

Why do we do training?

By Jaye Small, Safety/Training Advisor

Training is an integral part of any successful business. It's essential for employers to provide 'fit for purpose' training to their employees. Under both the *Mines Safety Inspection Act 1994* and the *Occupational Safety and Health Act 1984*, under Duty of Care it states that employers must provide the following:

- Safe systems of work;
- Information, instruction, training and supervision
- Consultation and cooperation
- Provision of personal protection and
- Safe plant equipment/substances

Training is essential to meeting these requirements.

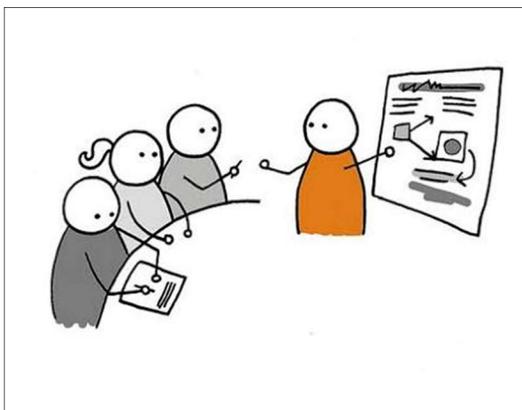


Safe Systems of Work

The emphasis here is on the coordination of all work activity so that one part does not endanger a person who is working in or on another part. This system of work should take into account the layout of the workplace, the storage and handling of all materials and the location and movement of all people on site.

Developing safe systems of work consideration should be given to the following:

- **Planning of the work** - Consideration needs to be given to effective planning of all aspects of the work, from the physical process to the individual tasks carried out by employees. Impact on safety and health needs to be considered for those indirectly affected by the work, as well as those directly involved.
- **Equipment and appliances** - Are these appropriate for the job? Items which are too small, not strong enough, awkward to handle etc. may become hazardous when used for the task. Everyone involved with the task needs to know about the equipment to be used, as well as the task itself.
- **People** - The people carrying out the task need to have appropriate information, instruction, training and supervision.



Information, instruction, training and supervision

All information, training and instruction should be provided in a way that all employees can understand. Where employees do not speak English, English is a second language or are unable to read; employers should find an alternative method of providing information and training. Methods may include:

- Using graphics
- Audio visual aids
- Demonstration and
- Using short, simple English phrases

It is typical in any work place for training and instruction to include the following

- Safety and health induction;
- Industry based training;
- On-the-job training, and
- In house programs.

In some situations, specialist training by external training courses may be required to ensure worker have the skill and knowledge needed to perform their work safely and efficiently.

Supervision

Employers must provide adequate supervision to ensure that employees are not exposed to hazards and take reasonable care for their own and their work mates health and safety by:

- Ensure that people in supervisory positions have the skills, knowledge and authority to undertake this role;
- Ensure that employees are adequately supervised;
- Include sufficient monitoring of the work to ensure agreed safe work practises are being followed, and
- Ensure the personal protective equipment are used and kept in reasonable condition.



Consultation and Co-operation

Consultation and co-operation between employers and employees are key to providing and maintaining a safe and healthy workplace. Employer and employee involvement in identifying hazards and assessing and controlling the risks will help ensure employees have a commitment to this process and any changes that result.

Safety and health representatives, where they exist, have an important role in this assisting with consultation. They can help management with communicating, investigations and roll out of new systems of work. They also provide a useful feedback system to management where the employee feels uncomfortable about raising issues with management.

It's fantastic to work at a job where you can integrate your passions. Delivering training is something I enjoy immensely, besides students learning something new, I always find that I learn something new and of value from the students.