WHS Training Register

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This training register records the work health and safety (WHS) training undertaken by BizOps managers and workers, as required by the Occupational Safety and Health Act 1984.

Training can take place by a supervisor on-the-job, or by an instructor outside of the workplace. WHS training will provide BizOps workers with the information and skills they need to perform their duties without risk to their health and safety.

**BizOps recognises that WHS training may be required when:**

* a new person starts work—induction, on the job training
* new machinery/equipment or hazardous chemicals, products or other things are introduced to the workplace
* a worker’s job change
* there are new work health and safety regulations that affect our industry
* there has been an incident /near miss or injury at work.

**To ensure the training was successful, BizOps will annually review WHS training to ensure that our managers and workers:**

* understand what is required of them
* have the knowledge and skills needed to work safely and without risk to their health and safety
* are actually working as they have been trained.

Additionally, BizOps will use this register as part of regular overall reviews of the WHS management system with the goal of determining if:

* there has been any improvement in BizOps health and safety performance
* the feedback from people who have been trained
* further information and/or training needed
* whether the most suitable training method was used
* improvements that can be made.

Training records will be monitored so that refresher training can be given when needed.

WHS Training Register

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| WHS Training Register | | | | | | |  |
| Who was trained/job title | **Reason for training** | **Duration of training** | **Who provided training** | **Method of training e.g. on the job, theory, practical** | **Location of training** | **Schedule date** | **Date completed** |
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References

Australian Government.Comcare.(2016).Comcare: Work Health and Safety (WHS) Management Plan Template

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