OHS Induction and Training Procedure

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Purpose:

To ensure occupational health and safety (OHS) induction, information and training is provided to Department of Education Training (Department) employees.

Scope:

This procedure applies to all Department employees in all Department workplaces including schools and central and regional offices.

Procedure

## OHS Induction for Employees

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for ensuring that all employees are inducted into the workplace at the commencement of employment. This should be recorded on the *OHS Induction Checklist*, or equivalent template. The induction should include all appropriate OHS information and an assessment of required training for all employees.

## OHS Induction for Volunteers

For volunteer OHS inductions, see *Volunteer OHS Management Procedure* and *Volunteer OHS Induction Checklist*

## OHS Induction for Contractors

For contractor OHS inductions, see *Contractor OHS Management Procedure* and *Contractor OHS Induction Checklist*

## Identify competencies and schedule training into the OHS Training Planner/Register

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with the Health and Safety Representative (HSR) and employees are to identify and schedule OHS training into the *OHS Training Planner/Register* or equivalent template for each individual employee to assist in closing competency gaps. The assessment should take into account the work activities of their position / role, and any OHS risks associated with the conduct of these activities including the level of supervision required.

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure the *OHS Training Planner/Register* or equivalent template is to kept up to date and reviewed when training needs are identified. A copy of the completed planner is to be retained on an annual basis as evidence of completed or scheduled training.

## Review of OHS training for employees

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure that all employees including HSR(s) level of competency is current and recorded in the *OHS Training Planner/Register* or equivalent template*.* Circumstances where a review of employee competency levels may be required include:

* failure to safely use and operate equipment
* occurrence of an incident resulting from the person (i.e. employee, contractor or volunteer worker) performing the task
* holding a certification which has expired (e.g. an expired licence)
* the task/process or equipment has been changed and requires all persons to re-demonstrate their competency.

The review of the *OHS Training Planner/Register* or equivalent template is to be schedule into the *OHS Activities Calendar or* equivalent template.

Defined terms

Terms defined within this Procedure can be located on the Department’s [Defined Health and Safety Terms](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx) website. Defined roles will appear **in bold**.

Related references:

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*

Related documentation:

*Contractor OHS Induction Checklist*

*Contractor OHS Management Procedure*

*OHS Activities Calendar*

*OHS Induction Checklist*

*OHS Training Planner/Register*

*Volunteer OHS Management Procedure*

*Volunteer OHS Induction Checklist*

Further assistance

Further information, advice or assistance on any matters related to OHS Induction is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).