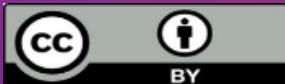




ACT
Government

Education

WORK HEALTH AND SAFETY INDUCTION AND TRAINING PROCEDURE



© Australian Capital Territory 2020. This work is licensed under a [Creative Commons Attribution 4.0 licence](https://creativecommons.org/licenses/by/4.0/) and subject to the terms of the license including crediting the Australian Capital Territory Government as author and indicating if changes were made.



1 WORK HEALTH AND SAFETY INDUCTION AND TRAINING PROCEDURE

This procedure must be read in conjunction with Workplace Health and Safety Induction and Training Policy.

Table of Contents

1. Overview	3
2. Rationale	3
3. Procedures	3
4. Continuous Improvement Processes	6
8. References	6
9. Related Policies and Documents.....	7

1. Overview

- 1.1 This procedure provides guidance on work health and safety (WHS) induction and training programs for the different classifications of workers across the Education Directorate (the Directorate). This includes induction for new workers and ongoing information, training, and instruction, for all workers to achieve and strengthen work health and safety skills and competencies across the Directorate.
- 1.2 This procedure must be read in conjunction with the Work Health and Safety Induction and Training policy.

2. Rationale

- 1.1 The Directorate has a legal and moral obligation to protect the health and safety of workers and others and recognises that safety induction and training is an important and control for managing risk.
- 1.2 The [Work Health and Safety Act 2011](#) (the Act) sets out the Directorate's obligation to exercise due diligence to manage risk and provide a safe workplace for all workers as far as reasonably practical.
- 1.3 WHS induction and training must take place as soon as practicable either before or within the first six months of commencing employment in the Education Directorate, and should address the needs of the worker, their purpose in the workplace, and ensure they have the knowledge and skills necessary to safely interact with the workplace.
- 1.4 This procedure is in line with legislative requirements outlined in the [Work Health and Safety Act 2011](#), the [Work Health and Safety Regulation 2011](#) and the [ACT Public Sector Work Health, Safety and Wellbeing Policy](#).

3. Procedures

3.1 All staff induction

- 3.1.1 Directorate employees must undertake the full induction program before or during the first six months of commencing their role. This must include:
 - the items on the [all-staff induction checklist](#)
 - role-specific WHS training programs
 - the mandatory online WHS training program; and
 - a site-based induction.

3.2 Site-based induction

3.2.1 On the date of commencement, or earlier if possible, onsite induction is required for new employees, contractors, visitors and volunteers. Onsite induction should include onsite emergency management procedures, first aid facilities and any local site-based risks and hazards.

3.2.2 New employees

3.2.2.1 Onsite induction is held at the first time of attendance by the new employee at the worksite.

3.2.3 Contractors

3.2.3.1 Pre-qualified or regular contractors that undertake planned maintenance work are required to complete a [Contractor Induction Checklist](#) once, and then review it at six-monthly intervals. For all other works, the contractor is required to submit a copy of the [Safe Work Method Statement/Risk Assessment](#) to the school or Directorate work site for each job prior to commencement. All contractors must be advised of these arrangements before any work commences.

3.2.4 Visitors and Volunteers

3.2.4.1 The [Volunteers and Visitors in Schools Guidelines for Principals and Staff](#) stipulates the need for every volunteer or visitor to complete onsite induction.

3.2.4.2 Volunteers and Visitors Induction Checklist, found at attachment B of the [Volunteers and Visitors in Schools Guidelines](#), must be completed for each volunteer or visitor and retained on file at the school. Attachment B outlines the need for volunteers and visitors to understand emergency and incident procedures and site-specific workplace health and safety reporting requirements.

3.3. Training

3.3.1 All staff mandatory training

3.3.1.1 The mandatory online training program must be completed by Directorate employees (school based and Education Support Office (ESO) employees) and includes six mandatory online training courses, including Workplace Health and Safety. The training is housed on [Human Resource Information Management System \(HRIMS\) Learning](#).

3.3.1.2 Staff must complete a refresher of the online induction program every two years.

3.4 Role-specific training

3.4.1 Mandatory work health and safety training must be completed by specialist work groups (e.g., Building Service Officers, Business Managers, School Cleaning Services, First Aid Officers, Health and Safety Representatives, and early childhood educators) so they can safely perform their duties in the

workplace. Role specific mandatory training requirements therefore may vary according to classification.

3.4.2 Role specific mandatory training should be completed as soon as possible after a worker commences in the Directorate.

3.4.3 Mandatory training requirements are noted in the Directorate's Training Needs Analysis. First aid requirements are outlined in the [First Aid Training Procedure](#).

3.5 Health and Safety Representatives

3.5.1 Every workplace or school should have a Health and Safety Representative (HSR) and a deputy HSR who are elected by the staff of that workgroup.

3.5.2 In accordance with Section 21 (1) of the Work Health and Safety Regulation 2011, HSRs are entitled to attend an initial five day training course before they commence in the role, as well as one day refresher training annually, with the entitlement to the first refresher training commencing one year after the initial five-day training block.

3.5.3 The Directorate provides support to schools and work groups to train HSRs across the system annually.

3.6 Building Service Officers

3.6.1 BSOs must undertake the following training:

- asbestos awareness
- manual handling
- Crystalline Silica Exposure and Prevention white card-risk assessment/PPE; and
- site induction.

3.6.2 Relief BSOs must undertake onsite induction and be provided with a copy of the [Relief Building Services Officer Handbook](#) and [Relief Building Services Officer Support Information](#).

3.7 School Cleaning Services

3.7.1 All School Cleaning Services workers must undertake appropriate induction according to the [School Cleaning Service Induction Manual](#).

3.8. First Aid

3.8.1 The Directorate manages first aid training in accordance with the [First Aid in the Workplace Code of Practice](#). Specific requirements for first aid training are outlined in the [First Aid Training Procedure](#).

3.8.2 All workers should be inducted on commencement of work at the workplace, on:

- 3.8.2.1 the nature of first aid facilities
- 3.8.2.2 the location of first aid kits
- 3.8.2.3 the procedures to follow when first aid is required

3.8.3 The number of trained First Aid Officers is based on a site-based risk assessment of first aid facilities and resources. In a school, this risk assessment should consider types of activities undertaken with students on and off the school site, and the risk of injury and illness associated with these activities. Further information is available in the [First Aid Facilities Procedure](#).

4. Continuous Improvement

4.1 Annual review of the Directorate's WHS Training Plan is undertaken in accordance with the *Work Health and Safety Act 2011*, and to minimise risks to Directorate workers.

5. Records Management

5.1 Supervisors should review training records and ensure mandatory training is completed and qualified workers are undertaking designated safety roles. The People and Performance Branch has responsibility for keeping accurate records of mandatory training compliance for training completed through HRIMS Learning.

5.2 Records must be kept and managed in accordance with the *Territory Records Act 2002* and Territory Privacy Principles outlined in the *Information Privacy Act 2014*.

5.3 For further information about records management procedures including registration, storage, and disposal, refer to the [Records Management Policy and Procedures](#).

6. Contact

6.1 The Work Health and Safety team and the line management is responsible for this procedure.

6.2 For support with this procedure contact Work Health and Safety team on (02) 6207 0614 or email WHS.EDU@act.gov.au.

7. Feedback

7.1 Any feedback about this procedure, should be raised with the policy owner.

8. References

Definitions

- **ACTPS** is the ACT Public Sector or Service.
- **Building Service Officers** are workers managing and leading building works and maintenance of school grounds and buildings.
- **First aid** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- **First Aid Officers** are designated workers who have been appointed based on their qualifications and availability to perform the duties of a First Aid Officer.
- **Health and Safety Representatives** are workers who are elected to represent the health and safety interests of their work group.
- **Induction** is training to help familiarise someone with a new job or activity.
- **Training** is the learning of skills required for a particular job or activity.
- **Supervisor** is a term that includes executives, school principals and managers. It is a person with responsibility for supervisor or overseeing work/staff.

- **Worker** includes Directorate employees, volunteers, students gaining work experience, agents, contractors, sub-contractors and others.

9. Related Policies and Documents

- [Work Health and Safety Induction and Training Procedure](#)
- Work Health and Safety and Wellbeing Policy
- [ACT Public Sector Work Health, Safety and Wellbeing Policy](#)
- [Work Health and Safety Management Plan](#)
- Training Needs Analysis