

TRAINING PLAN

TRAINING AND COMPETENCY REQUIREMENTS	MANAGERS SUPERVISORS	OPERATIONAL STAFF	COMMENTS/OUTCOMES
<p>INDUCTION Company induction shall include:</p> <ol style="list-style-type: none"> 1. Employee welcome to the company – pay arrangements, leave etc 2. Job Description specific requirements 3. Product quality and operational controls 4. Site induction and walk through 5. Site hazards and emergency procedure 6. Environmental site requirements 			<ul style="list-style-type: none"> • Induction is mandatory for all employees • All employees to be inducted into items 1, 2, 4, 5 and 6 • Items 2 and 3 are job specific • Subcontractors undertaking work on site shall be inducted into items 5 and 6.
<p>WORKPLACE COMPETENCIES Employee competency requirements shall be determined according to their job description and planned according to existing qualifications and skills.</p>	<p>Qualifications, experience and skill set to be considered at time of employment and training plan developed accordingly</p>	<p>For permanent staff, a training shall be provided according to job description needs and assessment of skills at time of appointment</p>	<ul style="list-style-type: none"> • The need for additional training for management and operational staff should be reviewed annually in line with job role, technology and regulatory changes. • Part time or casual staff shall be given on the job training sufficient to ensure they are competent and safe to perform the required tasks. All casual staff shall be supervised whilst at work.
<p>PLANT AND EQUIPMENT Requirements for licencing, permits to work and operator competencies need to be identified relative to plant and equipment and in conjunction with job descriptions.</p>	<p>Qualifications, experience and skill set to be considered at time of employment and training plan developed accordingly</p>	<p>For permanent staff, a training shall be provided according to job description needs and assessment of skills at time of appointment</p>	<ul style="list-style-type: none"> • Licencing and operational competency training needs to be undertaken by a registered training organisation where certification is required.

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<p>HAZARD IDENTIFICATION Regardless of a person’s position and permanent or otherwise status, persons working on site will be provided with sufficient knowledge and skills to identify and report workplace hazards to health, safety and the environment.</p>	<p>Managers and Supervisors are required to have the competencies to undertake an assessment of risk, consult with employees to determine risk controls and implement and initiate controls</p>		<p>Knowledge and skills is considered to be:</p> <ul style="list-style-type: none"> • Understanding the meaning of a hazard • Being aware of and understanding the procedure for hazard identification • Knowing who, how and where to report a hazard • Understanding that they may be required to participate in determining and implementing hazard controls
<p>WH&S Training in WH&S requirements must be undertaken as part of the overall and ongoing training plan of individuals, taking into account the following:</p> <ul style="list-style-type: none"> • Workplace hazards and associated skills to manage the risks • Chemicals training as per chemicals used on site – including dangerous goods • Manual handling • Safe systems of work • Plant and Equipment safe systems and operator licences as required 	<p>General understanding of the Act and duty of care of managers and supervisory staff is also required</p>	<p>Duty of care to follow safe work practices & report hazards is also required</p>	<ul style="list-style-type: none"> • Training needs to take into account WH&S regulatory requirements and some training may require competency assessment.

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<p>ENVIRONMENT Environmental awareness in relation to the site and environmental aspects and impacts pertaining to the site and work activities needs to be included in induction for all staff and more specific knowledge provided to Managers and Supervisors in relation to managing site environmental risk</p>			<ul style="list-style-type: none"> • Training needs to take into account local EPA regulatory requirements and some training may require competency assessment.