

TRAINING AND COMPETENCY POLICY

1. INTRODUCTION

Charles Sturt Campus Services Limited has developed this policy to provide a healthy and safe workplace for all workers, subcontractors and visitors. Charles Sturt Campus Services Limited is committed to providing the necessary information, training and supervision to make sure our workers are competent in the tasks they perform and do not pose a risk to their own and others health and safety. This policy outlines the rules, responsibilities and procedures for training and competency.

2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control.

3. RULES

- All workers, subcontractors and visitors must be inducted to the workplace;
- All workers must receive training or demonstrate competency, qualifications or licences prior to commencing work;
- Proof of current qualifications through demonstration, certificates and licenses must be provided to management prior to commencing work; and
- Make sure visitors are provided with suitable supervision in the workplace.

4. RESPONSIBILITIES

Managers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Make sure that all workers understand the organisation's Training and Competency Policy and their roles and responsibilities;
- Identify if workers are qualified or certified to undertake particular tasks;
- Provide appropriate training, instruction and supervision for workers who lack experience or competency;
- Monitor the general conduct of work for compliance with Work Health and Safety (WHS) regulations, procedures and safe work practices;
- Record workers skills and competency; and
- Keep a register of training attended by workers.


Workers must:

- Comply with the rules of this policy;
- Demonstrate they have the appropriate skills and experience to perform work activities safely or participate in training; and
- Current licenses and certificates must be available at all times.



5. SIGN OFF

Company Representative:

Signed:  Date: 18th January 2018

Name: Martin Dooner Position: General Manager