Building Construction Passport, Working at Heights, Health and Safety Representative or Workplace First Aid.

Record relevant training, competency assessments, licences and expiry dates. Review records at intervals appropriate to the work and before assigning safety-critical tasks.

External trainers are to be selected via skill level, experience, competency, responsibility, and relevant qualifications where applicable.

Where training is outsourced, Your Company Name remains responsible for selecting a suitable provider and confirming the training is appropriate for the work.

Competence is the ability to apply knowledge and skills to achieve intended results.