

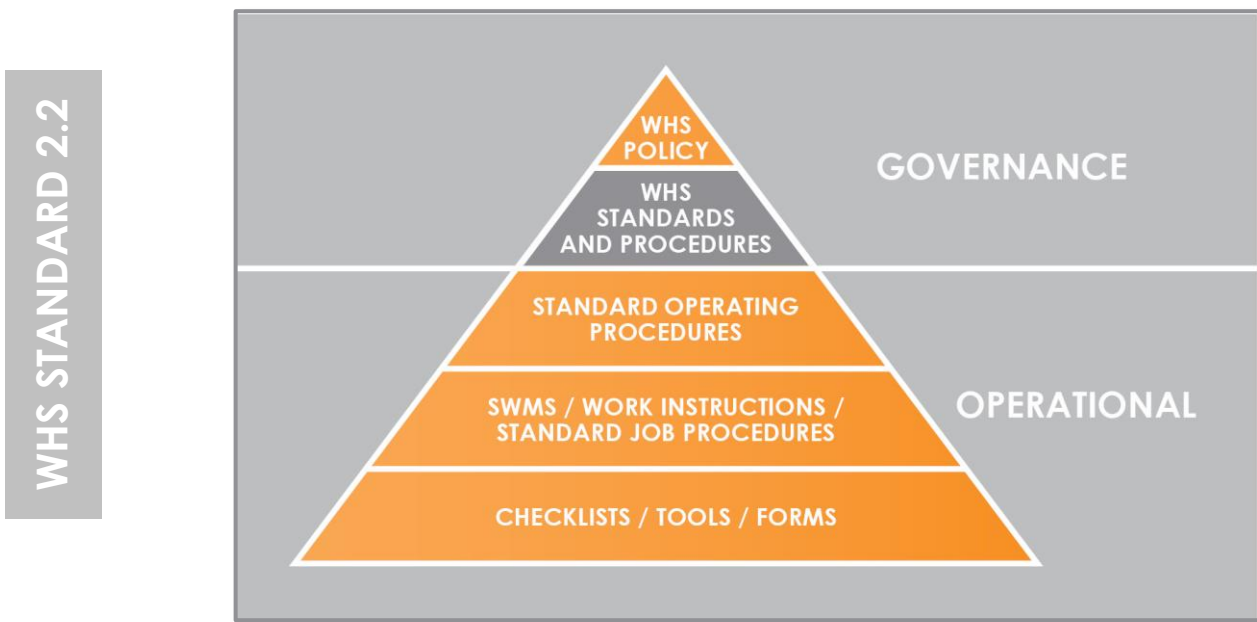
# WHS STANDARDS

SAFETY Everyone. Everywhere. Every day.

## WHS TRAINING AND COMPETENCE

DOC ID	STD133	VERSION	3	DOC OWNER	Dave Cowan
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### 1. WHSMS DOCUMENT HIERARCHY



### 2. GOAL

All Queensland Urban Utilities (QUU) employees and contractors are inducted and trained to a level of competence that will ensure they have the necessary knowledge and skills to complete tasks in a safe and responsible manner and in accordance with relevant QUU standards and legislative requirements. Where their competency has not been established, employees and contractors must be adequately supervised.

### 3. PERFORMANCE REQUIREMENTS

1. Work, health and safety (WHS) training, supervision activities and licence requirements are identified, documented, appropriately planned and resourced. This includes:
  - Conducting Training Needs Analysis (TNA) against documented competencies;
  - Developing and implementing documented training and supervision plans, based on the outcomes of the TNA;
  - Developing and ensuring the provision of WHS training programs in accordance with the training plan;
  - Ensuring all WHS training activities are documented and recorded; and
  - Periodically reviewing skills, competencies and associated training programs to ensure their ongoing relevance and effectiveness in maintaining competence levels.

2. Recruitment and selection activities for staff, contractors and suppliers suitably assess WHS competencies, capabilities, licence requirements, behaviours and performance.
3. WHS induction is available, current and covers all WHS requirements (including hazards, risks, controls and behavioural expectations specific to QUU).
4. All staff (including contractors) are inducted, suitably trained, competent and hold relevant licences in the activities they undertake.
5. Where competency has not been established, supervision is provided to ensure tasks are undertaken safely and any risks controlled.
6. All WHS training and licence requirements comply with WHS legislative requirements, QUU safety standards and industry best practice.
7. Training enables all staff to conduct their duties safely and without risk to themselves, others, property or environment.
8. All staff participate in WHS training activities and are aware of the influence of their actions (or inaction) upon WHS and the effectiveness of the WHS management system (WHSMS).
9. Corrective actions and lessons learnt from incident investigations, injury and illness, workers health and environmental monitoring, inspections and audits are incorporated into WHS training activities.
10. All WHS training material is periodically reviewed and accurately reflects QUU WHSMS, legislative and business requirements.

#### 4. WHS BENEFITS

- A skilled, educated and competent workforce that contributes to improved QUU's WHS performance.
- Supervision for workers where training and competency levels have not been confirmed.
- WHS training activities achieve and sustain continual improvement in WHS outcomes and performance.
- QUU develops as a proactive learning organisation in which development in role is encouraged and enabled.

#### 5. RESPONSIBILITIES AND ACCOUNTABILITIES

Officers, Managers and Workers have clear responsibilities and accountabilities for WHS outlined in QUU's **WHS Resources, Responsibility and Accountability Procedure (PRO359)**. These responsibilities and accountabilities are non-transferrable and critical to achieving QUU's WHSMS goals, objectives and targets.

In accordance with **WHS Training and Competence Procedure (PRO360)** responsibilities and requirements for WHS training and competency will be established, integrated into business management and monitored for the purposes of:

- meeting legal and other obligations
- preventing workplace injury or illness
- promoting staff health and wellbeing
- enabling business capability
- ensuring continual improvement and high standards of WHS throughout QUU.

## 6. RELATED INTERNAL DOCUMENTS

- QUU Work Health and Safety Policy (POL33)
- WHS Training and Competence Procedure (PRO360)
- WHS Resources, Responsibility and Accountability Standard (STD132)
- WHS Resources, Responsibility and Accountability Procedure (PRO359)

## 7. REFERENCES

- Qld Work Health and Safety Act 2011
- Qld Work Health and Safety Regulation 2011
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
- OHSAS 18001:2007 *Occupational Health and Safety Management Systems*

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