**WHS Assessment 2 – Report**

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(20) **Develop a suitable WHS induction and training program for all workers in a work area as part of the organisation's training program.**

BizOps utilises (generally) three types of training: **generic** (induction, basic risk management), **risk-specific** (first-aid, manual handling etc.), and **task-specific** (special skills such as use of equipment and high-risk licenses for machinery). Records for all these forms of training are to be stored as evidence.

Retail Outlet Managers are responsible for ensuring an effective WHS induction is provided to new team leaders or workers on their first day. The induction program includes an explanation of tasks, roles and responsibilities, an introduction to relevant people (managers and officers), a tour of the physical workplace (including evacuation procedures, fire exits and access to PPE). Also, as a part of the induction process, a comprehensive explanation of WHS operations/procedures must be given. This covers a variety of areas, with examples being OHS policy, duty of care, hazard identification/control and safe work practices.

A WHS Training Register is provided for instances where training is required. This could be for new workers, when a worker’s role changes, when new equipment is introduced, when new legislation is introduced, or when an incident/near miss occurs. Using this register and relevant records, BizOps will annually review WHS training to ensure the training is effective. These records may also be used to analyse and improve on current practices/training.

After the completion of any WHS training or induction, a checklist is provided to be run through and signed off by both the worker and person conducting the induction.