**Induction - Employees new to the Job**

**New Employee and Young Worker OSH Training Information**

Injuries to inexperienced workers account for one third of the total injuries to Australians at work. A major cause of these injuries is inadequate training of new employees and apprentices.

Failure of employers to provide adequate information, instruction, training and supervision to new employees or apprentices is a breach of Section 19(1)(b) of the Occupational Safety and Health Act. Adequate training must be completed before employees or apprentices start work and are exposed to hazards.

In cases where inadequate training places new workers at considerable risk, employers are likely to face prosecution by WorkSafe Western Australia.

Under Section 19(1)(a) of the Occupational Safety and Health Act, employers have a duty to ensure, as far as practicable, that employees are not exposed to hazards at the workplace.

It is not adequate training to merely provide new employees with a booklet, require them to read it and sign that they have done so. It is unlikely employees would be competent with such superficial training.

It is important to understand that initial training should be supplemented by additional training as necessary, and in particular when there have been significant workplace changes, if workers change their work duties or have been away from work for an extended period.

After training, employees and apprentices must be able to:

* state the significant hazards at the workplace;
* recognise and report workplace hazards;
* explain the symbols used for OSH signs at the workplace;
* follow procedures and work instructions for controlling risks (including manual handling, noise,
* violence against employees, chemical hazards, safe operation and maintenance of plant and equipment, use of electrical apparatus and falls from heights) so they can carry out their job in a safe and healthy manner;
* follow procedures on the appropriate use, storage and maintenance of personal protective equipment and clothing;
* follow procedures for reporting and dealing with accidents, incidents, illnesses, fires and emergencies;
* outline relevant duties of care;
* contribute to the consultative process according to procedures and legislation;
* outline the consultative OSH mechanisms at the workplace and state the identity of the relevantOSH representative(s), committee member(s) and OSH personnel;  and
* raise issues according to issue resolution procedures and legislation.

**White Card**

It is a legal requirement of all businesses and individuals to comply with the regulations. The Occupational Safety and Health Regulations set out mandatory requirements for the provision of safety awareness training, for employees or self-employed people doing construction work at a workplace.

Please note:  
From the 1st September 2009 only [*CPCCOHS1001A*](http://www.ntis.gov.au/Default.aspx?/trainingpackage/CPC08/unit/CPCCOHS1001A) *Work safely in the construction* industry will be accepted as the basis for obtaining a Blue Card.

(This unit of competency supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks within any of the sectors within the construction industry. The unit relates directly to the general induction training program specified by the National Code of Practice for Induction Training for Construction Work).

WorkSafe inspectors are enforcing the construction safety [induction training](http://www.commerce.wa.gov.au/WorkSafe/Content/Industries/Construction/Further_information/Construction_induction_training.html) laws.