

# OHS Induction and Training Procedure



# OHS Induction and Training Procedure

## 1. Purpose:

To ensure occupational health and safety (OHS) induction, information and training is provided to Department of Education Training (Department) employees.

## 2. Scope:

This procedure applies to all Department employees in all Department workplaces including schools and central and regional offices.

## 3. Procedure

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### 3.1 OHS Induction for Employees

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for ensuring that all employees are inducted into the workplace at the commencement of employment. This should be recorded on the OHS Induction Checklist, or equivalent template. The induction should include all appropriate OHS information and an assessment of required training for all employees.

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### 3.2 OHS Induction for Volunteers

For volunteer OHS inductions, see [Volunteer OHS Management Procedure](#) and [Volunteer OHS Induction Checklist](#)

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### 3.3 OHS Induction for Contractors

For contractor OHS inductions, see [Contractor OHS Management Procedure](#) and [Contractor OHS Induction Checklist](#)

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### 3.4 Identify competencies and schedule training into the OHS Training Planner/Register

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with the Health and Safety Representative (HSR) and employees are to identify and schedule OHS training into the *OHS Training Planner/Register* or equivalent template for each individual employee to assist in closing competency gaps. The assessment should take into account the work activities of their position / role, and any OHS risks associated with the conduct of these activities including the level of supervision required.

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure the *OHS Training Planner/Register* or equivalent template is kept up to date and reviewed when training needs are identified. A copy of the completed planner is to be retained on an annual basis as evidence of completed or scheduled training.

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### 3.5 Review of OHS training for employees

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure that all employees including HSR(s) level of competency is current and recorded in the *OHS Training Planner/Register* or equivalent template. Circumstances where a review of employee competency levels may be required include:

- failure to safely use and operate equipment
- occurrence of an incident resulting from the person (i.e. employee, contractor or volunteer worker) performing the task
- holding a certification which has expired (e.g. an expired licence)
- the task/process or equipment has been changed and requires all persons to re-demonstrate their competency.

The review of the *OHS Training Planner/Register* or equivalent template is to be schedule into the *OHS Activities Calendar* or equivalent template.

#### 4. Defined terms

Terms defined within this Procedure can be located on the Department's [Defined Health and Safety Terms](#) website. Defined roles will appear **in bold**.

#### 5. Related references:

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*

#### 6. Related documentation:

*Contractor OHS Induction Checklist*

*Contractor OHS Management Procedure*

*OHS Activities Calendar*

*OHS Induction Checklist*

*OHS Training Planner/Register*

*Volunteer OHS Management Procedure*

*Volunteer OHS Induction Checklist*

#### 7. Further assistance

Further information, advice or assistance on any matters related to OHS Induction is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).