

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 2 – OHS&R TRAINING

1. PURPOSE

This procedure applies to all sites / branches including offices and stores where QSCU conducts its business. This procedure describes requirements for management of OHS&R training.

2. MANDATORY REQUIREMENTS

1. OHS&R training needs for all employees and relevant contractors shall be identified and assessed at the time of employment and on appointment to new positions by the Training Manager or a designated responsible person.
2. Periodic OHS&R re-training for relevant employees and contractors shall be identified and assessed at the time of employment and on appointment to new positions by the Training Manager or a designated responsible person.
3. An OHS&R training matrix shall be established for all agreed positions performed within the business.
4. All new employees and relevant contractors shall receive OHS&R induction training or information prior to commencing work on a site.
5. Requirements for additional OHS&R training shall be assessed whenever new materials, products, processes, plant / equipment or systems are introduced in the workplace.
6. OHS&R Training shall be developed and delivered by people with appropriate levels of qualifications, knowledge and skill and where required, training shall be competency based.
7. The arrangements and resources required for OHS&R training and assessment of competency shall be periodically reviewed.
8. OHS&R Training records shall be retained indefinitely.
9. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Site Manager/Supervisor

Ensure that staff (and contractors) attend and participate in training as described in this procedure.

Training Manager/Supervisor

Ensure that staff (and contractors) have identified and agreed training programs as described in this procedure.

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4. REFERENCE DOCUMENTATION

- A. OHS&R TRAINING MATRIX
- B. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

UNCONTROLLED DOCUMENT