

# (Insert Organisation) Awareness, Training and Competency Standard

Effective (insert date)

**Document owner:**

(Insert responsible position e.g. Chief Executive Officer)

**Application:**

Internal Health and Safety Management Practices

**Stakeholders:**

Board, Executive, Management, Employees and Contractors

**Address and contact:**

(Insert organisation address and contact details)

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# AWARENESS, TRAINING AND COMPETENCY

## 1.1 PURPOSE

The purpose of this standard is to outline the methods used to provide all workers with adequate information, instruction and training in order to build health and safety awareness and undertake work activities safely.

## 1.2 SCOPE

The scope of this standard applies to all board members, committee members, employees, contractors, volunteers and relevant stakeholders.

## 1.3 REQUIREMENTS

(Insert organisation) is committed to establishing, implementing and maintaining processes to:

- Ensure workers are aware of the health and safety management system, policy commitments, functionality and conformance requirements;
- Ensure workers are aware of all relevant health and safety information about their jobs, their workplace, the risks, and how to control the risks; and
- Identify worker training and competency needs and implement relevant training to ensure workers are properly instructed and trained on how to do their work safely.

## 1.4 AWARENESS

Workers will be made aware of workplace health and safety information and requirements through a number of mechanisms, including but not limited to:

- Contract agreements;
- Position descriptions;
- Health and safety standards and systems;
- Induction training;
- Specific / targeted training; and
- Communication and instruction by management.

## 1.5 INDUCTION TRAINING

A specific health and safety induction will be the primary means for establishing a baseline general awareness of health and safety in the workplace. As a minimum, the induction will include:

- Workplace information, safety requirements and amenities;
- Health and safety policy and organisational objectives;
- Health and safety management system;
- Access to health and safety information, systems and resources;
- Roles and responsibilities;
- Workplace hazards, risks and control measures;
- Communication, consultation and issue resolution;
- Hazard and incident reporting;
- Injury management and return to work; and
- Emergency preparedness and response.

Inductions will be delivered upon commencement of employment or contracted works.