

Induction & Training Procedure (13)



Catholic
Safety & Injury
Management
South Australia



Contents

1. PURPOSE	3
2. SCOPE	3
3. DEFINITIONS	3
3.1. Information	3
4. RESPONSIBILITIES	3
5. PROCEDURE	3
5.1. Worker Inductions	3
5.1.1. Re-induction	4
5.1.2. Role specific induction	4
5.1.3. WHS for Officers	4
5.1.4. Information / Instruction / Training	4
5.2. Training Needs Analysis	4
5.2.1. Worksites	4
5.2.2. Individual	5
5.2.3. CSaIM	5
5.3. Types of Training	5
5.3.1. On-the-job training	6
5.3.2. Formal training sessions	6
5.4. Training Calendars	6
5.5. Training Records	6
5.6. Evaluation of training programs	7
5.7. Records	7
5.8. Review	7
6. RELATED SYSTEM DOCUMENTS	7
6.1. Policies & Procedures	7
6.2. Forms & Tools	7
7. REFERENCES	7
7.1. Internal Resources	8
7.2. External Resources	8
8. AUDITABLE OUTPUTS	8
9. VERSION CONTROL & CHANGE HISTORY	9



1. PURPOSE

To provide guidance in the management of information, instruction, and training as necessary to protect a person from risk to their health and safety arising from work.

Refer to the [Contractors Procedure \(6\)](#) and [Volunteers Procedure \(21\)](#), for further information on contractor and volunteer management.

2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

3. DEFINITIONS

Definitions can be found on the [Catholic Safety & Injury Management Website](#).

3.1. Information

Nil

4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers, and others in the workplace.

Responsibility, authority, and accountability processes have been defined in [Responsibility, Authority & Accountability Procedure \(12\)](#), and summarised in:

- [Responsibility, Authority & Accountability Matrix – Workers \(025G\)](#);
- [Responsibility, Authority & Accountability Matrix – Managers & Supervisors \(023G\)](#);
- [Responsibility, Authority & Accountability Matrix – Officers \(024G\)](#); and
- [Work Health & Safety and Injury Management Policy](#).

You are required to familiarise yourself with this procedure to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

5.1. Worker Inductions

All workers must be inducted within the first week of employment or when moving to a new site. [Worker Induction Checklist \(012F\)](#) or equivalent can be used. Inductions should include an introduction to the work environment, specific work requirements and tasks, worksites procedures and any known hazards and their management.



5.1.1. Re-induction

Where a worker re-enters the workplace after extended leave (greater than six (6) months), the worker is to be re-inducted, and records kept.

All workers must be re-inducted to their workplace where there have been significant legislative changes that impact their role, or there have been significant changes made to the workplace.

5.1.2. Role specific induction

Some workers have roles or work in areas where there are hazards / risks that only they are exposed to, therefore they shall have a role specific induction (e.g., care workers, maintenance, cooks / workers in kitchens, laboratory managers / science teachers, design & technology workers). The [Role Specific Induction Form \(013F\)](#) or equivalent can be used. Specific attention should be given to ensure understanding of the applicable Standard Operating Procedures (SOP) or Standard Work Procedures (SWP).

It is essential that the workers position description is reviewed to identify any risks associated with the tasks / jobs the worker may perform.

5.1.3. WHS for Officers

Any person deemed an 'Officer' must attend WHS for Officers training provided by Catholic Safety & Injury Management (CSaIM). This training must be undertaken every three (3) years.

5.1.4. Information / Instruction / Training

It is the responsibility of the worksite to ensure that information / instruction and / or training is provided:

- at induction.
- prior to any changes in the workplace.
- when new risk control measures are introduced or are changed.
- when SOP / SWP are developed and have been implemented / changed.
- whenever new plant or hazardous chemicals are introduced into the workplace.
- whenever there is legislative changes.
- after an investigation of an incident.
- following results from WHS audits.

5.2. Training Needs Analysis

5.2.1. Worksites

Each worksite within CCES is responsible for determining their mandatory training needs. This will be determined by the work practices, operating environment and



regulatory requirements required for the sector. Things to consider when undertaking a Training Needs Analysis (TNA) are:

- review of claims data.
- incident / hazard reports.
- any ‘industry’ based training that is mandatory.

EDUCATION SECTOR: Refer to [Education Sector TNA](#).

The TNA should be reviewed yearly.

5.2.2. Individual

Following an induction, a Training Needs Analysis is to be completed by the worker’s manager / supervisor in consultation with the worker to determine the gap between current knowledge, skills, and any required competencies for their position. [Training Needs Analysis \(O53F\)](#) or equivalent can be used.

Training needs may be identified through:

- review of workers Position Information Description / job description.
- discussions with the worker to identify their needs (whether it be through training or the provision of information / instruction).
- outcomes from performance appraisals.
- worker’s career aspirations.
- specific roles they are performing (e.g., if elected Health Safety Representative (HSR), First Aider, Wardens, Contact Officer etc.).
- worker competency.
- key responsibilities e.g., supervision.
- worker surveys.
- level of risk associated with the job.
- licensing requirements.
- standing operating / working procedures.
- legislative requirements.
- outcomes of audits.

5.2.3. CSaIM

To identify training needs for all worksites, CSaIM will:

- review incident reports / workers compensation claims to identify trends.
- review audit reports.
- consult with Sector WHS Committees (where applicable) and WHS Coordinators.
- undertake legislative reviews.

5.3. Types of Training

There are various ways of training workers, depending on the worksite’s needs or the worker.



5.3.1. On-the-job training

Managers / supervisors are required to provide training to workers on the job, where applicable. This type of training should be used to introduce new or redesigned standard work processes and associated equipment. Depending on the job, certain competencies may need to be assessed for the work.

5.3.2. Formal training sessions

Formal, structured training sessions shall be provided by the worksite to workers to improve their knowledge and skills in relation to work health and safety. The training may be delivered face to face or online.

5.4. Training Calendars

A training calendar describes what training is to be undertaken, its sequence (if any), who provides the training and how, when and where this will occur.

A [Training Calendar \(014F\)](#) or equivalent is to be developed by the worksite, implemented and monitored based on the outcome of the TNA. Where online learning modules are utilised, the worksite must have a planned completion date.

CSaIM will implement an annual Training Calendar that will be published on their website (www.csaim.org.au). Any person wishing to book into training can book through the online booking system.

5.5. Training Records

Worksites are responsible for ensuring formal processes are implemented for recording all WHS training for every worker. As a minimum, the following information must be recorded:

- workers name.
- date of course attended.
- name of course.
- name of training provider.
- level of competency achieved (if applicable).

Records can be retained electronically, or in hard copy. [Record of Training Attendance Form \(015F\)](#) can be used.

Systems must be implemented for recording the provision of information and instruction sessions to workers (e.g., instructing workers in new or changed SOP's / SWP's, providing information about policies / procedures). [SOP / SWP Sign off Form \(017F\)](#) can be used.

The following details must be recorded:

- name of workers present.
- date.
- person presenting the information.



- subject of the information.

5.6. Evaluation of training programs

All training programs should be evaluated to measure effectiveness and relevance. Evaluation feedback sheets from participants or observation of work practice are methods that can be used to inform the effectiveness of training provided.

The [Training Evaluation Form \(016F\)](#) can be used.

5.7. Records

Document used to manage induction and training as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in [Document Control Procedure \(22\)](#).

5.8. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in [Document Control Procedure \(22\)](#).

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Contractor Management (6)

Document Control Procedure (22)

Responsibility, Authority & Accountability Procedure (12)

Volunteers (21)

6.2. Forms & Tools

Induction & Training Process Flowchart (031T)

Record of Training Attendance (015F)

Role Specific Induction Checklist (013F)

SOP / SWP Sign Off Form (017F)

Training Calendar (014F)

Training Evaluation Form (016F)

Training Needs Analysis (053F)

Worker Induction Checklist (012F)

7. REFERENCES

Legislation and other requirements related to this procedure are defined in [Group Legal Register \(010T\)](#) which can be accessed via the Catholic Safety & Injury Management website.



7.1. Internal Resources

CSaIM Training Calendar

Education TNA

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

7.2. External Resources

Nil

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Induction forms
- Completed TNA's
- Training attendance sheets
- Electronic records for training (e.g., Online Learning)
- Training evaluation records
- Training calendar / plan



9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V7	Sector Forums	April 2014	Legislation – New WHS Act	2017
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHWSA	24/04/2015	Procedure consolidation	2017
V2	Executive Manager CSHWSA	02/05/2017	Review following audit	2020
V3	Executive Manager CSHWSA	22/01/2021	Reviewed content, Reformatted template.	2023
V4	Executive Manager CSHWSA	03/08/2023	Added requirement to review TNA yearly	2028
V4.1	Director CSaIM	24/07/2024	Updated procedure numbers	2028

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