1. **Purpose:**

To ensure all staff and contractors of the Department of Education and Early Childhood Development (DEECD):

- have received appropriate training and supervision; and
- are assessed as competent by appropriately qualified or experienced persons prior to carrying out the responsibilities of their role.

2. **Scope:**

This procedure applies to all DEECD workplaces including schools and central and regional offices. This procedure applies to workplace level training only. Its scope does not address broader DEECD training strategies and programs.

3. **References:**

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

4. **Definitions:**

- **Competent Person:** A person who has acquired through training, qualification or experience, or a combination of both the knowledge and skills required to carry out a task.
- **Deputy Health and Safety Representative:** An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to OHS in the absence of the HSR.
- **Health and Safety Representative (HSR):** An elected employee responsible for representing employees within a DWG on matters relating to OHS.
- **Management OHS Nominee:** A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.
- **OHS:** Occupational Health and Safety.
- **OHS Committee:** A cooperative forum for employers and employees to work together on OHS issues.
- **Risk:** A description of the likelihood and consequence of a hazard causing injury or illness.
- **Workplace Manager:** The Workplace Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.
5. Responsibility:

Workplace Managers and/or Management OHS Nominees are responsible for:

- defining the OHS competencies required in the workplace;
- identifying the training needs of all employees;
- developing a training plan for each employee;
- delivery of training to employees in accordance with the training plan;
- regularly evaluating the content of existing training programs taking into consideration trainee feedback and any legislative or other changes;
- ensuring records are kept of all training;
- ensuring all employees and contractors have attended relevant training; and
- ensuring currency of all training records.

HSRs:

The functions of the HSRs can include:

- participating in identifying the training needs of all employees; and
- participating in the development of training plans for employees.

Employees are responsible for:

- attending and participating in their individual training plan; and
- providing feedback to the Workplace Manager or the Management OHS Nominee in relation to the content and relevance of current training programs.

6. Procedure:

6.1 Induction

The Workplace Manager and/or Management OHS Nominee is responsible for ensuring that all employees are inducted at the commencement of employment. This should be recorded on the OHS Induction Checklist.

6.2 Identifying OHS Training and Competencies

The Workplace Manager and/or Management OHS Nominee, in consultation with HSRs and employees, are to identify all OHS training and competencies for the workplace. This shall be completed by taking into account:

- OHS training and competencies required in each of the policies and procedures making up DEECD’s OHS Management System (OHSMS);
- OHS training and competency requirements of Safe Work Procedures;
- Specific licensing required by legislation e.g. high risk work, such as working at heights, confined spaces and electrical work etc; and
- Any industry qualifications that may be required to carry out particular tasks e.g. vehicle/bus licensing.

OHS competencies, such as HSR training are to be documented by Workplace Managers and/or Management OHS Nominee on the Training Needs Analysis.
6.3 Conducting Training Needs Analysis

Once competency requirements are identified and documented, the Workplace Manager and/or Management OHS Nominee is to review the competency profile of each employee against the identified competencies they require. This is to be documented on the Training Needs Analysis.

6.4 Developing a Training Plan

For each employee, their training history is to be recorded by the Workplace Manager and/or Management OHS Nominee on the OHS Training Register. This includes both training completed and training required that has not yet been completed (i.e. planned training).

The Workplace Manager and/or Management OHS Nominee is to schedule appropriate training for employees to close competency gaps. This is to be recorded on the OHS Training Register.

Note: Where training in safe work procedures is required, the Workplace Managers and/or Management OHS Nominee must verify that the employee has been assessed as competent in the safe work procedure as per Safe Work Procedure. This is also to be recorded in the OHS Training Register.

6.5 Maintaining records

All records of employee training are to be kept in the OHS Training Register. The Workplace Manager and/or Management OHS Nominee is to make sure that the OHS Training Register is kept up to date and is reviewed when training needs are identified and reviewed. The Workplace Manager and/or Management OHS Nominee is also required to make sure that any group or employee wide training is also to be included on the OHS Activities Calendar.

7. Related Documentation:

- OHS Induction Checklist
- Training Needs Analysis
- OHS Training Register
- Safe Work Procedure
- OHS Activities Calendar

8. Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Section Amended</th>
<th>Amendment</th>
<th>Date Created</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>All</td>
<td>Minor wording changes</td>
<td>12/1/11</td>
<td>L. Penman</td>
</tr>
</tbody>
</table>