

PROCEDURES MANUAL

SAMPLE ONLY

Table of Contents

PURPOSE:	3
SCOPE:	3
REVIEW:	3
INDUCTIONS, TRAINING & HEALTH PROMOTION	4
SITE INDUCTION PROCEDURE	4
TRAINING AND COMPETENCY PROCEDURE	4
CONSULTATION & COMMUNICATION	8
CONSULTATION & COMMUNICATION PROCEDURE	8
ANTI-DISCRIMINATION PROCEDURE	8
WORKPLACE BULLYING PROCEDURE	8
CONTRACTOR MANAGEMENT	15
CONTRACTOR MANAGEMENT PROCEDURE	15
INCIDENT & EMERGENCY MANAGEMENT	18
INCIDENT PROCEDURE	18
EMERGENCY MANAGEMENT PROCEDURE	18
RISK MANAGEMENT	22
RISK MANAGEMENT PROCEDURE	22
EVALUATIONS	25
INTERNAL AUDITING PROCEDURE	25
EXTERNAL AUDITING PROCEDURE	25
DOCUMENTATION & RECORD KEEPING PROCEDURE	25
PURCHASING & DESIGN / PLANT & EQUIPMENT	33
PURCHASING PROCEDURE	33
MANAGEMENT OF PLANT & EQUIPMENT PROCEDURE	33

This Procedures Manual has been designed to work in conjunction with the Policy Manual and Emergency Plan. The content of the Procedures Manual has been aligned with key elements from:

- AS/NZS4801 and 4804
- OHSAS 18001
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Relevant Codes of Practice (Safe Work Australia)

Training and Competency Procedure

Responsibilities:

All workers are responsible for actively participating in and completing training and competency assessments (on-the-job, internal/external courses, formal qualifications, licenses) relevant to the performance of their position whilst working at AAA Company.

Managers / Supervisors are responsible for:

- Informing workers about the requirement to participate in and completion of training and competency assessment as per the normal requirements of their position
- Ensuring that all workers complete training and are assessed as being competent to perform their duties within the required timeframe
- Ensuring adequate allocation of time and resources for workers to complete training as required
- Assisting with the co-ordination of the training of workers they are responsible for with the HSR / WHS Manager.

The HSR / WHS Manager is responsible for:

- Sourcing training and licensing service provision from qualified and suitable training service providers and the co-ordination of timetabling of training delivery for workers
- Maintaining and reviewing the Training and Competency Procedure as required
- Ensuring all workers complete training and competency assessments as required
- Informing and consulting with the business owner/CEO regarding worker training and competency as necessary
- Maintaining records required by legislation relating to worker training and competency, such as the Employee Training & Competency Register, the Plant Licence & Training Register for AAA Company

At AAA Company the PCBU is responsible for ensuring that:

- Provision of budget, resources and time allocation to enable workers to undergo training and competency assessment in accordance with the requirements of the legislation
- There is an effective worker training & competency assessment procedure and system in place
- Review of the Training & Competency Procedure is conducted as required

Procedure:

AAA Company will:

- Conduct training needs analysis across the organisation
- Develop formal training needs and competencies for position requirements at all levels, including management
- Provide formal induction programs for new and transferred workers and contractors
- Record all completed Induction Training in the Site Induction Register
- Determine, assess & record the training & competency needs and levels of contractors

Authorised by:	Document title:
Signed:	Revision Date:
Issue Date:	Document #: