

Safety Training & Induction Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template is provided as a general guide only and should be customised to your specific workplace. Training requirements vary based on your industry, work activities, and hazards. We recommend having this policy reviewed by a WHS professional.

1. Purpose

This policy establishes [Company Name]'s approach to safety training and induction to ensure all workers have the knowledge and skills to perform their work safely. Effective training is essential for preventing workplace injuries and meeting our duty of care.

2. Scope

This policy applies to:

- All employees, including full-time, part-time, and casual workers
- Contractors and labour hire workers
- Visitors who may be exposed to hazards
- All training related to work health and safety

3. Policy Statement

[Company Name] will:

- Provide appropriate WHS training to all workers
- Ensure workers are inducted before starting work
- Train workers in the safe performance of their duties
- Provide refresher training as required
- Maintain training records
- Verify competency where required

4. Types of Training

4.1 General Induction

All new workers receive a general workplace induction covering:

- Company WHS policy and commitment

- Rights and responsibilities under WHS law
- Hazard and incident reporting procedures
- Emergency procedures and evacuation
- First aid facilities and first aiders
- Consultation arrangements
- Key contacts

4.2 Site/Workplace Induction

Site-specific induction includes:

- Site layout and facilities
- Site-specific hazards
- Emergency procedures and muster points
- PPE requirements
- Restricted areas
- Site rules and requirements

4.3 Job-Specific Training

Workers receive training specific to their role:

- Safe work procedures for their tasks
- Equipment and plant operation
- Hazards specific to their work
- Required PPE and its use
- Relevant codes and standards

4.4 Licences and Certifications

Where required by law, workers must hold:

- High-risk work licences (forklift, crane, scaffolding, etc.)
- Trade qualifications
- Industry tickets (White Card, etc.)
- First aid certification
- Other licences relevant to the role

4.5 Refresher Training

Refresher training is provided:

- At regular intervals (at least annually for critical training)
- When procedures or equipment change
- When hazards change

- After incidents or near misses
- When competency concerns are identified

5. Training Needs Analysis

[Company Name] determines training needs by:

- Reviewing job requirements and hazards
- Conducting risk assessments
- Reviewing incident data
- Identifying legislative requirements
- Consulting with workers
- Assessing individual competencies

6. Training Delivery

6.1 Methods

Training may be delivered through:

- Face-to-face instruction
- On-the-job training and demonstration
- Online/e-learning modules
- Toolbox talks
- External training providers
- Coaching and mentoring

6.2 Trainers

Training is delivered by:

- Qualified external trainers (for licensed/certified training)
- Internal trainers with relevant competence
- Supervisors (for on-the-job training)
- Subject matter experts

6.3 Assessment

Where appropriate, competency is assessed through:

- Practical demonstration
- Written or online assessments
- Observation during work
- Supervisor verification

7. Induction Process

7.1 Before Starting Work

Before a new worker commences:

- Confirm any required licences/certifications
- Schedule general induction
- Prepare workplace for new starter
- Assign buddy/mentor if applicable

7.2 First Day

- Complete general induction
- Site tour including emergency facilities
- Introduction to supervisor and team
- Issue required PPE
- Provide key policies and procedures

7.3 First Week

- Job-specific training
- Supervised work
- Check understanding and answer questions
- Complete any outstanding induction items

7.4 First Month

- Ongoing supervision and support
- Additional training as identified
- Check-in conversations
- Address any issues

8. Contractor Induction

All contractors must complete a site induction before starting work:

- Site-specific hazards and rules
- Emergency procedures
- Reporting requirements
- PPE requirements
- Permit to work systems (if applicable)

Contractor qualifications and licences are verified before engagement.

9. Visitor Induction

Visitors receive a brief safety orientation including:

- Sign-in procedures
- Emergency evacuation procedures
- Escort requirements
- PPE requirements (if entering operational areas)

10. Training Records

[Company Name] maintains records of:

- Induction completion
- All training attended
- Competency assessments
- Licences and certifications (including expiry dates)
- Refresher training due dates

Records are retained for the duration of employment plus 7 years.

11. Licence Management

[Company Name] will:

- Maintain a register of required licences
- Track licence expiry dates
- Notify workers before licences expire
- Not allow workers to perform licensed work without current licence
- Verify licence authenticity where practicable

12. Responsibilities

12.1 Management

- Ensure adequate resources for training
- Approve training programs
- Review training effectiveness
- Lead by example

12.2 Supervisors

- Identify training needs
- Conduct or arrange training
- Verify competency before allowing independent work
- Provide ongoing coaching

- Ensure training records are completed

12.3 Employees

- Participate in training
- Apply training to their work
- Report training needs
- Maintain required licences
- Ask questions if unsure

12.4 HR/Training Coordinator

- Coordinate training programs
- Maintain training records
- Track licence renewals
- Organise external training

13. Training Matrix

[Company Name] maintains a training matrix that identifies:

- Roles and positions
- Required training for each role
- Mandatory vs. optional training
- Training frequency
- Responsible party

14. Supervision of Untrained Workers

Workers who have not completed required training must:

- Be directly supervised
- Not perform tasks they are not trained for
- Complete training as soon as practicable

Level of supervision depends on the risk and complexity of tasks.

15. Review

This policy and training programs will be reviewed:

- At least annually
- After incidents related to training
- When work activities change
- When legislation or standards change

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Safety Training & Induction Policy. I understand my responsibility to participate in training and to apply what I learn to my work.

Employee Name: _____

Signature: _____

Date: _____