



PROCEDURE

WHS Training and induction



Issued with the authority of the Chief Commissioner
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
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1 Purpose

This procedure describes how competencies, qualifications, license and training requirements for all WHS related tasks in the organization shall be identified, developed, and implemented by qualified trainers to ensure all workers are able to perform their various workplace functions safely. It applies to employed staff, Volunteers and other position holders. Collectively, these individuals are called “workers”.

2 Training needs analysis

In conjunction with workers, managers will assess all tasks and positions, conduct and maintain a needs analysis to identify training requirements to enable tasks to be performed safely. In particular, workplace hazards, risk assessments, control measures and level of supervision shall be taken into account in determining training required.

The training needs analysis will be reviewed when any of the following occur:

- Changes in the nature of hazards and associated risks in the workplace.
- Changes in the work practices or measures to control risk in the workplace.
- Changes in roles and responsibilities or organisational arrangements.
- New or additional information is available from manufacturers, suppliers, government bodies that could impact on the health and safety of workers.

An employee/contractor must not commence in a position unless he/she fulfils the task competency requirements.

Expected minimum training requirements are shown in – [Training Needs Analysis – minimum training requirements](#).

A training attendance sheet recording the name of the training and the attendees should be maintained by the respective Site Manager or leader in charge. The template [23.2 Training Attendance Records](#) may be used for this purpose.

3 WHS induction

Workers and volunteers

Site management will provide all new & transferred workers, contractors, agency staff with a WHS induction ideally on their first day, or alternately within the first three days.

A First Day Induction Checklist will be provided by the relevant Manager. All items on the Induction Checklist are to be explained to the employee/contractor, agency staff, Member performing work, volunteer worker or visitor. A record of this induction is to be signed by the Supervisor and employee, contractor, agency staff, Member performing work, volunteer worker and visitors and retained.

A [23.1 WHS Induction](#) checklist shall be developed and maintained by the Head of Risk (or delegate). At a minimum, the checklist will include:

- Worker's name
- Manager's name
- Date the induction took place
- Location of amenities
- Emergency procedures
- Location of Assembly point
- Names of wardens and first aiders
- Workers compensation information (Scouts NSW employed staff only)
- How to report an incident/hazard
- A prompt to induct the worker regarding site-specific or job-specific hazards eg machinery, asbestos, manual handling

Prior to the commencement of activities that might be deemed work, workers must show evidence of competency PLUS they must be made aware of known site specific hazards. See also [PRO30 Plant and Equipment Safety](#) for training requirements for operating plant and equipment.

For leaders of recreational youth activities, refer to the relevant documentation for training requirements.

Contractors

Contractors who will work unsupervised must be provided with a site induction prior to commencement. See [PRO26 Contractor Safety](#) for details.

Guests at Campsites

Verbal inductions are to be provided by the site manager (or delegate) to guests at Scouts Camp site upon arrival. Whilst inductions ideally are brief, they should contain sufficient detail to provide useful and relevant information specific to the site.

Specific to include:

- Emergency arrangements (including after hours)
- Procedures for the reporting of hazards, maintenance issues and incidents
- First aid arrangements
- Any significant site specific hazards, with information changing relevant to the season if necessary: presence of leaches in wet weather, any prohibition of use of personal heaters etc

It can be useful to provide certain ADDITIONAL information to the organiser at the time of booking and then again, to provide certain additional information to organiser(s) upon arrival.

4 WHS training and refresher training

Training is to be undertaken in accordance with the relevant Training Needs Analysis. Records are to be kept by the manager and copies provided to state office, an auditor or an inspector if requested.

Refresher training is also to be undertaken as required by external training currency requirements or by the Training needs analysis.

5 Records & references

- Training Attendance Records (including meeting minutes for meetings where WHS information was provided)

6 Associated forms

- 23.1 WHS Induction Checklist
- 23.2 Training Attendance Record

7 Appendices

- Training Needs Analysis – minimum training requirements

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Training	Audience	Refresher period
WHS Induction - Including Site specific hazards	All workers, volunteers, and overnight guests, working bee participants, Gang show, SAIT participants	Upon commencement and then if changes occur
Scouts Australia WHS Training Modules - WHS & Scouting - Basic ScoutSafe - Childsafe Scouting	All workers whom are provided with access to the Scouts Australia eLearning system	Upon commencement and then as required by National
First Aid Certificate	Appointed first aiders (employed staff)	Upon commencement and then every 3 years
Emergency warden training	Appointed emergency wardens (employed staff)	Upon commencement and then every 1 year
Officer Due diligence awareness	Officers	Upon commencement and then as required.
High Risk Licence	Fork truck operators	Upon commencement
Training in relevant SOP's and equipment	Operators of plant and equipment, for higher risk tasks, working bee participants	Upon commencement and then if changes occur
Other training as required	Leaders Youth Activities	Upon commencement and then as required
Food Safety	Commercial caterers	Upon commencement and then as required
Reception staff and Regional office Managers	Security Procedures	Upon commencement and then as required
Workstation Ergonomics self-assessment checklist	Employed office staff	Upon commencement and as changes occur
Incident investigation Including use of online system)	RC's and their delegates for WHS incidents	Upon Commencement and then as required