



# Competency Training & Awareness Plan

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**Disclaimer:** This document contains material to assist in addressing OHS, Environmental and Quality obligations. Although every effort is made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice.

## 2.1 Responsibilities

XYZ Company Proprietary Limited is responsible for ensuring:

- provision of budget, resources and time allocation to enable workers to undergo training and competency assessment;
- an effective worker training and competency assessment procedure and system in place; and
- review of the Competency, Training and Awareness Procedure conducted as required.

The applicable Managers are responsible for:

- sourcing training and licensing service provision from qualified and suitable training service providers and the co-ordination of timetabling of training delivery for workers;
- maintaining and reviewing the Competency, Training and Awareness Procedure as required;
- ensuring all workers complete training and competency assessments as required;
- informing and consulting with the Organisation/CEO regarding worker training and competency; and
- maintaining records

Supervisor(s)/Manager(s) are responsible for:

- ensuring all workers complete training and are competent to perform their duties.
- ensuring adequate allocation of time and resources for workers to complete training as required; and
- assisting with the coordination of the training of workers they are responsible for, with the applicable Managers.

All workers are responsible for actively participating in and completing training and competency assessments (on-the-job, internal/external courses, formal qualifications, licenses) relevant to the performance of their position.

## 2.2 Competency, Training and Awareness Procedure

XYZ Company Proprietary Limited will:

- conduct training needs analysis across the organisation and develops formal training needs and competencies for position requirements at all levels, including management and designated First Aiders;
- record all completed training and competency assessments on the *Worker Training, Competency and Induction Register* as appropriate;
- determine, assess and record the training and competency needs and levels of workers and contractors;
- provide formal training and competency assessment programs for new and transferred workers and contractors;
- use Registered Training Organisations where appropriate and accredited and approved courses/trainers;
- ensure training is competency-based;
- utilise the *First Aid Worker Register* for workers assigned with First Aider duties;
- review the effectiveness of training;
- provide training for languages other than English and other relevant learning barriers; and
- provide managers and supervisors with additional training to ensure that they are aware of their duties and responsibilities under the XYZ Company Proprietary Limited management and applicable regulations.

Refresher training to occur if a worker is unfamiliar with any aspects of their training or, not competent to perform their job.

### ❖ New Workers

1. Responsibilities are developed for each position within the company. These requirements will be listed within the *Roles and Responsibilities Schedule*. This report will contain the education, training and skills required to fulfil the role; and
2. Job position advertisements placed by XYZ Company Proprietary Limited will contain the required education, training and skills required to undertake their responsibilities.

### 2.2.1 Induction Checklist

Xyz Company Proprietary Limited will provide an induction for all workers, labour-hire workers and contractors before any work is conducted. Visitors to the workplace will be supervised at all times and given an induction as required. The following checklist will be utilised for workers, labour-hire workers and contractors for the inductions.

Item:	Y	N	NA	Item:	Y	N	NA	Item:	Y	N	NA
Site rules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health Safety Representatives (HSR)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disciplinary procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site access / egress	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deputy HSR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of amenities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site-specific hazards/risks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contacts details for HSR/Deputy HSR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of break room	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site-specific risk controls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consultative arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of administration forms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency assembly areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hazard reporting procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Injury/incident procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation route	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of drinking water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency contact details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task-specific risk controls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lockout/Tagout procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communications equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SWMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working around mobile plant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nearest medical facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PPE requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anti-Bullying protocols	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trained First Aid personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fit for Work requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact details for First Aiders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Code of Conduct	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Location of first aid kit/s	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safety of personal equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Location of fire protection equip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Go Zones for pedestrians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site rules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site access / egress	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisory arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I have been provided with an induction prior beginning work and understand the hazards, risks, controls and safety rules that apply to this workplace.  
 I understand what is expected of me and agree to work safely in compliance with relevant OHS requirements.

Name of Inductee (Print)	Signature:	Date:
Inducted by (Print):	Signature:	Date: