



PROCEDURE

WHS Training and induction



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

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| Chief Commissioner signature |  | Chief Executive Officer signature |  |
| Sponsor | Head of Risk | | |
| Document type | Procedure | Date of issue | July 2018 |
| Document code & no. | PRO23 | Version number | 1.0 |
| Document title | WHS Training and induction | Due for review | July 2021 |

WHS Training and induction

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1 Purpose and scope

Scouts Australia NSW is a volunteer organisation that has paid workers and subsequently, has responsibilities under WHS laws. Our volunteers are called workers under WHS laws and they have the same WHS obligations as a paid worker. Therefore, Scouts Australia NSW WHS Procedures apply to workers, members and volunteer supporters (which are all described collectively in the WHS Procedures as *workers*).

The competencies, qualifications, licence and training requirements for all tasks in the organisation shall be identified, developed, and implemented by qualified trainers to ensure all workers are able to perform their various workplace functions safely.

2 Training needs analysis

In conjunction with workers, managers will assess all tasks and positions and conduct a needs analysis to identify any additional 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.
- There is a change 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.

A training needs analysis has been completed for the broader Scouting organisation and the expected minimum training requirements are shown in a [Appendix 1 – Training Needs Analysis – minimum training requirements](#). Training attendance records will be maintained by the respective Site Manager or leader in charge.



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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.

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 procedure 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.



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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

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

6 Associated forms

- 23.1 WHS Induction Checklist

Whenever this procedure is revised, the sponsor of this procedure will review the above forms, to determine whether the changes made to the procedure impact the forms. If changes are required, the sponsor must also make the appropriate revisions to the forms.

7 Appendices

- Appendix 1 – Training Needs Analysis – minimum training requirements
- Appendix 2 – Example of 23.1 WHS Safety Induction Checklist



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Appendix 1- Training Needs Analysis – minimum training requirements

| 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 | Upon commencement and then every 3 years |
| Emergency warden training | Appointed emergency wardens | Upon commencement and then every 1 year |
| ScoutSafe Advisor Training | ScoutSafe Advisors | Upon commencement |
| Officer Due diligence awareness | Officers | Upon commencement |
| 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 |



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Appendix 2 - Example of 23.1 WHS induction checklist



23.1 – WHS induction checklist

Use this form to record induction for all workers including any trade contractors who will be working without the full supervision of a Scouts representative

| | |
|---|--|
| Worker's Name (please print): | Worker's signature: |
| Date of induction: | Position: |
| Site: | TICK one that best describes the worker: <input type="checkbox"/> professional employed staff <input type="checkbox"/> visitor/work experience/labour hire <input type="checkbox"/> trade contractor <input type="checkbox"/> volunteer/member |
| Name of Person providing this induction (please print): | |

| TOPIC | YES | NA | COMMENTS |
|---|-----|----|----------|
| Tour of Site | | | |
| Welcome new worker and introduce to co-workers | | | |
| Site Layout / map | | | |
| Location of bathrooms | | | |
| Location of First Aid Kit | | | |
| Lunchroom and designated smoking area, workplace smoking policy | | | |
| Chief Executive or Site Manager's office | | | |
| Location of Emergency Evacuation Point | | | |
| Inform if there are any prohibited areas | | | |
| Buddy to work with while settling in | | | |
| Security | | | |
| Issue swipe card / key (and suggest don't identify as Scouts) | | | |
| Door locking, unlocking / alarm procedures (if relevant) | | | |
| Expectation in case of lost card / key | | | |



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Appendix 2 - continued

| Safety information | | | |
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| First Aiders & Wardens poster – names and introduction (if possible) | | | |
| Worker’s Compensation information (NB workers who are not employed directly by Scouts – you would claim on your employer’s insurance, not Scouts’. Volunteers would claim via Scouts’ Personal Accident Insurance. | | | |
| Evacuation instructions and procedures including emergency exits, alarms and fire stairs. NB It is a requirement that everyone participates in emergency drills | | | |
| Incident Reporting Procedure (NB workers who are not employed directly by Scouts - if an incident occurs, you need to inform BOTH Scouts and your employer) | | | |
| Demonstration of where to find information on Scouts web site including WHS procedures | | | |
| Site specific hazards (list) | | | |
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| Job specific hazards or equipment (list), any PPE issued | | | |
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SAMPLE FORM ONLY – DO NOT USE
Actual forms posted on Scouts website



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