

Training

Aim

The aim of this procedure is to ensure that all staff of the Organisation receive safety, environmental and quality awareness training, and specific training in the responsibilities and impacts of their individual jobs, and that training records are kept.

Scope

This procedure applies to all the Organisation's staff including new, part-time, off-site staff, transferred staff, as well as permanent on-site contractors.

Responsibility

Management	Prepare Job Descriptions and/or define Roles & Responsibilities
Administration Staff	Recruitment of personnel, maintenance of records
Managers & Supervisors	Conduct skills audit, arrange training.

Methods

New staff are hired in accordance with standard recruitment practices.

Upon commencement, new staff will receive induction training from Operations Management to introduce them to the Organisation, its systems and procedures and as a general orientation to their workplace. Details of induction completed will be included in each employee's Training Record

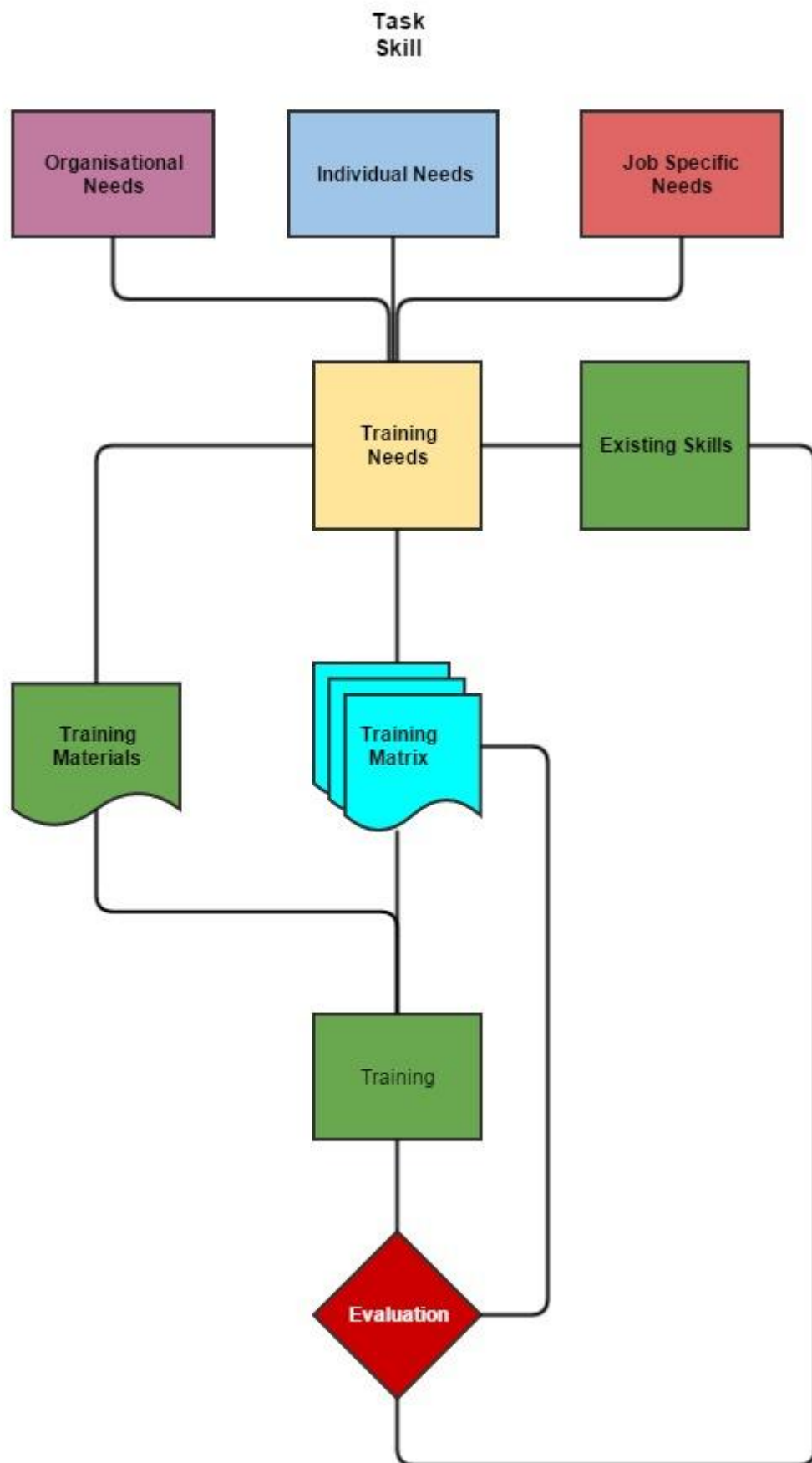
Training records are maintained as follows:

- Individual Records, including licences - within the Training Matrix Spreadsheet.
- Induction Records

The Management may conduct an initial skills audit of each position, in consultation with Department Managers. This audit will confirm the skills required for each position (as expressed in relevant job descriptions) and will map the existing skills of staff in each department.

Where a "gap" is identified between required and existing skill levels, appropriate training is sourced (either internal or external to the Organisation) and the Department Manager/Supervisor shall prioritise and schedule the training within a reasonable time frame.

Records of skills training undertaken are maintained in the staff members' files.



The syllabus for basic induction training for safety, environmental and quality awareness includes the following:

- The importance of conformity with the WHS, environmental and quality policies and associated procedures and within the requirements of the Organisation's Management System.
- The duties of the Organisation and the individual in regard to Work Health & Safety.
- The methods employed by the Organisation to manage its WHS responsibilities, including Consultation, Risk Management and Injury Management.
- Each staff member's role and responsibility in achieving conformity with the requirements of the Organisation's Management System.
- Significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance.
- Each staff's role and responsibility in achieving conformity with the requirements of the Organisation's Management System.
- Potential consequences of departure from specified procedures.
- Details of current WHS, Environmental and Quality Objectives and Targets.

Records

The following documents are maintained as system records:

- Training Matrix Spreadsheet
- Completion of Training records.