



Australian Government

Geoscience Australia

Training and Compliance Procedure

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1. Introduction

1.1. Purpose

Geoscience Australia (the organisation) is committed to providing appropriate and relevant training to ensure workers (including contractors and visitors) are not exposed to unnecessary risks to their health and safety whilst in the workplace. This procedure provides a consistent approach to Work Health and Safety (WHS) instruction and training to ensure:

- awareness, capability and competence
- consistency in how workers perform their tasks safely
- the organisation meets its legislative requirements
- new workplace participants; including employees, contractors and visitors, are aware of emergency procedures
- continuous improvement in the organisation's health and safety culture.

1.2. Scope

This procedure applies to all workplace participants and WHS training conducted by the organisation.

2. WHS Training

Aim: The organisation is committed to providing appropriate training to ensure workers have the knowledge and skills necessary to safely complete their work.

Policy:

Our workplaces and work activities are diverse, presenting unique and challenging work health and safety risks.

Geoscience Australia will ensure its workplace participants are provided information and resources to successfully understand and fulfil their roles in accordance with the WHS Act.

1. WHS training is a fundamental requirement for all organisations to achieve a safe workplace. There are three categories:
 - **Foundation WHS training** – mandatory training that must be completed by every worker upon commencement of their employment. This training is reviewed, monitored and refreshed within a 12-month cycle and managed through the organisations learning management system. For example, induction training and evacuation procedures.
 - **Risk specific WHS training** – training for workers who undertake specific high-risk activities that require specialised training, awareness and ongoing certification (annual and/or every three years). For example, first aid training, biosafety, radiation safety training, hazardous substances training, operating equipment and plant.
 - **Task specific WHS training** – training required to control and manage specific localised identified hazards and/or risks.

2.1 Identifying training needs

2. In some circumstances, a training needs analysis (TNA) should be conducted to assist identify training needs for work groups and/or individuals.
3. A TNA should be undertaken by the subject matter experts of that work area to determine the training needs required to support the management and control of risks specific to their environment.
4. Identification of training needs should consider:
 - the organisation's structure, policies, procedures and workforce
 - the type of work being undertaken in functional areas, and the skills and knowledge required to undertake these safely
 - relevant legislation and organisational policy requirements
 - task and risk analysis
 - consultation with workers

- existing training programs
 - the organisation's WHS performance, for example injury and incident data.
5. The analysis may identify:
- the need to provide further WHS training for workers
 - the need to develop workers' understanding of their WHS roles and responsibilities within the workplace.
6. Individual WHS training may be informed by:
- a change of placement
 - an incident
 - a return to the workplace following an extended absence
 - an observation of unsafe behaviour or task performance. For example, a manager or worker observes unsafe work practices that are not in line with standard operating procedures. This may result in the individual being required to undertake further training/re-training.
7. When identifying training needs, managers and delegates should consider:
- where training and skills are most needed
 - how training needs may be affected by changes (legislation and work priorities).

2.2 Mandatory training requirements

8. Mandatory training applies to all workplace participants. Examples of mandatory training specified by legislation include, but is not limited to:
- workplace specific induction training
 - training required to control a specific workplace risk. For example, confined space entry
 - specific task-based training for prescribed high-risk work. For example, forklift operation
 - training required to fulfil specific workplace roles. For example, the provision of first aid, health and safety representatives.
9. Workplace specific induction training, for example, fire and evacuation training, must be provided to workers for each site they work on.
10. Training specified by legislation and/or Human Resources (HR) must be provided where an organisational TNA identifies training needs.

2.3 Monitor and review

11. The organisation will monitor and review all training through its learning management system, [Learn@GA](#).
12. Following the completion of any external training, the worker should be immediately monitored to ensure appropriate and safe application of training. Where any deficiencies are identified, feedback must be provided to the worker and further training or instruction should be provided, if required.

13. All training and development opportunities should be incorporated into the individual's Performance Development Plan (PDP).
14. Refresher training or re-certification should be monitored through the organisation's learning management system.
15. Managers and workers are equally responsible to ensure qualifications and certifications are current, and appropriate certification documentation is filed and archived.
16. All WHS training shall be reviewed:
 - if required by legislation
 - when there are changes to the work environment and/or work practices
 - at intervals determined by the organisation's safety management system monitoring and review schedule.

2.4 Training Records

17. Training records will be kept in accordance with privacy and confidentiality requirements under the [Privacy Act 1988](#).
18. All workers are required to complete the mandatory learning plan, which includes the organisation's WHS induction, on [Learn@GA](#). This module is mandatory and is to be completed by workers annually.
19. Task specific training records must be maintained and held in the HPE Content Manager within business areas.

2.5 Supporting Information

This section is informative.

Roles and Responsibilities

Manager and delegate	<ul style="list-style-type: none">• Providing workers with all necessary information and instruction to enable and access all training required for the worker to undertake their role.
Human Resources	<ul style="list-style-type: none">• Coordinate WHS foundation training, manage the eLearning Management System, and assist the wider organisation with support in coordinating specific training needs within their division.
Worker	<ul style="list-style-type: none">• To complete any WHS foundation training upon commencement within the organisation and complete training and refresher training required for their role.

Related Procedures

Work Health and Safety Procedures	Geoscience Australia's commitment and agreed procedures to comply with the WHS legislation.
Consultation, Cooperation and Coordination Procedures	Outlines how Geoscience Australia will consult and communicate with workers and other duty holders.
WHS Contractor Management Procedures	Designed to provide workers that engage contractors with the basic health and safety information relevant to the work they have been engaged to undertake.

Definitions

Hazard	A hazard is a potential source of harm. Substances, events, or circumstances can constitute hazards when their nature would allow them, even just theoretically, to cause damage to health, life, property.
Incident	An instance of something happening; an event or occurrence.
Managers	Managers include any person who has the responsibility, management or control of a Geoscience Australia workplace, team or business unit.

Officers	A person who makes or participates in making decisions that affect the whole or substantial part of the organisation.
Workers	Workers include anyone who carries out work in any capacity for the organisation. This includes contractors, sub contactors, employees of contractors, labour hire workers, apprentices, trainees, work experience students and volunteers.