

Training

Workers require skills and knowledge that allows the operation to run safely and efficiently. However, if a worker is not competent to do a job they can easily put themselves and others at risk of injury. Training of workers to complete their tasks competently is vital to any operation.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** Refer to Form 13C (completed during the induction process) to develop a training program that ensures workers achieve the appropriate levels of competency.
3. **WHO:** List all the people that will participate in training activities in the space provided. Remember to include casual employees, labour hire and contractors.
4. **HOW:** Write down all the tasks carried out on site during the site safety meeting. List the people competent to perform these tasks and those that require further training.

Use Form 14B (one form for each worker) to list their qualifications, competencies, permit numbers or tickets and other relevant information. The site manager should sign off on the form for each person that is competent to operate mobile and fixed plant.

The site manager will need to make a record stating how he / she deemed an employee competent to operate plant and equipment. If an external training provider was used, document their permit number on Form 14B.

Also list all the other areas that people may need to be trained in (first aid, firefighting).

5. **WHEN:** From the list of training needs made during the site safety meetings, transfer these onto (Form 14A). This is your annual training plan.

List the people who will be undertaking training, the person or company that will be conducting this training and the date the training is to be conducted. Ensure all training needs are covered.

6. **ACTION:** Nominate the person responsible for maintaining the training registers.
7. **DOCUMENT CONTROL:** Record any documents used in this program on the document control master list (Form 3A).

References:

Work Health & Safety (Mines & Petroleum Sites) Regulation 2014 clause 14 (1) (i), clause 95, clause 103 - 108

Health and Safety in Quarries