

Overview

SAFESPEAR is committed ensuring that all contractor and employees, have the appropriate job skills and qualifications and / or licenses to perform their job / duties.

Scope

This policy applies to all employees, contractors, consultants (“workers”) who represent SAFESPEAR. This policy is to be read in conjunction with the Group HSEQ Policy.

Training and Competency

- All workers who do not have the requisite job skills training to undertake their duties, are required to complete a “job ready” programme prior to commencing their duties. The “job ready programme” will be agreed between the worker and SAFESPEAR; and must be completed prior to their commencement with SAFESPEAR.
- All workers undertaking tasks, duties, and roles for SAFESPEAR must have the appropriate job skills to undertake their duties.
- All workers undertaking tasks, duties and roles for SAFESPEAR must have the requisite regulatory and industry training.
- All workers undertaking task, duties and roles for SAFESPEAR must have the requisite tickets / qualifications and / or licences to complete their duties.
- In the event a worker does not have the requisite training or regulatory requirement, SAFESPEAR will when required arrange for the worker to undertake the required training and / or ticketing / licensing.
- All workers must undertake an OHS orientation on commencement of their work with SAFESPEAR.
- All workers are required to undertake SAFESPEAR site orientation at the commencement of their role. In instances where a worker is required to undertake duties at a client site, they must undertake a site-specific orientation as directed by SAFESPEAR and / or the client.
- SAFESPEAR will ensure all copies of training, ticketing, qualifications, certificates and / or licenses required to undertake duties / tasks are kept on file at SAFESPEAR offices.
- Individual employee records of training are maintained which includes training attended, date of training, name of training provider (both business name and name of the specific Trainer) outcomes of training, employee identification, general retention of tickets, licences, certificates and qualifications.

Training Job Competency Policy



A training needs analysis is undertaken that references both regulatory and all client requirements. This also identifies an employee's individual development plan.

Having regard to the hazards and risks associated with ensuring that personnel are fully trained, please refer to the below (example) register that is completed as a record for each employee to confirm that employees are trained and competent to perform all tasks in a way that is safe; and does not adversely impact on themselves, others or the environment.

Review

This policy is current and will be reviewed periodically. It is subject to change as / when legislation, regulation or amendments by SAFESPEAR occurs.

Employee Acknowledgement

Individual responsibilities relating to this policy will be explained during an employee's induction and acknowledgement of this policy is to be signed as a condition of employment. If an employee is unsure about any matter covered by this policy, they should seek assistance from SAFESPEAR.

This policy has been endorsed by the Chairman of SAFESPEAR and operationally will be overseen by the appropriate level of delegated authority.

Signed: _____

Date: _____