

WHS MODULE 09 – TRAINING



WHS Module 09 - Training

Purpose & Scope

WHS Module 09 – Training outlines the system requirements to ensure that all workers have the appropriate training to provide them with the necessary skills, knowledge, experience, and qualifications to enable them to perform their duties in a healthy, safe, and effective manner.

This Module includes details on the methods for identifying individual training needs, the delivery of training, and how competency is evidenced.

Process

WHS Training Needs

Training or Accreditation	Chief Executive	OH&S Chairman	TNSW Office Worker	Senior Technical Team Member	Technical Official at events	Coach	Trainer
WHS Awareness	x	x	x	x	x	x	x
Working with Children Check						x	
Risk Management	x	x		x		x	x
OHS Committee Training	x	x					
Emergency Evacuation	x	x	x	x	x	x	x
Site Induction	x	x	x	x	x	x	x
Safety Incident Reporting	x	x		x		x	x
NOAS Officiating Principles				x	x		
NCAS Coaching Principles						x	

Note that visitors to the TNSW office must remain in the company of a TNSW worker at all times.

Types of WHS Training

- **WHS Awareness:** mandatory awareness training in the required elements of the WHSMS, delivered in accordance with **WHS Induction – Process Control Document**. This training forms part of initial employment induction for TNSW employees, or it forms part of the LTO Training Course for technical officials.

- **Working With Children Check:** is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check.
- **Risk Management Training:** basic training in the principles of risk management and how it relates to triathlons, office work and child protection. The **triathlon risks** are introduced in both the LTO and RTO training courses. Specific risks form part of the mandatory technical official pre-race toolbox talk. The **office risks** are introduced in the TNSW office induction, and the **child protection risks** are introduced in the NOAS and NCAS online training modules.
- **OHS Committee Training:** formal training on the roles and responsibilities of OHS Committee members and the conduct of meetings, delivered by an accredited training provider.
- **Emergency Evacuation Training:** delivered to TNSW workers in the TNSW office induction and also at technical official pre-race toolbox talks. Where the site is not controlled by TNSW, it is the Site Manager's responsibility to provide this information to the TNSW Team Leader, such as the Technical Delegate, Head Coach or Head Trainer.
- **Site Induction:** delivered to new office workers by the Chief Executive (or representative); delivered to technical officials by the Technical Delegate; delivered to the Technical Delegate, Head Coach or Head Trainer by the owner of the site.
- **Safety Incident Reporting:** targeted training on how to complete a safety incident report.
- **NOAS and NCAS Training Courses:** online training courses via the Australian Sports Commission's training portal.

Delivery of WHS Training

The delivery of WHS training is undertaken by a number of methods appropriate to the circumstances:

- **Structured Training Courses:** formal courses that are delivered by appropriately qualified internal or external training providers.
- **Online Courses:** where appropriate, training courses may be delivered in an online format. These programs are generally developed in-house, in collaboration with the relevant Subject Matter Experts.
- **Toolbox Talks:** a meeting held by field-based teams before undertaking a task to assess and communicate any WHS risks and controls associated with a specific task or workplace. Supervisors are responsible for the conduct of toolbox talks in accordance with **WHS Induction – Process Control Document**.
- **On-the-job Training:** informal training in a specific work process. On-the-job training can be delivered by supervisors or by peers who are experienced and competent at undertaking the task. Competence shall be assessed by successful completion of specific assessment tasks relating to the work activity, or by the practical completion of the relevant work activity under supervision.

Refresher Training

Refresher training will be delivered to employees where identified by Legislation, Licensing requirements, Codes of Practice, Australian Standards, or internal requirements. Refresher intervals are set at 2-years by default, unless an alternative refresher period is required by legislation.

Supervision

Team Leaders, such as Technical Delegates, shall ensure that a reasonable level of supervision of workers is maintained to ensure their health and safety.

The degree of supervision that will be provided to workers shall be proportional to the degree of WHS risk associated with the task they are performing, the age of the people, and the level of experience and competence that workers possess in carrying out the task. For example, the level of supervision for a new technical official that has not performed a particular task before, would be greater than for an official that has been performing the task for many years.

For the purpose of this Module, supervision can be provided by the worker's supervisor (or above), or by the worker's peers, providing the peer is competent at undertaking the task.⁴ Assessment of Competence

Competency Assessment

Workers are assessed for competence following the delivery of training to verify their understanding and ability to apply the skills and knowledge that have been imparted. The process of assessing competence will vary depending upon the specific learning objectives of the training and may include practical demonstration of skills, completion of targeted questionnaires, recording of hours/experience over a defined period, simulated exercises, or independent assessment.