





Information, Training, Instruction & Supervision

Checklist or Form	 Go to  Refer to HR Guidelines
Effective date	17 June 2008
Date reviewed	1 June 2012
Review Date	June 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011
Pages	3

Policy

The Parish aims to provide new and existing workers with the necessary skills to perform their tasks in a safe manner, in accordance with the WHS Act 2011. The provision of appropriate information, training, instruction and supervision for all workers is a duty of the Parish and important in promoting health and safety in the workplace.

Information

The Parish will acquire information on health and safety issues from a variety of sources, such as subscription to WorkCover eNews.

All workers will be provided with information to enable them to undertake their work safely and not endanger others. This may include:

- Material Safety Data Sheets
- Equipment instruction manuals
- Safe work procedures
- Safety alerts
- General health and safety information

The Parish Priest or designated officer, in consultation with workers, will determine information that is required to perform their role safely.

WHS information is available at:

- Parish Business Office



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- Diocesan Business Office
- WorkCover NSW - www.workcover.nsw.gov.au

Training

The Parish will assess training needs of workers through:

- consultation with workers;
- review of incident and injury data;
- review of comparable health and safety information;
- review of audits conducted by the Diocese;
- analysis of task requirements and worker attributes;
- worker performance appraisal/reviews;
- competency assessment;
- other means as appropriate.

The Parish will source appropriately qualified providers of training to ensure quality training is provided to workers.

All workers will receive induction to the workplace, their role and specific tasks at commencement. Based on training needs assessment conducted at least annually, workers will then receive ongoing training as appropriate.

The Parish has identified the following target areas for training:

- Fire Drill & Evacuation,
- Incident Reporting
- Chemical Handling
- WHS induction for workers
- Manual Handling
- Workplace Inspection
- First Aid
- Stress Management
- Plant and Equipment
- Risk Management

At Parish level, an annual training session will be organised and all workers will be required to attend.

All training undertaken, including attendance lists, and resulting certification will be recorded and copies kept by the Parish. New workers should provide copies of training records undertaken prior to commencement with the Parish for their records.

Instruction

The Parish will ensure all workers receive appropriate instruction in order to perform their role safely. In particular, where a worker is required to undertake a task they have not performed before, or perform the task differently, the worker will receive instruction from another worker with appropriate knowledge and experience in the task.

All hazardous tasks will be identified and safe work procedures developed to provide instruction to workers required to undertake the task. Other information as listed above will also be utilised as appropriate in providing instruction.



Tasks which will typically require instruction include:

- identified high risk tasks;
- using chemicals;
- manual handling tasks;
- tasks using hazardous equipment;
- all new tasks.

Supervision

The Parish will ensure all workers receive appropriate supervision in order to perform their role safely. In particular, where a worker is new, or is undertaking a new task, a higher level of supervision will be provided until the worker is deemed competent. Supervision will be provided by a worker who has the appropriate knowledge, skills and experience in the task. This may include certification (either formally or competency assessment) for particular high risk tasks.

The tasks listed above requiring instruction will also typically require supervision.

Target areas for training:

Fire safety & evacuation