

IDENTIFYING & PLANNING LEVELS OF HSW INFORMATION, INSTRUCTION AND TRAINING & RECORDS MANAGEMENT

Appendix A

The higher the risk - The higher the level of training is required

Level 1: Information (Provision of general safety information or information/instruction on a task risk assessment)	Level 2: Instruction	Level 3: Training (Competency/licence/qualification is required before undertaking the task/role)
<ul style="list-style-type: none"> The activity doesn't require a risk assessment i.e. there is no expectation that an injury/illness will occur. Information is considered "Need to know" when working in or entering the work area (includes induction/orientation). No proficiency, qualification or licence is required. 	<ul style="list-style-type: none"> A level of proficiency is required before undertaking the task or The worker is required to work with/access an area containing Hazardous Chemicals; or The activity is risk assessed as "High" residual risk. 	<ul style="list-style-type: none"> The WHS Legislation requires the worker to be assessed as competent (i.e. formal training by an authorised or Nationally Recognised Training Organisation who will provide them with a statement of attainment, qualification or licence following the successful completion of the training).
<ul style="list-style-type: none"> The activity requires a formal risk assessment in accordance with the Hazard Management Risk Assessment Decision Tool and workers are required to receive information on the control measures including safe operating procedures (where applicable). No access to area until information provided. The Risk Assessment does not require a level of proficiency or competency before undertaking the task. 	<ul style="list-style-type: none"> Hazardous Chemicals All workers using Hazardous Chemicals (including radiation) and/or entering a Chemical Laboratory containing Hazardous Chemicals are to be provided with specific information and instructions before entering or working in the area e.g. lab rules, emergency procedures. Asbestos - minerals Where research is being undertaken in a known asbestos area or on asbestos samples. Activities risk assessed as "High" residual risk (with the exception of High Risk Travel). Not permitted to access area, use the equipment or undertake the activity until instruction provided. 	<ul style="list-style-type: none"> The activity requires a formal risk assessment in accordance with the Hazard Management Risk Assessment Decision Tool and the control measures require the worker to be proficient before completing the task unsupervised. <p>(Examples may include working with hazardous chemicals, certain hazardous plant (e.g. microtomes, autoclaves), or certain hazardous manual activities (e.g. large animal handling).</p> <p>Not permitted to use the equipment or undertaking of the activity until proficient.</p>
<p>Training Records</p> <ul style="list-style-type: none"> Provision of level 1 information does not need to be recorded. Training attendance records are not required. <p>However, Supervisors/Person in control of the area/activity must be able to demonstrate:</p> <ul style="list-style-type: none"> that there is a system (or systems) in place for providing suitable and adequate HSW information when a person commences work; process is in place to restrict access until information is provided. <p>Refer to the HSW Induction FAQs for further guidance.</p>	<p>Training Records</p> <ul style="list-style-type: none"> Training attendance records are required and a copy (hard/electronic) is to be kept on file and retrievable on request. <p>Supervisors/Person in control of the area/activity must be able to demonstrate a process is in place to restrict access / use of equipment or undertaking the activity until instruction is provided.</p>	<p>Training Records</p> <ul style="list-style-type: none"> Individual proficiency records need to be recorded either hard copy or electronic (e.g. log book) and retrievable on request. <p>Exception for a proficiency record The worker holds an appropriate degree or formal qualification in the relevant activity and has 3 years practical experience. (This exception does not apply if the worker is working in a Lab containing hydrofluoric acid (HF) where a proficiency record is mandatory).</p> <p>Supervisors/Person in control of the area/activity must be able to demonstrate a process is in place to restrict the use of equipment or undertaking the activity until proficiency is achieved</p>
<ul style="list-style-type: none"> The WHS Legislation requires the worker to be assessed as competent (i.e. formal training by an authorised or Nationally Recognised Training Organisation who will provide them with a statement of attainment, qualification or licence following the successful completion of the training). <p>(e.g. boating; diving; use or handling of a radioactive substance/apparatus; confined space entry; electrical work; first aid; forklift operation; work associated with rigging, cranes, hoists, work at height; operation of powered load-shifting equipment, removal of Asbestos). For further guidance refer to Appendix D.</p> <p>Not permitted to undertake the activity until trained.</p>	<p>Training Records</p> <ul style="list-style-type: none"> Certificates of competency and/or licences/qualifications need to be recorded on SSO where enabled or where not then locally either hard copy or electronic and retrievable on request. <p>Supervisors/Person in control of the area/activity must be able to demonstrate a process is in place to restrict undertaking the activity until trained.</p>	