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TABLE OF CONTENTS

1	PURPOSE	3
2	SCOPE	3
3	ABBREVIATIONS	3
4	DEFINITIONS	3
5	SPECIFIC RESPONSIBILITIES	3
5.1	Executive and Group Managers	3
5.2	Team Leaders, including Group Managers	3
5.3	Employee Safety Representatives	4
5.4	Employees who Manage Contractors	4
5.5	Employees	4
5.6	Safety Team	4
6	OVERVIEW OF OHS INDUCTION AND TRAINING	4
7	OHS INDUCTION	5
7.1	Power Station Induction	5
7.2	Workshop/Work Area Induction	5
7.3	Contractors	6
7.4	Corporate Office Induction	6
7.5	Visitors	6
8	OHS TRAINING	7
8.1	Determination of OHS Training Needs	7
8.2	Conduct of OHS Training	7
8.3	Nomination for OHS Training	7
8.4	Evaluation and Effectiveness of OHS Training	8
9	RECORDS	8
9.1	OHS Training Records	8
9.2	Retention of OHS Training Records	9

10	REFERENCES AND RELATED DOCUMENTS	9
10.1	Legislation	9
10.2	Australian Standard	9
10.3	Internal documents	9

1 PURPOSE

The purpose of this document is to outline the approach taken at Macquarie Generation for OHS induction and training of employees, contractors and visitors, in accordance with the Occupational Health and Safety Act 2000 and associated regulations to meet the requirements of AS/NZS 4801:2001 – *Occupational Health & Safety Management Systems – Specification with guidance for use*.

2 SCOPE

The approach described in this document applies to OHS induction and training at Macquarie Generation sites, work locations or operations under its control.

3 ABBREVIATIONS

ID	Identification
OHS	Occupational Health and Safety
PPE	Personal Protection Equipment
SAP	Integrated Corporate Information System

4 DEFINITIONS

Portal	Corporation's intranet
Safety Team	Safety Manager and Safety Coordinators

5 SPECIFIC RESPONSIBILITIES

Details of OHS responsibilities are outlined in the document *OHS Management Structure, Functions, Roles and Responsibilities*. Specific responsibilities for OHS induction and training are summarised below:

5.1 Executive and Group Managers

Members of the Executive and Group Managers are responsible for ensuring adequate budgetary provision is made for OHS programs and initiatives, including induction and training.

5.2 Team Leaders, including Group Managers

Team Leaders are responsible for ensuring that before commencing duties employees, contractors and visitors:

- Attend site or workplace OHS inductions.
- Undertake essential and recommended OHS induction and training.

5.3 Employee Safety Representatives

Employee safety representatives may assist in the improvement of OHS induction and training by acting as a focal point for employee enquiries regarding OHS induction and training.

5.4 Employees who Manage Contractors

Employees who engage or manage contractors are responsible for ensuring contractors and their employees, according to the work to be undertaken:

- complete the site specific contractor induction program;
- have appropriate OHS qualifications for the work that they undertake; and
- the contractor maintains records of OHS and related training.

Other responsibilities are further defined within this document.

5.5 Employees

Each employee is responsible for attending OHS induction and training relevant to their work and as directed by their Team Leader.

5.6 Safety Team

The Safety Team is responsible for:

- the provision of OHS induction for employees and contractors
- monitoring the delivery of visitor safety induction training
- reviewing and assessing the content of OHS training courses
- maintaining and/or monitoring induction and training records for OHS induction and training provided by, or organised by, the Safety Team.

6 OVERVIEW OF OHS INDUCTION AND TRAINING

OHS induction and training is to be provided for activities on Macquarie Generation sites where potential for OHS risks exist.

OHS induction and training is necessary to:

- familiarise new employees, contractors and visitors with the work environment and associated emergency and safe work procedures;

- inform employees and contractors on new installations or equipment in the workplace and associated emergency and safe work procedures
- ensure the competency of employees and contractors to perform tasks safely
- meet legislative compliance requirements.

OHS induction and training may be provided by:

- Safety Team and other appropriately trained employees
- External training providers.

OHS induction and training may be undertaken:

- before a person commences certain activities
- before the introduction of new equipment, procedures or processes
- when equipment, procedures or processes are modified.

7 OHS INDUCTION

7.1 Power Station Induction

The induction should be completed for employees prior to commencement of any work on site.

The induction includes a general awareness (including coverage of various specific hazards – eg, asbestos) and takes approximately 60 minutes. Completion of the induction is compulsory for all new employees, new contractors and their employees.

The aim of the induction is to provide new employees and contractors with a brief overview of OHS policies, procedures and practices at the Power Stations and to provide them with an understanding of their own OHS responsibilities.

On completion of the general Power Station induction process, an assessment and checklist are to be signed off by the person providing the induction and the person/s receiving the induction.

7.2 Workshop/Work Area Induction

In addition to the Power Station Safety Induction, workshops and/or work area OHS inductions that are specific to the workshop/work area are to be provided to new employees.

The Team Leader of the workshop/work area is to provide, or to ensure that OHS induction and information is provided to the new employee, including coverage of any specific hazards related to the job or within the workshop/work area.

Team Leaders are to ensure that new employees attend OHS training relevant to the duties to be undertaken.

7.3 Contractors

Before commencing work on the Power Station site or work area controlled by Macquarie Generation, contractors, sub-contractors and their employees must have completed the appropriate safety induction relevant to the work location and the work to be undertaken.

Following completion of the safety induction, each contractor will be issued with an ID card.

While undertaking work on Power Station sites or other work sites controlled by Macquarie Generation, contractors, sub-contractors and their employees must display the contractor's ID card, as issued by Macquarie Generation.

7.4 Corporate Office Induction

On commencement at Corporate Office, new employees will undertake an induction that includes OHS awareness and responsibilities.

7.5 Visitors

7.5.1 Power Stations

Visitors to the Power Stations are to complete a site induction conducted by the security services provider prior to entry to the site. The visitor's details will be recorded, including the details of the person/s with whom the visitor will be meeting. On completion of the induction, the visitor will be issued with a Visitor Pass and, where appropriate, PPE. The visitor will be directed to the location where they will be met by an employee or contractor, who is then responsible for the visitor's safety and conduct on the site.

7.5.2 Corporate Office

Visitors to the Corporate Office will be required to sign in at the reception area, indicating the details of the person/s with whom they are meeting. The visitor will be issued with a Visitor Pass, which is to be returned and signed out on their departure. The person/s with whom the visitor is meeting will be contacted by reception to escort the visitor to the work area and will be responsible for the visitor's safety and conduct while in the Office.

8 OHS TRAINING

8.1 Determination of OHS Training Needs

Team Leaders are responsible for identifying OHS training needs for employees working within their area.

Human Resources provides a guide to the OHS training requirements in the OHS Training Guide which is available at the Training and Development on the Portal. The Guide lists:

- The OHS training available, but does not include various skills training that may also have an OHS component – eg, Forklift or other WorkCover certificate training programs.
- The essential OHS training requirements for employees and contractors in various groups.
- The recommended OHS training requirements for employees and contractors.
- The time period during which each course remains current – ie, the time period after which the course must be repeated.

In addition to courses outlined in the OHS Training Guide, individual OHS training needs can be determined through discussions with the Safety Manager and/or the relevant Group Manager.

8.2 Conduct of OHS Training

OHS training will be designed and conducted by Safety Team or external providers who have:

- OHS qualifications or relevant, related experience; and/or
- relevant technical experience in the area of training;
- completed, or are working towards completion of, Certificate IV Workplace Training and Assessment, or
- been approved as suitably qualified by the Safety Manager.

8.3 Nomination for OHS Training

Team Leaders may nominate employees for OHS training through the Portal, Training and Development community.

Where the number of enrolments exceeds the number of places available, alternative dates and times may be arranged.

Additional courses may be scheduled as required by demand.

If an insufficient number of participants enrol in an OHS training program, the training may be cancelled or rescheduled.

8.4 Evaluation and Effectiveness of OHS Training

OHS training will be evaluated by one or more of the following methods:

- Competency based testing of the knowledge or skill – eg, induction, chemical safety.
- Demonstration of skills learnt – eg, use of fire extinguisher.
- Subsequent assessment of the workplace layout/work practices – eg, storage of hazardous chemicals.
- Observation, inspection of audit of work areas and work practices.
- Investigation of incidents.
- Feedback sheets that are provided to participants at completion of the training, or by using the feedback sheet available on the Portal, Training and Development.
- Evaluation sheets and the outcomes of training are to be reviewed by the Safety Team, Team Leaders, and others as required. The data and any other information gathered will then be used to improve OHS training courses and programs.

9 RECORDS

9.1 OHS Training Records

Employee Records: OHS induction and attendance at OHS training courses organised through the Learning and Development nomination and attendance processes will be captured in the Human Resources information system (SAP) for each employee, through the Training and Events function.

When a Team Leader provides training in a procedure or in the use of equipment, the completion of the training is to be recorded and the information forwarded to Human Resources for entry in the employee's record in SAP.

The employee being trained should be able to demonstrate competence in the task(s) before the Team Leader completes the record of training.

OHS training records and records of training organised and conducted by Macquarie Generation and OHS training conducted by external providers on behalf of Macquarie Generation, will be recorded for each attendee.

9.2 Retention of OHS Training Records

Records for employees, contractors' and sub-contractors' employees, will be kept indefinitely. OHS training evaluation sheets will be retained for five years.

10 REFERENCES AND RELATED DOCUMENTS

10.1 Legislation

Occupational Health and Safety Act 2000 (NSW)
Occupational Health and Safety Regulation 2001 (NSW)

10.2 Australian Standard

AS/NZS 4804:2001 *Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques (Clause 4.3.2.5)*

10.3 Internal documents

OHS Training Guide (Portal)

INITIALLY PUBLISHED:	26 July 2009
THIS VERSION EFFECTIVE:	26 July 2009
DOCUMENT PREPARED BY:	Terryl Frazer Organisational Development Manager
COMMENCE REVIEW:	26 June 2010
Document Endorsed by:	
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	26/7/2009 Date
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	26/7/2009 Date