HSEQ TRAINING & COMPENTENCIES PROCEDURE

1. Introduction

It is important to ensure that all personnel are suitably trained and competent to undertake the tasks required of them. This occurs by reviewing and identifying training needs then ensuring that any training required is scheduled and carried out. In deciding training priorities and the scheduling, consideration should be given to the risk of harm to people, the environmental or the business if training is not carried out.

2. Identifying requirements for training

2.1. Functional training requirements

The Directors is responsible for identifying the roles required within the organisation. Position descriptions will be documented for all roles within the organisation.

The Directors will identify the key competencies required for each role within the organisation. This will include all the occupational health and safety, environmental, and quality management competencies required to meet the business needs and legislative requirements.

2.2. Project specific training requirements

The Project Manager is responsible for identifying the roles required to successfully deliver the project. The Project Manager will identify the key competencies required for each role required for the project including the occupational health and safety, environmental, and quality management competencies required to successfully deliver the project and meet legislative requirements.

2.3. HSEQ specific training requirements

All employees will receive a HSEQ induction and legislative obligation training in accordance with this procedure. The HSEQ Manager will consider the training detailed in this procedure when reviewing training needs and ensure that all personnel have competent knowledge of HSEQ management principles and practices commensurate with their responsibilities.

The required minimum HSEQ training for each role type is as follows:

Role	HSEQ Training Required	Delivery Method
Project Managers	Hazards and Risk - Project Risk Register	Organisational Induction
	Incidents & Injuries	Organisational Induction
	Emergencies	Organisational Induction
	HSEQ Legislative Requirements	Organisational Induction
	Procurement Risk Including Environmental	Organisational Induction
	Chain of Responsibility	Organisational Induction
	Consultation and Participation	Organisational Induction
	Subcontractor Requirements	Organisational Induction
	WHS Inspections	Organisational Induction
	Task Observations	Organisational Induction
	Environmental Inspections	Organisational Induction
	Environmental Controls Observations	Organisational Induction
	Pre-Start Meetings	Organisational Induction
	Toolbox Talks	Organisational Induction

	JSEAs	Organisational Induction
	Take 5s	Organisational Induction
	Site Inductions	Organisational Induction
	Near Miss & Hazard Reporting	Organisational Induction
Supervisors & Leading Hands	Hazards and Risk - Project Risk Register	Organisational Induction
	Incidents & Injuries	Organisational Induction
	Emergencies	Organisational Induction
	HSEQ Legislative Requirements	Organisational Induction
	Chain of Responsibility	Organisational Induction
	Consultation and Participation	Organisational Induction
	Subcontractor Requirements	Organisational Induction
	WHS Inspections	Organisational Induction
	Task Observations	Organisational Induction
	Environmental Inspections	Organisational Induction
	Environmental Controls Observations	Organisational Induction
	Pre-Start Meetings	Organisational Induction
	Toolbox Talks	Organisational Induction
	JSEAs	Organisational Induction
	Take 5's	Organisational Induction
	Site Inductions	Organisational Induction
	Near Miss & Hazard Reporting	Organisational Induction
Estimators	Hazards and Risk - Project Risk Register	Organisational Induction
	Incidents & Injuries	Organisational Induction
	Emergencies	Organisational Induction
	HSEQ Legislative Requirements	Organisational Induction
	Procurement Risk Including Environmental	Organisational Induction
	Consultation and Participation	Organisational Induction
	Estimator Safety Checklists	Organisational Induction
Construction Workers	Hazards and Risk - Project Risk Register	Organisational Induction
	Incidents & Injuries	Organisational Induction
	Emergencies	Organisational Induction
	HSEQ Legislative Requirements	Organisational Induction
	Chain of Responsibility	Organisational Induction
	Consultation and Participation	Organisational Induction
	Pre-Start Meetings	Organisational Induction
	Toolbox Talks	Organisational Induction
	JSEAs	Organisational Induction
	Take 5's	Organisational Induction
	Site Inductions	Organisational Induction
	Near Miss & Hazard Reporting	Organisational Induction
Office Workers	Hazards and Risk - Project Risk Register	Organisational Induction
	Incidents & Injuries	Organisational Induction
	Emergencies	Organisational Induction
	HSEQ Legislative Requirements	Organisational Induction
	Procurement Risk Including Environmental	Organisational Induction
	Consultation and Participation	Organisational Induction
	Subcontractor Requirements	Organisational Induction

3. Reviewing training needs

3.1. On commencement of employment

The experience and qualifications of each new employee will be reviewed against the key competencies for their role to determine what training is required. The outcomes of the review will be recorded on the Training Needs Analysis form documenting training needs that are identified.

3.2. Role change or promotion

When an individual changes role, or is promoted, they will be appropriately trained to manage their new responsibilities. Their experience and qualifications will be reviewed against the key competencies for their new role to determine if further training is required.

There are mandatory HSEQ training requirements for persons that are being promoted into a supervisory position on a project. These are detailed in section 2.3 of this procedure. The outcomes of the review will be recorded on the Training Needs Analysis form documenting training needs that are identified.

3.3. New or unforeseen workforce requirements on projects

The Project Manager is responsible for reviewing training needs whenever new or unforeseen workforce requirements are identified on a project. The review may include the People & Culture Manager or other project personnel. The outcomes of the review will be recorded on the Training Needs Analysis form documenting training needs that are identified.

3.4. Other occasions to review training needs

Training needs will also be reviewed at the follow occasions to identify any new requirements:
- When commencing a new project.
- When further training is requested by Staff.
- When staff are transferred to a different project.
- At performance reviews; and,
- Management System Reviews.

4. Induction training

All new employees will receive an organisational induction. The induction training program will orientate them to their new role and the company. The HSEQ Manager will deliver the organisational induction to staff.

All construction site workers including subcontractors will receive a site based induction that is relevant to their workplace. This induction will orientate them to their new workplace and will include:
- known Hazards and Risks
- Key Responsibilities
- Emergency procedures
- Environmental requirements
- Company and site processes and procedures
- How their actions (or Inaction) could affect workplace safety, product quality, the environment and business performance in general

A suitable site induction program will also exist for visitors to each site.

Induction training programs will be documented and maintained to ensure that they are up to date. Other key documentation like templates of work procedures or JSEAs may be used during inductions as training tools. Induction training in risk management processes does not supersede the requirement to be trained in site specific risk management documentation such as SWMS, JSEAs or SLAMs.

Records of all induction training will be kept and will identify the person being trained, the type of training and the date of the training.

5. Awareness training

All workers will participate in awareness training whenever requested by Senior Management or Project Managers. Awareness training is typically used to communicate policies, procedures or other requirements to the workforce. A record of awareness training will be kept that details what was presented and who attended. Awareness training may be conducted as part of a toolbox or other meeting. Awareness training does not require a training request to be completed and is not required to be recorded in the training database.

6. Training database and records

All training records shall be maintained. The project Manager will ensure that each project keeps a copy of all relevant training within their project files or sent to People & Culture.

7. Reviewing the effectiveness of training

The People & Culture Manager is responsible for reviewing the effectiveness of training delivered throughout the company based on performance and the feedback provided by personnel.

The People & Culture Manager will review submitted training requests and provide advice to Project Managers on selecting effective training programs and training organisations.

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