

Procedure

Work Health and Safety Induction and Training



1. Purpose

To ensure that all Department of Planning, Transport and Infrastructure (DPTI) workers and other persons are appropriately inducted to a DPTI workplace, and that information, instruction and training needs are identified and provided by the department so as to ensure a safe workplace and safe systems of work are maintained.

2. Scope

This procedure applies to all departmental workers employed or engaged at a workplace under the department's management and control; and to other persons attending a DPTI workplace, as relevant.

3. Definitions

TERM	DEFINITIONS
Induction	Induction is training to assist workers to be made aware of their roles and responsibilities, workplace and employer expectations.
Worker	Any person who carries out work in any capacity for the department, and may include: <ul style="list-style-type: none">• employees;• trainees;• volunteers;• outworkers;• apprentices;• work experience students;• contractors or sub-contractors;• employees of a contractor or sub-contractor; or• employees of a labour hire company assigned to work for DPTI.
Workplace	Any place where a worker works and includes any place where such a person goes, or is likely to be, while at work.
Other Persons	Other persons include the following: <ul style="list-style-type: none">• clients;• visitors; and• any other person who attends a DPTI workplace from time to time.

4. Procedure detail

4.1. WHS induction

Managers/Supervisors must ensure departmental employees and labour hire workers receive a work health and safety (WHS) induction as part of a corporate induction upon:

- commencing employment/engagement within the department; or
- re-commencing employment/engagement within the department after an absence of 12 months or more.

Managers/Supervisors must ensure all departmental workers including contractors and volunteers, and other persons receive a worksite WHS induction upon:

- commencing in a new role or transferring to a new site within DPTI; and
- when visiting a DPTI workplace. Visitor inductions should be proportionate to the level of risk that is likely to be encountered at the workplace, and are not generally required to be as comprehensive as new employee inductions. Visitors must be accompanied at all times.

Whilst some of the administrative aspects of the employee site induction process may be delegated to another employee, managers should conduct the initial site induction and facilitate a safe and effective introduction to a new employee's role and functions and ensure that all activities to prepare the workplace and the new employee for commencement are completed.

Where a new employee does not yet have access to the department's online [ELMO Learning Management System](#), various induction modules can be accessed and completed on the [Learning & Development Induction intranet page](#).

For further detail refer to:

- General information on inductions can be found [here](#).
- A manager's guide to the requirements for induction of new employees can be found [here](#).
- Contractor online inductions can be found [here](#).
- A guide to the induction of volunteers and work experience participants can be found [here](#).

4.2. WHS training needs

Managers/Supervisors and workers must consider the following when determining training needs:

- legislative requirements (e.g. first aider, warden, health and safety representative (HSR), manager/worker responsibilities);
- job/position specific roles and responsibilities;
- risks associated with performing work/activities/tasks;
- work activities/tasks to be performed;
- site specific requirements; and
- licensing & qualifications to undertake work.

Identification of Rail Safety Worker competence requirements, and assessment of competence and development of training plans shall occur in accordance with the Rail Commissioner's [Rail Safety Worker Competence Procedure](#).

Developmental training should be identified in the Performance Learning Agreement (PLA) process and approved by the employee's manager and/or supervisor as required.

To discuss additional training requirements contact [Organisational Performance and Development](#).

4.3. Conduct WHS training

Managers/Supervisors and employees can access the online [ELMO Learning Management System](#) to enrol in, manage and complete a variety of training and development courses, and to see which courses are assigned as mandatory to their role.

Workers may be required to produce evidence of training and qualifications/tickets where engaged to undertake particular tasks.

The bookings for training courses must be completed in partnership with [Organisational Performance and Development](#).

4.4. WHS training review

Managers must review employees' training records at least every 12 months to ensure that competency and licensing/training requirements remain up to date. Training requirements must be documented in the employee's Performance Learning Agreement (PLA).

Outside of the PLA process, circumstances where worker competency should be reviewed may include, but is not limited to the following:

- changes to legislative requirements;
- expired licenses or certifications;
- the occurrence of an incident;
- the introduction of new plant or equipment to the workplace; or
- changes to job roles and responsibilities.

5. Record management

Any records and documentation pertaining to this procedure must be maintained in accordance with legislative and departmental record keeping processes. Refer to the [DP009 Recordkeeping Policy](#) for information regarding records management.

6. Roles and responsibilities

ROLE	RESPONSIBILITIES
Managers/Supervisors	Managers/Supervisors must: <ul style="list-style-type: none"> • Ensure workers and other persons receive an appropriate WHS induction. • Identify WHS training needs through consultation with workers. • Ensure all work, activity or service that is to be undertaken is risk assessed to ensure workers, contractors and volunteers are not placed in insufficiently controlled high risk situations. • Review worker competence regularly, and at least every 12 months.
Workers	Workers must: <ul style="list-style-type: none"> • Participate in induction and training as instructed and required. • Consult with workplace managers to identify training needs. • Not undertake activities if not trained to do so, and without holding appropriate licenses or certificates of competency. • Apply gained knowledge and skills to their work activities and workplace.
Other persons	Other persons must: <ul style="list-style-type: none"> • Participate in WHS induction. • Not undertake activities, including the operation of plant and equipment if not trained to do so, and without holding appropriate licenses or certificates of competency (where relevant).

7. References

- [Work Health and Safety Act 2012 \(SA\)](#)
- [Work Health and Safety Regulations 2012 \(SA\)](#)

8. Document Amendment Record

Date	Version	Revision Description
04 January 2019	1.0	Original Version
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