



OHS Training Guidelines

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1. Introduction

In accordance with the UOW OHS Policy, the University is committed to providing appropriate training to ensure employee, students and visitors have the skills and knowledge necessary to fulfill their OHS obligations.

OHS Training is a fundamental requirement for any workplace to achieve success in achieving OHS goals and targets and includes:

- **Generic OHS Training** - OHS skills and knowledge which is commonly required, e.g. induction training, risk management training, evacuation;
- **Risk Specific OHS Training** – OHS training required for those persons conducting OHS verification activities, e.g. OHS committee training, first aid training.
- **Task Specific OHS Training** - OHS skills which are required depending on the hazards and risk encountered, e.g. biosafety, radiation safety training.

2. Legislative Requirements

The *Occupational Health and Safety Act 2000* requires that employers provide such information, instruction, training and supervision as may be necessary to ensure the employees health and safety at work.

3. Definitions

Training Needs Analysis (TNA) is the process of identifying and assessing the training requirements of an organisation (or individual).

Occupational Health and Safety (OHS) is the prevention of disease and injury caused by workplace influences.

Professional & Organisational Development Services (PODS) is a unit of the Personnel Services Division, overseeing the provision of staff development activities.

Trainee is a person who is being trained especially for a job.

Assessor is a person who assesses a trainee to determine level of competence.

Competency describes the work related skills and behaviour needed to effectively perform in a role.

Assessment is the process of documenting, usually in measurable terms, knowledge and skills.

4. Responsibilities

A detailed list of OHS responsibilities for staff, students and visitors is provided in the [OHS Roles and Responsibilities Document](#). Responsibilities for OHS training is as follows.

4.1. Senior Executive, Deans and Directors

Members of the senior executive, deans and directors are responsible for ensuring adequate budgetary provision is made for OHS programs and initiatives, which includes OHS training.

4.2. Management of Academic/Administrative Units

Management of academic/administrative units are responsible for ensuring that staff, students and visitors:

- Complete a University, faculty/divisional and local area OHS induction;
- Attend essential and recommended OHS training determined by training needs analysis;
- Have up-to-date training records maintained in accordance with UOW [Records Management Policy](#).

4.3. Supervisors

Supervisors are responsible for identifying training needs of staff and students under their supervision and ensuring that the training is conducted and attended.

4.4. Staff and Students

All staff and students must ensure that they attend OHS training relevant to their work and study as directed by their supervisor.

4.5. Occupational Health and Safety Unit

The OHS unit is responsible for the provision of centralised OHS training as per University needs and maintenance of the OHS Training Guidelines.

4.6. Professional & Organisational Development Services

Professional & Organisational Development Services (PODS) is responsible for the maintenance and retention of centralised OHS training records and assisting with the provision of training facilities.

5. Knowledge Skills and Training Requirements

A diagram describing the OHS training process is outlined in *Appendix 1 – OHS Training Process*.

5.1. Health and Safety Skills and Knowledge Base (Competencies)

The health and safety skills and knowledge base is the list of competencies required for each level of responsibility or role within the University. Competencies are identified by taking into account the work activities of the position or role and any risk associated with the conduct of these activities. This is to ensure persons are competent to safely perform all activities.

OHS competencies can be categorised accordingly:

- **Generic** – generic competencies are those which are identified according to a position's role and responsibility with regards to OHS. For example, identifying OHS responsibilities, how to complete a SafetyNET report or a risk assessment;
- **Risk Specific** – risk specific competencies are identified according to the nature of the work being conducted, for example, first aid, radiation safety, biosafety, working with hazardous substances etc.
- **Task specific** – Task specific competencies are those competencies which an individual may require training in to complete their work. For example, the ability to apply a safe work procedure to a task or item of equipment.

5.2. Training Needs Analysis

OHS competencies are identified by completing a training needs analysis (TNA). A TNA is the process of identifying and assessing the training requirements of an organisation (or individual). A TNA generally consists of determining:

- what is required to complete the work activity;
- the existing skill levels of the staff completing the work;
- the training gap (if any).

Generic and risk specific OHS competencies are identified by the OHS Unit via the following mechanisms:

- Legislative requirements;
- Focus group meetings conducted by PODS with representatives from all Faculties and Divisions;
- Review of OHS verification audit results by the OHS Unit;
- Review of injury/illness performance by the OHS Unit;
- Consultation with the Central OHS committee.

A matrix of generic and risk specific OHS competencies is described in *Appendix 2 – OHS Competency Profile*. Newly identified generic and risk specific competencies are to be added to the matrix at the time they are identified.

'Task specific' competencies are to be identified by supervisors and/or individuals to ensure that staff and students have the relevant training for the duties they perform. Task specific competencies can be any of the following:

- Application of safe work procedures;
- The use of personal protective equipment;
- The use of hazardous substances (dependent upon risk assessment);
- Any activity or process which poses a risk to health and safety.

Task specific competencies can be identified by the individual and supervisor via *Appendix 3 Training Needs Analysis Flowchart*. The training needs for all types of OHS Competencies should be identified against the names of the individuals in a work team or unit.

Once OHS training competencies are identified, the relevant training can be arranged to further develop trainee competency levels.

6. Training Programs

6.1. Delivery

As a result of the training needs analysis, training will be provided to close the skill gap. This may include:

- OHS courses delivered by the OHS Unit for generic safety related information;
- Training programs delivered by external providers for risk specific skills or qualification requirements;
- Task specific training delivered at the unit level.

Internal generic OHS training is delivered on a yearly schedule. Other training including risk specific training is delivered on a needs basis, by any of the following means of identification, but not limited to:

- operational cycle, e.g. induction;
- completion of a risk assessment;
- as a result of an incident or OHS audit corrective action;

- transfer of employees;
- change in technology, work process and/or equipment or substances;

Training Programs offered internally at the University are documented in [OHS Training Courses](#).

Local induction training procedure and templates can be located here at [UOW New Staff Induction Guide](#).

6.2. Learning Methods

For any type of training, learning methods may include, but are not limited to:

- Health and safety guidelines;
- Safe work procedures;
- Specialist instruction;
- Computer assisted learning;
- Toolbox talks,
- Demonstration;
- Supervision; or
- Other resources or techniques essential to achieving skills and knowledge competency.

Literacy, numeracy, language and other learning requirements shall be assessed by the person coordinating the training by asking the training participants of any special needs.

6.3. Assessment of Competency

In order to determine whether the skill or knowledge gap has been successfully attained, assessment of competency is required to be undertaken after completion of training.

6.3.1. Assessing the trainee's level of competency

Assessment of competency for task specific training (e.g. safe work procedures) is to be conducted by the trainee demonstrating the safe operation of the procedure to the assessor.

The method to determine assessment of competency will vary depending on the type of training being delivered. For example, for an external qualification, the assessment of competency may be through a written test or demonstration, e.g. first aid training.

Internal courses, such as training in the UOW OHS Risk Management Guidelines, may use the successful completion of case studies to assess competency.

Where task specific training is indicated for attaining competency, there are a variety of methods available to undertake the assessment. The person assessing the competency should choose appropriate item(s) according to the nature of the competency. The following table outlines the different types of assessments and indications for use:

Assessment Method	Description	Indications for use
Workplace Observation	In the workplace, the most widely used technique for assessing competency is observing actual work performance, complemented by oral or written questioning.	<ul style="list-style-type: none"> ▪ The best method of determining competence as the candidate can demonstrate their competence by completing the task; ▪ For high risk tasks, a procedures assessment should be conducted first to ensure safety in the training process;
Oral/written questions	Oral questions are the most commonly used in a task specific environment. Written-response questions are less often used but should not be ruled out as an option as the trainee's responses can be retained as evidence of competence.	<ul style="list-style-type: none"> ▪ Useful for assessing underpinning knowledge required for competencies; ▪ Combined with practical demonstration, provides a good overall assessment of competency.

Practical demonstration	The trainee is required to complete a task in order for their skills, or their selection and use of equipment, to be demonstrated.	<ul style="list-style-type: none"> ▪ Where the task can be completed in a controlled environment under test conditions. ▪ Where this is not possible – see “Workplace Observation”.
Procedures assessment	The trainee demonstrates to the assessor – through verbal and/or written explanation, how to plan, organise and manage contingencies for an activity. The assessor uses a checklist to ensure that all relevant aspects are observed. Note that this assessment method does not require the trainee to complete the actual procedure.	<ul style="list-style-type: none"> ▪ Demonstrating generic competencies eg those relating to risk assessment procedures; ▪ Where the actual process is not currently accessible; ▪ As a pre-test before allowing the trainee to conduct the actual activity; ▪ Where a simulation or scenario is possible, i.e. emergency procedures.
Written assignment	The trainee prepares a written assignment or test as determined by the assessor so that competence can be proven.	<ul style="list-style-type: none"> ▪ Where a trainee needs to present comprehensive information on workplace procedures which could take the form of a critical analysis of existing procedures. ▪ A test or quiz may be used to determine a trainee’s level of knowledge.
Oral presentation	An oral presentation to the assessor or a group can be used to assess knowledge.	<ul style="list-style-type: none"> ▪ Where other methods of assessment are not applicable

Note that trainees who can present evidence to substantiate competencies gained through prior learning (to the satisfaction of the person completing the assessment of competency) should request to have those competencies recognised. Recognition should be granted regardless of where or how the competencies were gained providing they are appropriate. Evidence could be in the form of written references, formal certification (i.e. licences, qualifications etc) or statutory declarations.

6.3.2. Determining the assessor’s level of competency

For the purposes of task specific training an assessment of competency can be made by any person previously deemed competent or deemed to have sufficient experience in the task being conducted.

An assessor’s competence comes from a foundation provided by education, training and experience. It can be measured by the demonstration of the application of their specific knowledge, skills and personal attributes.

6.4. Recording Competency

It is necessary to have a systematic means of recording the observation of the trainee’s skills. For task specific training, this is most commonly achieved via a simple yes/no checklist of the required skills. Trainees are rated with a 'yes' when their performance is beyond a threshold level.

Appendix 4 – OHS Competency Assessment Checklist shall be used to assess an individual’s competency for task specific training. This document is available in booklet form (copies may be obtained from the OHS Unit) in triplicate, the original should remain with the assessor, the second copy for the supervisor and the triplicate to be provided to the trainee. The checklist should be used in conjunction with the safe work procedure for the task/activity.

6.5. Duration of Competency

Continuation of competency is achieved by undertaking the task or process according to the recognised standard or practice.

The level of competency may be deemed to be inappropriate where evidence indicates there has been deterioration in the level of competency, this may include:

- Failure to safely use and operate equipment;
- Occurrence of an incident resulting from the person performing the task;
- Holding a certification which had exceeded the duration period, e.g. an expired licence.
- The task/process or equipment has been changed and requires all persons to demonstrate their competency.

As such, the person may be deemed to be 'not yet competent' until competency can be demonstrated through the process of re-assessment. Reassessment can be undertaken immediately for some tasks but may require a minimum time period for others.

7. Training Records

Training records shall be maintained as evidence of training delivery and assessment of competence. Records for generic and risk-specific OHS training will be maintained centrally by PODS. Local Units are required to maintain task specific training records.

Maintenance of records shall be kept in accordance with privacy and confidentiality requirements. For further information please refer to the:

- [OHS Document Control Guidelines](#)
- [UOW OHS Privacy Policy.](#)

8. Related Documents

Nil

9. References

Nil

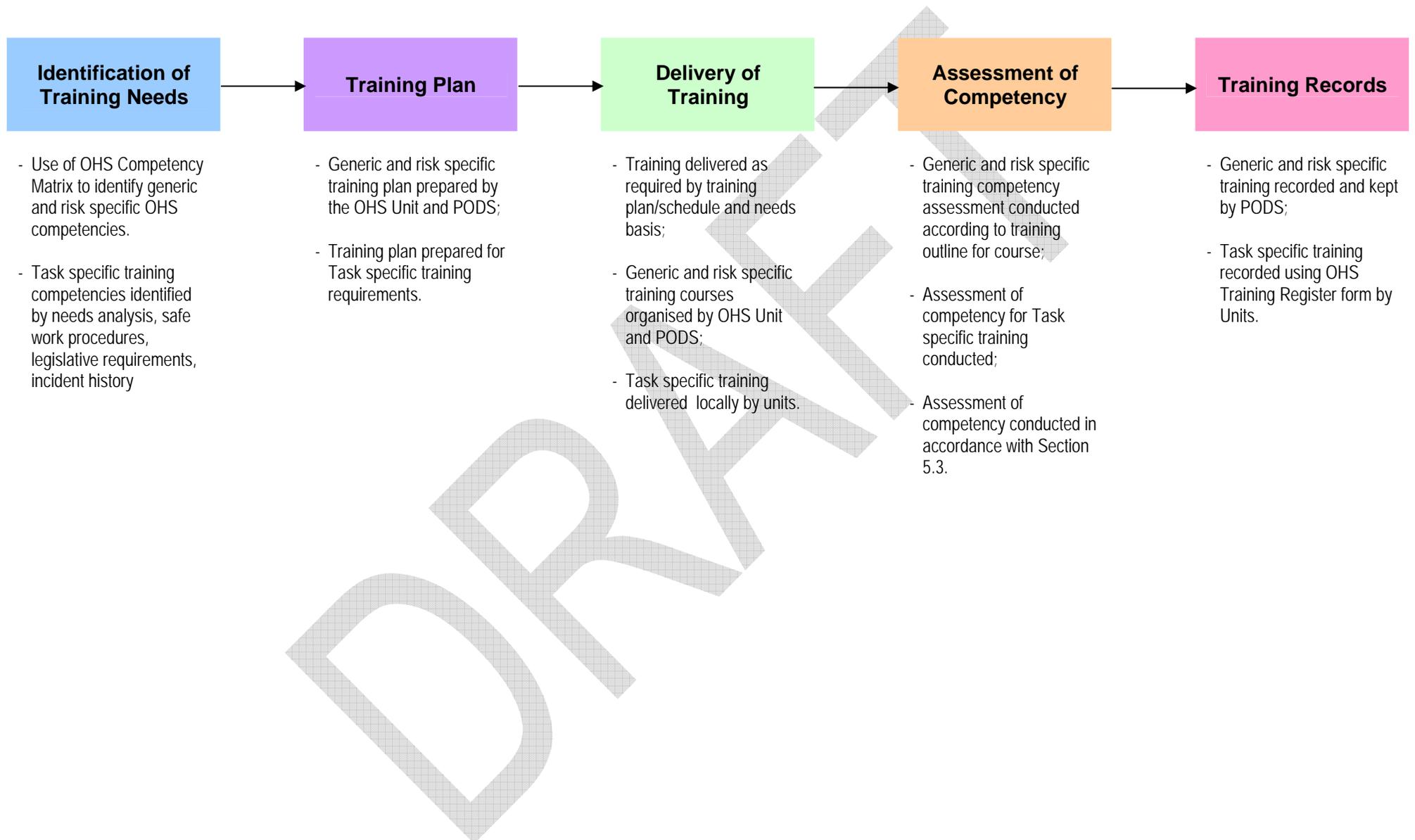
10. Program Evaluation

In order to ensure that these guidelines continue to be effective and applicable to the University, it will be reviewed biennially by the OHS Unit in consultation with the OHS Committee. Conditions which might warrant a review of the guidelines on a more frequent basis would include:

- reported hazards or injuries;
- non-conforming systems;
- OHS Committee concern.

Following the completion of any review, the program will be revised/updated in order to correct any deficiencies. These changes will be communicated via the OHS Committee.

Appendix 1 – OHS Training Process



Appendix 2 – OHS Training Matrix

Training Competency	Target Audience	Competency Type	Suggested Training to establish Competency	Internal or External Course
Generic OHS Competencies				
Competencies relating to University OHS Induction <ul style="list-style-type: none"> • Awareness of OHS legislation framework; • Awareness of UOW OHS Policy and OHSMS; • Knowledge of employer and employee OHS responsibilities; • Knowledge of hazard and incident reporting procedures; • Knowledge of University emergency procedures. 	All staff and post graduate students.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	University Induction Training	Internal
Competencies relating to local area OHS induction: <ul style="list-style-type: none"> • Awareness of University Guidelines and Procedures applicable to position and local area; • Local first aid provisions; • Local building emergency provisions; • Knowledge of hazards and required controls for local area via safe work procedures/risk assessments. 	All staff and post graduate students. Contractors.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Local area OHS Induction	Internal
Competencies relating to OHS risk assessment techniques: <ul style="list-style-type: none"> • Knowledge of hazard identification techniques; • Knowledge of risk assessment procedure; • Utilisation of 'Hierarchy of Controls' to reduce risk; • Ability to use University forms to complete a risk assessment. 	All staff and students exposed to OHS risk through the course of their work/study.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Addressing Hazards and Risks in the Workplace	Internal
Competencies relating to incident reporting: <ul style="list-style-type: none"> • How to complete the online hazard and incident reporting form. 	All staff and students with incident reporting responsibilities.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Hazard and Incident Reporting (SafetyNet)	Internal

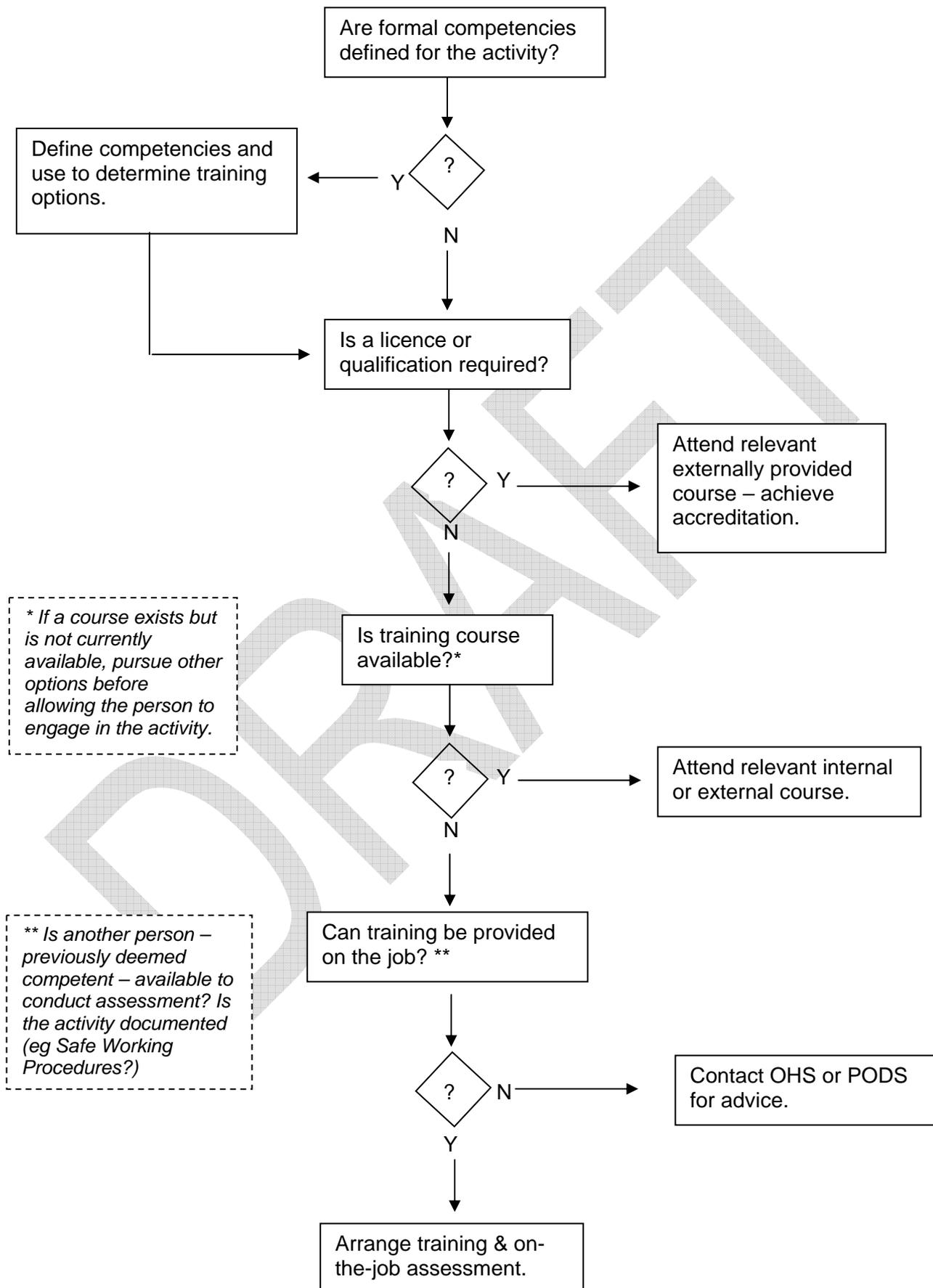
Training Competency	Target Audience	Competency Type	Suggested Training to establish Competency	Internal or External Course
Competencies relating to supervisor OHS responsibilities: <ul style="list-style-type: none"> • Understanding OHS responsibilities for supervisors; • Use of risk management to control risk in the workplace; • Use of safe work procedures. 	Staff who have line management responsibility.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Implementing OHS - A practical Guide for Supervisors	Internal
Competencies relating to senior managers and academics OHS responsibilities: <ul style="list-style-type: none"> • Understanding of OHS responsibilities for supervisors; • Use of risk management to control risk in the workplace; • Knowledge of UOW OHSMS 	Managers, Heads of Units and Academics with supervisory role.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	OHS For Senior Managers and Academics	Internal
Competencies relating to UOW OHS consultation arrangement: <ul style="list-style-type: none"> • Understanding of OHS legislative framework; • Understanding of OHS responsibilities; • Knowledge of the OHS dispute resolution process; • Application of risk management principles; • OHS consultation principles. 	Any person nominated to the OHS Committee or a Workplace Advisory Committee or School Safety Committee.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	OHS Principles for Workplace Advisory Committee Members	Internal

Training Competency	Target Audience	Competency Type	Suggested Training to establish Competency	Internal or External Course
Risk Specific OHS Competencies				
Competencies relating to biosafety: <ul style="list-style-type: none"> ▪ Overview of legislation governing biosafety; ▪ Outline of responsibilities concerning biosafety; ▪ Knowledge of risk management and safe work procedures when working with microbiological organisms. 	All staff and students working with micro-organisms.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Biosafety Training	External
Competencies relating to emergency procedures: <ul style="list-style-type: none"> ▪ Responsibilities of Building Wardens; ▪ Building Warden evacuation procedures; 	All staff who are appointed as building wardens.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Building Warden Training	External
Competencies relating to contractor management: <ul style="list-style-type: none"> ▪ OHS Responsibilities with contractor management; ▪ Selection of contractors; ▪ Contractor induction requirements; ▪ Contractor monitoring requirements. 	Any staff member overseeing the use of contractors.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Contractor Management	Internal
Competencies relating to ergonomics <ul style="list-style-type: none"> ▪ Awareness of optimal workstation arrangements; ▪ Ergonomically safe work practices; 	All staff	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Ergonomics in the Workplace	Internal
Competencies relating to hazardous substances: <ul style="list-style-type: none"> ▪ Overview of hazardous substances legislative requirements; ▪ Hazard identification for hazardous substances; ▪ Use of material safety data sheets; ▪ Labelling of hazardous substances; ▪ Use of Chem Alert; ▪ Create and maintain an online chemical inventory; ▪ Completing a hazardous substances risk assessment; ▪ Control methods for the safe use of hazardous substances. 	Any staff member or post graduate student using hazardous substances.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Hazardous Substances Awareness	Internal

Training Competency	Target Audience	Competency Type	Suggested Training to establish Competency	Internal or External Course
Competencies relating to general laboratory safety <ul style="list-style-type: none"> Knowledge of hazards and controls to minimise risk in a laboratory; 	Any non laboratory staff or contractor who is required to work in a laboratory. Also laboratory workers.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Laboratory Safety for Contractors	Internal
Competencies relating to laser safety: <ul style="list-style-type: none"> Laser safety in the workplace; Laser hazards; Australian Standard requirements; 	Staff and students who use laser equipment.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Laser Safety	External
Competencies relating to manual handling: <ul style="list-style-type: none"> Identify risk and hazards in respect to back injuries; Identify strategies to deal with the risks/hazards identified; Express a general understanding of the anatomy and biomechanics of the back; Display an understanding of the physiological process of musculoskeletal injury; Demonstrate an understanding of the principles of manual handling both theoretically and practically. 	All Staff.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Manual Handling and Back Care	Internal
Competencies relating to radiation safety: <ul style="list-style-type: none"> the radiation hazards associated with their work; safe working methods and techniques; precautions to be taken and reasons for taking them; and emergency procedures. 	Any person using radioactive substances.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Radiation Safety Training	External
Competencies relating to safe work procedures: <ul style="list-style-type: none"> Ability to apply risk management techniques to the preparation of safe work procedures in the UOW format. 	All staff and students with responsibility to prepare safe work procedures.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Safe Work Procedures	Internal
Competencies relating to first aid: <ul style="list-style-type: none"> As per WorkCover NSW First Aid training competencies 	All staff identified as nominated first aiders. Security staff.	<input type="checkbox"/> Licence <input checked="" type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Senior First Aid Training	External

Training Competency	Target Audience	Competency Type	Suggested Training to establish Competency	Internal or External Course
Competencies relating to OHS auditing: <ul style="list-style-type: none"> As per ISO19011 	Staff performing OHS verification audits	<input type="checkbox"/> Licence <input checked="" type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	OHS Auditing (40hrs training)	External
Competencies relating to diving: <ul style="list-style-type: none"> Australian/ New Zealand Standard 2299.1:1999 Occupational diving operations: Standard operational practice. 	Any staff member performing occupational or scientific diving.	<input type="checkbox"/> Licence <input checked="" type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Dive Safety	External
Competencies relating to operation of plant and equipment: <ul style="list-style-type: none"> Knowledge and identification of hazards and controls to minimise risk associated with operation of plant and equipment; Identify strategies to deal with the risks/hazards identified; As per the National Certificates of Competency - Assessment Instrument (if available). 	Any staff, student or contractor using plant and equipment.	<input checked="" type="checkbox"/> Licence <input checked="" type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Plant and equipment specific operating standards, procedures, codes of practice.	Internal/External
Competencies relating to forklift operation: <ul style="list-style-type: none"> As per National Certificates of Competency - Assessment Instruments: Order Picking Fork Lift Truck 	Staff required to drive a forklift.	<input checked="" type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Forklift Training	External
Competencies relating to Construction Work: <ul style="list-style-type: none"> As per the WorkCover NSW Construction Induction Certificate 	Staff required to do construction work.	<input checked="" type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	WorkCover NSW Construction Induction Certificate	External
Competencies relating to Road Traffic Safety <ul style="list-style-type: none"> As per the NSW RTA Road Traffic Safety Guidelines 	Staff involved in road safety, including: <ul style="list-style-type: none"> Stop/Go bat operation; Traffic Control planning. 	<input checked="" type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Traffic Control using a Stop/Slow Bat. Introduction to Traffic Control at Road Works. Traffic Control Worksite Planning. Design and Audit Traffic Plans.	External

Appendix 3 – Flowchart: Assessing Training Options for a workplace competency





Appendix 4 – OHS Competency Assessment Checklist

Procedure/Equipment: _____

SWP Number or Title: _____

Trainee: _____

Trainee Number: (Student or Staff ID) _____

Assessor: _____

Date of Assessment: _____

Assessment Method(s):

- | | |
|---|--|
| <input type="checkbox"/> Workplace observation | <input type="checkbox"/> Practical demonstration |
| <input type="checkbox"/> Oral/Written questions | <input type="checkbox"/> Oral presentation |
| <input type="checkbox"/> Written assignment | <input type="checkbox"/> Procedures assessment |

Competencies (as described in attached SWP)

Number	Competent	Not Yet Competent
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Number	Competent	Not Yet Competent
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Assessment of Competency

- Competent Not yet competent

Sign Off

Trainee: _____ Date : _____

Assessor: _____ Date : _____

Distribution: Colour 1 – Assessor Colour 2 – Supervisor Colour 3 - Trainee



Appendix 5 - OHS Training Register

Department/Unit	
Supervisor/Manager	

Date	Description of Training Provided	Name of Person Trained	Trainee Signature	Assessed as competent by	Assessor Signature

