Module IV - Training, Learning and Skills Development

Section 4.01 OHS Competency Development

Appendices 15 and 16 contain lists of OHS competencies that would be expected of managers/supervisors and employees. These competencies have been identified through reference to the National Guidelines for integrating OHS Competencies into National Industry Competency Standards [NOHSC: 7025 (1998)].

The OHS Co-ordinator, with the assistance of the OHS Committee, shall annually review these matrixes during the audits of unit OHS folders (orange folders) to confirm the General OHS competencies for Managers, Supervisors and Employees.

Section 4.02 External Training Sources

Where a competency (eg: Fire Extinguisher use, First Aid, OHS Representatives, train the trainer) needs to be achieved through external training providers, the OHS Co-ordinator, with the assistance of the OHS Committee is to identify the source of such training. This training is to be recorded against the subjects on the External OHS Competency Matrix (see Appendix 17).

Section 4.03 Competency Assessment

For each specific task that is subject to a Standard Work Method Statement, a list of competencies is to be developed and each employee undertaking that task is to be trained in these competencies. Following training, each employee is to be assessed as to whether that competency has been achieved.

The assessment is to be conducted by the supervisor of the area concerned using a Competency Assessment Record Sheet (see Appendix 18) with individuals being assessed as per the SWMS. The completed Competency Assessment Sheet is to be maintained by the Unit Manager/Supervisors.

Section 4.04 Record Keeping

Each supervisor or manager is to keep a competency matrix for employees in their workplace. The competency matrix for Senior Managers is to be kept by the OHS Coordinator. Copies of all certificates from external training sources and NSW WorkCover Certificates of Competency are to be kept on the person’s individual personnel file as well as being recorded on the appropriate matrix.

Section 4.05 Induction Training

It shall be the responsibility of the OHS Co-ordinator, and/or Unit Managers/Supervisors to induct new employees into the company’s OHS requirements. This induction will include the company’s OHS Policy and the site safety rules.

Section 4.06 Workplace Induction

It shall be the responsibility of the Unit Manager/Supervisors to ensure that new employees, employees transferring from another Department or Labour Hire personnel are inducted into their workplace in accordance with the Employee Workplace Induction Checklist (see Appendix 19).
When complete and signed for by both the inductee and the person conducting the induction, the checklist is to be placed on the inducted person’s personnel file.

**Section 4.07 Contractor Induction**

It shall be the responsibility of the Unit Manager to induct contractor personnel who will be working in the manager’s work area in accordance with the Contractor Induction Checklist (see Appendix 20). If the contractor personnel has or have done an induction within the past 12 months, then the induction does not need to be repeated. When complete and signed for, the checklist is to be maintained within the unit responsible for the contractor.