

DOCUMENT ID	SW23/6.3.4
APPLICABLE TO	All agencies of the Diocese of Maitland-Newcastle
DOCUMENT OWNER	Head of People & Culture
APPROVAL DATE	22 November 2023
APPROVED BY	Safety and Wellness Manager
EFFECTIVE DATE	23 November 2023
LAST REVIEW DATE/S	6 November 2023
NEXT REVIEW DATE/S	November 2025
RELATED DOCUMENTS	Work Health and Safety Policy

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1. Purpose

- 1.1. The purpose of this procedure is to set out the Diocese commitment to ensuring all workers and other persons have the required work health and safety training to undertake their role in a safe manner and eliminate as far as reasonably practicable the risk of harm to themselves and others.
- 1.2. This procedure outlines training measures and methods that may be implemented to ensure information is shared with key stakeholders as required.

2. Scope

- 2.1. This Procedure applies to all workers of the Diocese (including its Parishes and Agencies). Agencies of the Diocese include Shared Services, St Nicholas, CatholicCare Social Services Hunter-Manning, Catholic Community Fund, the Diocese of Maitland-Newcastle Catholic Schools Office, Catholic Schools within the Diocese of Maitland-Newcastle and Hunter Community Housing.

3. Definitions

ROLE	RESPONSIBILITIES
The work	A task, activity, role, situation or circumstance that a worker or other person on a Diocese site may undertake, come into contact with, be required to facilitate

4. Responsibilities

Outlined in Work Health and Safety Policy.

5. Induction – Level 1

- 5.1. All workers will undergo a corporate induction within the first six (6) months of commencing their role at the Diocese, which includes a number of safety aspects, among others. This is referred to as a Level 1 Induction and is part of worker onboarding.

6. Induction – Level 2

- 6.1. A Level 2 Induction is applicable to workers, volunteers and contractors working at a specific site, and covers:
 - 6.1.1. Basic understanding of the work/services provided
 - 6.1.2. Orientation tour of the area
 - 6.1.3. Explanation of local amenities

- 6.1.4. Introductions to fellow workers/stakeholders
 - 6.1.5. Description of general workplace hazards, risks and safety systems
 - 6.1.6. Specific work health and safety instructions
 - 6.1.7. Details of emergency procedures
 - 6.1.8. Specific work requirements, tasks and working environment including particular Policies, Standards and Procedures along with Safe Work Method Statements (SWMS), specific risks likely to be encountered and the relevant controls.
- 6.2. A Level 2 Induction may consist of in-person and electronic components, for example you may be given a tour and be introduced to people followed by being assigned an electronic module to review, or a combination therein.
- 6.3. All contractors to the Diocese must be given a Level 2 Induction prior to undertaking any work on a Diocese site and will take into account the level of risk of the work, risks specific to the site, time and date of works, and any other relevant factors.
- 6.4. When transferring workers, volunteers or contractors to a new task or location, they must receive a new Level 2 Induction to that particular area. Records must be kept.
- 6.5. It is the responsibility of the site Manager/Principal to ensure that Level 2 Inductions are completed and adequate records are kept.

7. Induction – Level 3

- 7.1. A Level 3 Induction is task or site-specific and covers the task/areas where the work is to be carried out, for example, an induction into the TAS, Science, VET area or Contractors may undertake a toolbox talk in relation to confined space work on a Diocese site. This type of induction is generally carried out in relation to hazardous tasks.
- 7.2. It is the responsibility of the site Manager/Principal to ensure that Level 3 Inductions are completed and adequate records are kept. The site Manager/Principal may nominate a subject matter expert to undertake such inductions.
- 7.3. The site Manager/Principal must ensure competency training is undertaken prior to commencing tasks where legislation or a risk assessment requires it.
- 7.4. Licensing and certification requirements must be complied with.

8. Induction matrix

- 8.1. The induction matrix identifies what level induction is required based on the role and the risks.

Role	Level 1 Induction	Level 2 Induction	Level 3 Induction
Focus	(Mission, Vision, General WHS processes of the Diocese)	(Geographic Location Information)	(Hazardous Task or Location Specific Information)
Worker	✓	✓	✓ As Required based on Risk
Contractor	✗	✓	✓
Volunteer	✓	✓	✓ As Required based on Risk
Visitor	✗	✗	Site Hazards/Emergency Procedures
Delivered by	Senior Leadership	Leader	Site Representative
Timing	Within 6 months	Upon commencement	Prior to the work being carried out

9. Safety training

- 9.1. All workers, contractors and volunteers as well as other persons must be trained and competent prior to carrying out the work.
- 9.2. The site Manager/Principal, or their delegate will ensure that such training is:
 - 9.2.1. Carried out in line with all other conditions
 - 9.2.2. Readily understandable by any person
 - 9.2.3. Applicable to the work
 - 9.2.4. Able to be given to all stakeholders as required, delivery may vary
 - 9.2.5. Undertaken in a timely manner, i.e. prior to the work commencing
 - 9.2.6. Recorded, refreshed and updated as required
 - 9.2.7. Held at times and venues reasonably accessible to relevant persons
- 9.3. The Diocese is committed to undertaking safety training in order to:
 - 9.3.1. Ensure competence in terms of skill, experience, knowledge and understanding of an individual to be able to undertake their role/activities safely, eliminating the risk of harm as far as reasonably practicable
 - 9.3.2. Ensure all individuals are able to meet minimum work health and safety and other relevant legal obligations
 - 9.3.3. Ensure that new activities and roles are conducted in accordance with safety procedures
 - 9.3.4. Meet organisational need
 - 9.3.5. Create a safety wise culture
 - 9.3.6. Ensure preparedness

- 9.4. Safety training may take the form of:
 - 9.4.1. Emergency procedures including first aid and emergency response
 - 9.4.2. Diocese prepared safety awareness modules reflective of the work health and safety management system procedures
 - 9.4.3. Industry best practices related to the work
 - 9.4.4. Competency based skills associated with the work
 - 9.4.5. Informal or formal conversations
 - 9.4.6. SafeWork NSW mandated training
 - 9.4.7. Training provided by an external registered training organisation as required for your role
- 9.5. Training must take into account the level of risk and risk factors, nature and control measures implemented relating to the work.
- 9.6. Certifications must be available, displayed or recorded as required by the site or agency.
- 9.7. Certifications must be renewed as required to carry out the work without lapsing. It is an individual's responsibility to ensure this.
- 9.8. Safety training needs analysis (TNA) may be specific to a group, role, agency or individual and can be conducted both formally and informally. Training records and certificates of completion must be kept. (this may be directed at either an organisational, agency or site level).

10. Contractor requirements

- 10.1. All contractors must be approved to commence work on Diocesan sites and appropriate documentation must be provided prior to entry.
- 10.2. Contractors must be appropriately licenced, qualified and insured. Site Managers/Principals must check licensing, insurance and relevant qualifications prior to the work commencing.
- 10.3. It is the responsibility of the contracted company to ensure the training and competency of their workers however it is the responsibility of the site Manager/Principal to be reasonably sure said competency is sufficient for the task. Records may be requested by the Diocese to verify this competency.
- 10.4. Contractors must sign in and out of Diocesan sites.
- 10.5. Contractors must receive an appropriate induction.
- 10.6. Contractors must be aware of incident reporting requirements.
- 10.7. Contractors must be appropriately supervised, at the discretion of the site Manager/Principal.
- 10.8. This procedure is to be read in line with other Diocesan Contractor frameworks that specify non-safety related requirements etc. This procedure speaks only to safety related training and inductions.

11. Visitors

- 11.1. All visitors to a Diocese site are required to sign in and out.
- 11.2. Visitors shall not enter any areas without accompaniment, unless permitted.
- 11.3. Visitors shall be made aware of site specific hazards, risks and emergency procedures as practical, without undue delay by virtue of a Level 3 Induction.
- 11.4. Visitors must sign a record to indicate they have been inducted, which may be facilitated electronically through Compass where used, or otherwise recorded and kept.
- 11.5. Visitors must be made aware of incident reporting requirements.
- 11.6. Visitors must be appropriately supervised, at the discretion of the site Manager/Principal.
- 11.7. Visitors must be wearing or be provided with required Personal Protective Equipment as per the task or activity risk assessment.

12. Record keeping and procedure training

- 12.1. All Managers/Principals, workers and volunteers will receive training on this procedure and refresher training as required.
- 12.2. Training in the HR Management System will automatically be recorded as it is electronic in nature.
- 12.3. Where training is being provided outside of this platform, other electronic or written records must be kept which will include the name, date and signature of all attendees. This record should be kept in the WHS Portal.
- 12.4. Records that indicate an individual is competent or has achieved a satisfactory result for something relevant, must be kept and made available as required.
- 12.5. The site Manager/Principal should use their discretion in managing the timeliness, completeness and confidentiality of all training records.

13. Document Review

- 13.1. This Procedure will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

REVISION NO.	PREPARED/REVISED BY AND DATE	AMENDED SECTION(S)	AMENDMENT DESCRIPTION	APPROVED BY AND DATE
1	Emma Porter 17/08/2023	5-7, 12	Training and induction explanations are broader	Safety and Wellness Manager, 22 November 2023

REVISION NO.	PREPARED/REVISED BY AND DATE	AMENDED SECTION(S)	AMENDMENT DESCRIPTION	APPROVED BY AND DATE
			Record keeping more prescriptive	