1. OVERVIEW

The Flinders Ranges Council is committed to providing suitable and adequate information, instruction and training as necessary to protect persons from risks to their health and safety arising from work carried out as part of the conduct of Council's business or undertaking.

This Procedure aims to:
- Promote compliance with legislative requirements.
- Outline the system in place that provides initial and ongoing training, including the continuous development of WHS skills.

SIGNED   …………………………………   …………………………………………
                Chief Executive Officer   Chairperson, WHS Committee

                Date: 22 / 5 / 2014   Date: 22 / 5 / 2014

2. CORE COMPONENTS

The core components of our WHS Induction and Training Procedure require:
- A system is in place for the identification and provision of necessary WHS information, instruction and training packages.
- Nominated staff are competent (through appropriate training) to deliver the induction package to new workers.
- Information, training and instruction to be provided in a way that is readily understandable to any person to whom it is provided.
- An evaluation of inductees to check their understanding of WHS requirements.
- Records are maintained of the induction process, training modules and competencies achieved.
- Core competencies for job roles are identified as part of a Training Needs Analysis process.
- A training process is developed and implemented that links to the Training Needs Analysis.
- Trainers are competent to deliver training.
- Training is assessed for suitability and adequacy on a regular basis and any identified improvements made.
- Workers receive information, instruction and training that is necessary to protect persons from risk to health and safety having regard to their role.

3. DEFINITIONS

Competent person	A person who has acquired through training, qualifications or experience the knowledge and skills to carry out the task. [as defined in the Work Health and Safety Regulations, 2012 Regulation 5]
Training Needs Analysis (TNA)	After examining legislative requirements, identifying individual tasks within specific jobs and the core competencies required for the safe performance of those jobs; the TNA is the formal process of identifying and recording the training gap and its related training need.
Performance indicator	An indicator of how effectively a process is operating against objectives. These indicators can be quantitative or qualitative and the choice is dependent upon the type of element they are used to measure, as appropriate to the organisation.
PSSI	Performance Standards for Self Insurers.
Volunteer	Volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses) [as per the Work Health and Safety Act, 2012]

Worker	A person is a 'worker' if the person carries out work in any capacity for Council, including work as—
	• an employee; or
	• a contractor or subcontractor; or
	• an employee of a contractor or subcontractor; or
	• an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
	• an outworker; or
	• an apprentice or trainee; or
	• a student gaining work experience; or
	• a volunteer.
	[as per the Work Health and Safety Act 2012, Section 7]

4. PROCEDURE

4.1. Identification of The Flinders Ranges Council WHS training needs:

    4.1.1. The outcomes of The Flinders Ranges Council management review process may include a determination of WHS training objectives, targets and performance indicators for the current period.

    4.1.2. The Executive Assistant will identify, on an annual basis the corporate WHS training needs. These should include but not be limited to:

        a. General induction information to the Council, including for Council workers and volunteers, contractors, visitors and work experience students.

        b. Generic WHS training requirements for all staff levels, including the training to increase worker familiarity with all Council WHS policies and procedures, and

        c. Training required for specific roles in the WHS management system (eg first aider, fire warden, internal WHS auditor, health and safety representative (HSR), WHS Committee member, persons responsible for training functions etc)

    4.1.3. The department manager will check, on an annual basis that the core competencies for job functions within the department have been identified. Core competencies should be identified by reviewing:

        a. Previous TNA requirements.

        b. Legislative requirements for:

            i. Required licensing (for example for high risk work, driving, confined spaces etc).

            ii. New or existing activities.

            iii. Work associated with the use of plant or chemicals.

        c. Accident or incident data or trends.

        d. Audit results and WHS performance within the department.

        e. Risk assessments.

        f. Any other relevant data.

    4.1.4. In identifying whether the core competencies are suitable and adequate, the department manager should have regard to:

        a. The nature of the work carried out by the worker.

        b. The nature of the risks associated with the work.

        c. The control measures implemented.

    4.1.5. The Executive Assistant will consolidate all identified needs into a draft TNA.

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 2 of 21

	WHS INDUCTION & TRAINING PROCEDURE	Version No	2.0
		Issued	22nd May 2014
		Next Review	May 2017
		GDS	12.6.3.1.1

The Flinders Ranges Council

4.2. Consultation and approval of TNA

4.2.1. The draft TNA should be discussed at the WHS Committee and/or with HSRs, department workers and other stakeholders, and amended as necessary prior to management approval.

4.2.2. The management team will review the draft TNA and any feedback from stakeholders and approve a final document. Senior Leadership Team minutes must record the approval process.

4.2.3. The Executive Assistant will update the TNA to reflect agreed outcomes.

4.2.4. The approved document will be readily understandable and made accessible to all managers and supervisors.

4.3. Development and implementation of a training plan

4.3.1. The Executive Assistant will develop the training plan that reflects the training needs identified in the TNA.

4.3.2. The training plan will cover a defined timeframe and be accessible to all managers and workers.

4.3.3. Department managers will be accountable for all persons under their control attending required training sessions.
The department manager or supervisor should notify persons scheduled for training of the requirement to attend training in advance of the scheduled date and adjust work priorities to allow them to attend.

4.4. Training delivery

4.4.1. Training will be delivered by authorised persons or external providers who have:
   a. WHS qualifications or relevant related experience; and / or
   b. Relevant skills and experience in delivering training; or
   c. Been approved as a suitable trainer or training provider by the Senior Leadership Team.

4.4.2. A registered (and where relevant approved) training organisation should deliver any legislatively mandated training (eg health and safety representatives, first aid personnel, fire wardens, high risk licenses etc).

4.4.3. All WHS training should include clearly stated learning outcomes and where relevant, include a competency or assessment activity related to the learning outcomes.
The Executive Assistant should determine the most appropriate method of assessment in consultation with the trainer, dependent upon the training being delivered (eg information only, instruction or competency assessment).

4.4.4. Training will be provided, as far as is reasonably practicable, in a language and / or format that is readily understandable by the trainee group, taking into account numeracy and / or literacy requirements.

4.4.5. Each department will provide a WHS induction to new workers on the first day of and prior to commencing work.
   a. The Executive Assistant should make sure that information packages are available that outline the general and specific WHS information to be delivered.
   b. The department manager will make sure adequate supervision is provided to the new person so that that any restrictions outlined in the induction process are adhered to and the new person is competent to undertake the task without causing a risk to the health and safety of himself/herself or another.

4.4.6. Attendees of inductions and training must be given the opportunity to comment on training at the end of each session by completing a training evaluation form.

4.4.7. A record of the induction, training and assessment process must be retained.

4.5.   Monitoring and enforcing training

4.5.1.   The Executive Assistant will monitor gaps in training attendance.

4.5.2.   Corrective actions including performance management will be implemented so that persons who missed scheduled training are provided with the training that was missed within a suitable timeframe.

4.5.3.   The Executive Assistant will provide a quarterly training report to the WHS Committee and Senior Leadership Team, which covers:

a.   Training planned versus training undertaken.

b.   Attendance levels.

c.   Outcomes of training assessments and evaluations.

d.   Progress against WHS training objectives, targets and performance indicators.

e.   Other relevant information as indicated.

4.5.4.   The Senior Leadership Team will monitor the training report and enforce attendance or other relevant preventative or corrective action when required. They will respond to any issue raised by managers, WHS Committee or stakeholders in relation to training.

a.   Repeated non-attendance by workers at required training may result in the performance management process being applied to the worker or the department manager, depending on the particular circumstances that have resulted in non-attendance.

b.   Failure by volunteers and work experience staff to attend required training may result in them being suspended from or unable to continue in that role.

4.5.5.   As a result of Senior Leadership Team direction, corrective action plans will be developed to rectify any identified issue/s associated with WHS training.

4.6.   Training review

4.6.1.   Training will be reviewed as part of the management review process, or more frequently if legislation or organisational needs change.

4.6.2.   The annual WHS IM management review process will include an analysis of:

a.   The level of achievement of any WHS training objectives and targets.

b.   Incident and hazard reports and the relationships to any training provided.

c.   The assessment process and outcomes achieved.

d.   Feedback from department managers, workers and stakeholders, where relevant, regarding delivered training (eg the adequacy of courses, their content and delivery style).

e.   Training costs.

f.   Any other relevant information.

4.6.3.   The WHS Committee should have input into the management review process. The Senior Leadership Team will undertake their review in accordance with their Internal Review of Council Decisions Policy.

4.6.4.   Documented results of reviews should determine the scope and content of training for the next period.

4.6.5.   The review process may also result in preventative and/or corrective actions being implemented and revision/amendment of this document.

5.   TRAINING

5.1.   The Flinders Ranges Council induction process will include an overview of the Council's WHS management system and the department(s) specific requirements and obligations.

5.2.   Managers, Supervisors and the WHS Committee should be trained in the requirements of the Performance Standards for Self Insurers (PSSI).

5.3.   Required persons will be trained in those tasks and activities mandated by legislation that have direct relationship to tasks and activities.

	WHS INDUCTION & TRAINING PROCEDURE	Version No	2.0
		Issued	22nd May 2014
		Next Review	May 2017
		GDS	12.6.3.1.1

The Flinders Ranges Council

6.   RECORDS

The following records should be maintained:

6.1.   Induction records.

6.2.   Training needs analysis.

6.3.   Training records.

Records must be retained in line with the current version of GDS20.

7.   RESPONSIBILITIES

7.1.   The Flinders Ranges Council *Senior Leadership Team* is accountable for:

7.1.1.   Budgetary expenditure necessary for the development, implementation, review and continuous improvement of WHS training, information and instruction.

7.1.2.   Providing direction for WHS training system development, implementation, review and continuous improvement activities.

7.1.3.   Maintaining legislative compliance.

7.1.4.   Reviewing and approving the WHS TNA.

7.1.5.   Identifying, monitoring and evaluating WHS training objectives, targets and performance indicators.

7.1.6.   Enforcing remedial action(s) when training outcomes have not been met.

7.2.   *Managers and supervisors* are accountable for:

7.2.1.   Determining and defining WHS skills and knowledge requirements for the activities being conducted in the areas under their control.

7.2.2.   Participating in the consultation process when WHS training objectives, targets and performance indicators and the training plan are being developed and reviewed.

7.2.3.   Communicating the contents of the approved training plan to persons under their management/supervision.

7.2.4.   Ensuring so far as is reasonably practicable that persons under their control do not perform tasks for which they have not been trained.

7.2.5.   Providing suitable and adequate supervision to make sure so far as is reasonably practicable, the health and safety of persons who are under their management / supervision.

7.2.6.   Enabling persons under their management / supervision to attend required WHS training.

7.2.7.   Maintaining and updating training records.

7.2.8.   Providing data related to department WHS training performance as required.

7.2.9.   Monitoring adequacy and suitability of training, information and instruction to workers.

7.2.10. Familiarising workers under their manager and control with the requirements of this procedure

7.3.   The *Executive Assistant*:

7.3.1.   Collating identified training needs on an annual basis.

7.3.2.   Participating in the consultation process when WHS training objectives, targets and performance indicators and the WHS TNA are being developed and reviewed.

7.3.3.   Determining corporate WHS skills and knowledge requirements in consultation with the department managers, the WHS Committee and the Senior Leadership Team.

7.3.4.   Developing an annual training plan based on the outcomes of identified training needs inputs.

7.3.5.   Maintaining and updating training records.

7.3.6.   Providing a quarterly overview of training plan status to the management team, WHS Committee and other key stakeholders and identifying any significant issues that require attention and / or remedial action.

7.4. *Workers* will be accountable for:
  7.4.1. Attending training as directed.
  7.4.2. Applying the training they have been given when undertaking any activities.
  7.4.3. Keeping any licences held up to date and telling their supervisor as soon as their licence expires or has any conditions placed upon it.
  7.4.4. Providing feedback and participating in training and other training evaluation processes as required, including as to the adequacy and suitability of information, instruction and training provided.
  7.4.5. Notifying their supervisor of identified training needs and opportunities.

7.5. The *WHS Committee* is accountable for:
  7.5.1. Reviewing the draft TNA and assisting with the development of a training plan.
  7.5.2. Providing feedback during the development, monitoring and review of WHS training objectives, targets and performance indicators.
  7.5.3. Monitoring the training plan to check that training is being conducted in line with planned requirements.
  7.5.4. Reviewing and evaluating feedback from training sessions.
  7.5.5. Monitoring outcomes of the review and evaluation process for training and providing feedback to the management team on opportunities for improvement.

8.   REVIEW
8.1. The WHS induction and training procedure will be reviewed by WHS Committee, in consultation with relevant workers or their representatives, every three (3) years or more frequently if legislation or Council needs change. This may include a review of:
  8.1.1. Legislative compliance issues.
  8.1.2. Audit findings relating to WHS training.
  8.1.3. Feedback from managers, workers or key stakeholders.
  8.1.4. Incident and Hazard reports, investigations, findings and recommendations.
  8.1.5. Other relevant information.
8.2. Results of reviews may result in preventative and / or corrective actions being implemented and revision of this procedure document, TNA and or training

9.   REFERENCES
Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
General Disposal Schedule 20 for Local Government
WorkCover*SA* Performance Standards for Self-Insurers

Approved Code of Practice- How to Manage Work Health and Safety Risks
Approved Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination

10. RELATED DOCUMENTS – Nil

11. DOCUMENT HISTORY

Version No:	Issue Date:	Description of Change:
1.0	29/7/2010	New Document
2.0	22/5/2014	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. Examples of changes include: OHS to WHS and employee to worker where appropriate Inclusion of a new Core component relating to the need for training to be readily understandable to the person receiving it. Expansion of section 4.1.3 and 4.1.4

APPENDICES

1.   Induction Checklist
2.   Training Needs Analysis Form – Works
3.   Training Needs Analysis Form – Administration
4.   Training Evaluation Form

APPENDIX 1: Induction Checklist

INDUCTION CHECKLIST

Version No	2.0
Issued	22nd May 2014
Next Review	May 2017
GDS	12.6.3.1.1

The Flinders Ranges Council

Employees Name: _____   Date Commenced: ____ / _____/ ____

Position: _____   Department: _____

Supervisor: _____

IT MAY BE EVIDENT THAT NOT ALL ITEMS WILL BE APPLICABLE TO THE NEW EMPLOYEE. THE ITEMS, WHICH ARE APPLICABLE, SHOULD HAVE A TICK PLACED IN THE BOX. IF NOT APPLICABLE, A DASH SHOULD BE SHOWN.

Condition of Employment		Industrial Relations	
(General)		1. Unions and Membership	❏
1. Council Organisation	❏	2. Grievance Procedure	❏
2. Clarification of Duties	❏	3. Disciplinary Procedure	❏
3. Probationary Period	❏	4. Enterprise Bargaining Agreement	❏
4. Performance Expectation	❏		
		Personal Hygiene	
(Time Keeping)		1. Personal Cleanliness	❏
1. Starting and Finishing Times	❏	2. Standard of Dress and Uniform	❏
2. Lunch, Morning & Afternoon Breaks	❏	3. Smoking Regulations	❏
3. Late Arrival Procedure	❏	4. Housekeeping	❏
4. Time Sheets	❏	5. General Behaviour	❏
5. Rostered Days Off	❏	6. Amenities (toilets, drinking water)	❏
(Salary)		**General Welfare**	
1. Rate of Pay	❏	1. Introduction to Supervisor / work team	❏
2. Pay Arrangements	❏	2. Locker, Lunch Room	❏
3. Allowances	❏	3. Social Activities	❏
4. Deductions	❏	4. Notice Boards	❏
5. Overtime	❏	5. Personal Messages	❏
6. Superannuation	❏		
		Introduction to the Job	
(Leave Entitlements)		1. Tour of the Department	❏
1. Annual Leave	❏	2. Employees Workplace	❏
2. Sick Leave	❏	3. Equipment and Machinery	❏
3. Public Holidays	❏	4. Council Security and Confidentiality	❏
4. Other Types of Leave	❏	5. The Job Itself	❏
		6. Telephone Usage / CB Radio	❏
		7. Records System	❏
		8. Computer System	❏
		9. Work Processing	❏
		10. Vehicle Usage	❏

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 9 of 21

WHS Information

1.	WHS and IM Policy (copy provided)	❏	11. Location and use of MSDS	❏
2.	Workplace Injury Management	❏	12. Specific Worksite Procedures	❏
3.	Accident Reporting Procedures	❏	13. Risk Assessments	❏
4.	Personal Protective Equipment, issue of	❏	14. Safe Work Instructions (SWIs)	❏
5.	WHS UVR & Inclement Weather	❏	15. 'Back on the Job' Booklet issued	❏
6.	Emergency Evacuation procedures	❏	16. Council's Confined Space Policy	❏
7.	First Aid	❏	17. WHS Corrective & Preventative Actions Procedure	❏
8.	Health & Safety Representatives	❏	18. Manual Handling Policy	❏
9.	Reporting of ill health, conditions & disabilities	❏	19. 'General Safety Handbook' issued	❏
10.	Toolbox / Admin Meetings	❏	20. Consultative & Communication Procedure	

Other Council Policies & Procedures

1.	Code of Conduct – Employees	❏
2.	Safe Environment Policy	❏

Notes on Further Follow Up Action Required:

_____

_____

Supervisor's Comments:

_____

_____

I have received and understood the instructions given, in reference to the items listed.

Signature of Employee: _____   Date: _____

The new employee has been instructed on the contents contained herein.

Signature of Employer: _____   Date: _____

Note: When completed, this form is to be returned to the Main Office for inclusion in the employee's personnel file.

APPENDIX 2: Training Needs Analysis Form – Works

TRAINING NEEDS ANALYSIS – WORKS

…. (Employee Name)
(Date)

	Skill Level	Date Achieved
Certificate III in Civil Construction		
BCA 1003A Drain / de-water site		
BCA 1005A Use hand and power tools		
BCA 1006A Use small plant and equipment		
BCC 1009A Carry out manual excavation		
BCC1012A Spread and compact materials manually		
BCC1013A Monitor machine operations		
BCC 1014A Control construction traffic		
BCC 2000A Read and interpret plans		
BCC 2001A Carry out basic site survey		
BCC 2002A Oxy / LPG / acetylene control		
BCC 2003A Assist with excavation and support installation		
BCC 2004A Lay pipes		
BCC 2005A Repair pavement		
BCC 2006A Erect / dismantle fencing and gates		
BCC 2009A Carry out concrete work		
BCC 3000A Conduct tractor operations		
BCC 3001A Conduct tip truck operations		
BCC 3005A Conduct front end loader operations		
BCC 3006A Conduct grader operations		
BCC 3008A Conduct skid steer loader operations		
BCC 3009A Conduct roller operations		
BCC 3010A Conduct water cart operations		
BCG 1000A Carry out interactive workplace communication		
BCG 1001A Carry out OH&S requirements		
BCG 1002A Plan and organise work		
BCG 1004A Carry out measurements and calculations		
BCG 1008A Use simple levelling devices		
BCG 1010A Carry out concreting to simple forms		
BCG 1011A Handle construction materials and safely dispose of waste		
Certificate III in Horticulture		

'C'- Competent   'T' - Training Required   'N/A' - Not Applicable

	Skill Level	Date Achieved
Legislative Requirements		
Responsible Officer / Senior Manager WHS training		
WHS Committee training		
Evacuation procedures (participate in annual drill)		
Use of fire extinguishers (2 yearly)		
Manual handling training (2 yearly)		
Use of chainsaws		
Use of brushcutters		
Hazard identification / risk assessment		
Trenching regulations		
Workzone Traffic Management Course (3 yearly)		
Use of hazardous / dangerous substances		
First aid training (3 yearly)		
Health & Safety Representative training - level 1		
Health & Safety Representative training - level 2		
Health & Safety Representative training - continuing		
Fire warden training		
Weed spraying - Chem Certificate		
Operator Competencies		
Elevated platform operation		
Front end loader operation (LL)		
Dozer operation (LZ)		
Grader operation (LG)		
Excavator operation (LE)		
Backhoe operation (LB)		
Roller operation (LR)		
Skid steer operation (LS)		
Forklift operation (LF)		
Licence Details		
Class - C		
Class - LR (old class SB)		
Class - MR (old class LT LB)		
Class - HR (old class HT HB)		
Class - HC (old class HA)		
Class - MC (old class DA RT)		
Class - R (date)		
Class – R		

'C'- Competent   'T' - Training Required   'N/A' - Not Applicable

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 2 of 21

		Skill Level	Date Achieved
Task Skills			
Plate vibrator operation			
Wacker operation			
Jackhammer operation			
Welding			
Tractor / slasher operation			
Weed spraying			
Trailer use			
Bitumen handling and laying operations			
Line marking			
Ride on mower operation / maintenance			
Irrigation installation			
Litter collection			
Sharps / needle collection			
Stormwater drain construction			
Grave preparation and maintenance			
Effluent drainage maintenance			
WHS Policy / Procedure Awareness (to be undertaken 3 yearly)			
1	WHS and Injury Management Policy		
2	Workplace Injury Management Procedure		
3	Hazard Management Policy		
4	Incident Reporting & Investigation Procedure		
5	Hazard Management Procedure		
6	Plant Procedure		
7	Workplace Inspection Procedure		
8	Administration of the WHS Management System Policy		
9	WHS Document Management Procedure		
10	WHS Internal Audit Procedure		
11	WHS Corrective & Preventative Action Procedure		
12	WHS Induction & Training Procedure		
13	Planning & Program Development Procedure (inc Man Review)		
14	Communication & Consultation Policy		
15	WHS Consultation & Communication Procedure		
16	WHS Contractor Management Policy		
17	WHS Contractor Management Procedure		
18	WHS Emergency Management Policy		
19	Emergency Management Procedure		

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 3 of 21

		Skill Level	Date Achieved
20	First Aid Procedure		
21	Hazardous Work Policy		
22	Confined Space Management Procedure		
23	Electrical Safety Procedure		
24	Excavation and Trenching Procedure		
25	Hazardous Chemicals Procedure		
26	Hot Work Procedure		
27	UVR & Inclement Weather Procedure		
28	Isolation, Lock Out, Tag Out Procedure		
29	Hazardous Manual Tasks Procedure		
30	Prevention of Falls Procedure		
31	Remote and Isolated Work Procedure		
32	WorkZone Traffic Management Procedure		
33	WHS Worker Welfare Policy		
34	Smoking in the Workplace Procedure		
35	Asbestos Procedure		
36	Keyboard Operations / Workstation Design Procedure		
37	PPE Procedure		
38	Communicable Diseases Prevention		
39	Volunteer Management		
40	Fair Treatment Policy & Procedure		
41	** Presently vacant **		
42	Use of Council Vehicles		
43	Drugs & Alcohol Policy & Procedure		
44	Armed Hold Up / Cash Handling / Threat to Safety Procedure		
45	Healthy Catering Policy		
46	WHS Committee Terms of Reference		
Other			
	Heat stress awareness		
	DrumMuster Inspector training		
	Aerodrome Reporting Officers		
	Dog and Cat Management Act		
	Contract Administration Course		

'C'- Competent   'T' - Training Required   'N/A' - Not Applicable

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 4 of 21

ATTACHMENT 3: Training Needs Analysis – Administration

	Version No	6.0
TRAINING NEEDS ANALYSIS – ADMINISTRATION	**Issued**	22nd May 2014
	Next Review	May 2017
	GDS	12.6.3.1.1

The Flinders Ranges Council

…. (EMPLOYEE NAME)
(DATE)

		Skill Level	Date Achieved
WHS Policy / Procedure Awareness (to be undertaken 3 yearly)			
1	WHS and Injury Management Policy		
2	Workplace Injury Management Procedure		
3	Hazard Management Policy		
4	Incident Reporting & Investigation Procedure		
5	Hazard Management Procedure		
6	Plant Procedure		
7	Workplace Inspection Procedure		
8	Administration of the WHS Management System Policy		
9	WHS Document Management Procedure		
10	WHS Internal Audit Procedure		
11	WHS Corrective & Preventative Action Procedure		
12	WHS Induction & Training Procedure		
13	Planning & Program Development Procedure (inc Man Review)		
14	Communication & Consultation Policy		
15	WHS Consultation & Communication Procedure		
16	WHS Contractor Management Policy		
17	WHS Contractor Management Procedure		
18	WHS Emergency Management Policy		
19	Emergency Management Procedure		
20	First Aid Procedure		
21	Hazardous Work Policy		
22	Confined Space Management Procedure		
23	Electrical Safety Procedure		
24	Excavation and Trenching Procedure		
25	Hazardous Chemicals Procedure		
26	Hot Work Procedure		
27	UVR & Inclement Weather Procedure		
28	Isolation, Lock Out, Tag Out Procedure		
29	Hazardous Manual Tasks Procedure		
30	Prevention of Falls Procedure		
31	Remote and Isolated Work Procedure		
32	WorkZone Traffic Management Procedure		
33	WHS Worker Welfare Policy		
34	Smoking in the Workplace Procedure		

'C'- Competent   'T' - Training Required   'N/A' - Not Applicable

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 6 of 21

		Skill Level	Date Achieved
35	Asbestos Procedure		
36	Keyboard Operations / Workstation Design Procedure		
37	PPE Procedure		
38	Communicable Diseases Prevention		
39	Volunteer Management		
40	Fair Treatment Policy & Procedure		
41	** Presently vacant **		
42	Use of Council Vehicles		
43	Drugs & Alcohol Policy & Procedure		
44	Armed Hold Up / Cash Handling / Threat to Safety Procedure		
45	Healthy Catering Policy		
46	WHS Committee Terms of Reference		
Legislative Requirements			
Responsible Officer / Senior Manager WHS training			
WHS Committee training			
Evacuation procedures (participate in annual drill)			
Use of fire extinguishers (2 yearly)			
Manual handling training (2 yearly)			
Hazard identification / risk assessment			
Workzone Traffic Management Course (3 yearly)			
Use of hazardous / dangerous substances			
First aid training (3 yearly)			
WHS Representative training - level 1			
WHS Representative training - level 2			
WHS Representative training - continuing			
Fire warden training			
Licence Details			
Class - C			
Task Skills			
Confidentiality procedures			
Customer service			
Cash handling			
Freedom of Information training			
Sharps / needle collection			

'C'- Competent   'T' - Training Required   'N/A' - Not Applicable

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 7 of 21

	Skill Level	Date Achieved
Records Management		
Risk Management		
Bushfire Prevention Officer Training		
Section 105F Notice Training		
Volunteer Management		
Other		
Heat stress awareness		

'C'- Competent   'T' - Training Required   'N/A' - Not Applicable

ATTACHMENT 4: Training Evaluation Form

Employee Name: _____ Course Date(s): _____

Course: _____ Venue: _____

Training Provider: _____

	V/Good	Good	Fair	Poor
What was your overall impression of the training?	☐	☐	☐	☐
Instructor's knowledge of the subject?	☐	☐	☐	☐
Instructor's presentation of the subject?	☐	☐	☐	☐
How well did the training meet with your expectations?	☐	☐	☐	☐
Training venue?	☐	☐	☐	☐

The pace of the presentation was: About Right   Too Fast   Too Slow

What did you like most about the training? _____
_____

What did you like least about the training? _____
_____

State the most important things you have learned? _____
_____

What would you have liked to have heard more about? _____
_____

What things did you learn that could be put into practise in the work place? _____
_____

Would you recommend that other Council employees attend this course?   Yes / No

Overall on a scale of 1 to 10 (10 being the highest), how would you rate the training?   ___ /10

Other Comments: _____
_____
_____

Employee's Signature: _____ Date   /   /