HEALTH AND SAFETY TRAINING PROCEDURE

***SECTION 3*** *Framework for Health and Safety Management*

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| **HEALTH AND SAFETY TRAINING ELEMENT** | **NZQA UNIT STANDARDS** |
| Work at Heights | 17600 Explain Safe Work Practices for Working at Height23229 Use a Harness for Personal Fall Protection When Working at Height15757 Use, Install, and Disestablish Proprietary Fall Arrest System when working at height |
| Confined Space Entry | 17599 Plan a confined space entry18426 Demonstrate knowledge of hazards associated with confined spaces |
| Chemical Handling | 21467 Store and handle workplace chemicals |
| HSNO and Approved Handlers | 20645 Describe the requirements of the HSNO Act 1996 relevant to approved handlers20733 Demonstrate knowledge of safe storage and handling of hazardous substances in the workplace |
| Manual Handling | 17592 Identify the causes of back injury and methods to prevent back injuries in the workplace |

PURPOSE

To provide information regarding the establishment of a suitable health and safety training programme to meet requirements of the organisation, the risks associated with its activities and legislative and regulatory obligations.

***PROCEDURE***

TRAINING PROGRAM

The Health & Safety Manager, Operations Manager or equivalent shall establish an annual health and safety training program for the organisation. The training program will be communicated and made available to all workers. All courses or programs shall be provided by, or recognised by an Industry Training Organisation (ITO).

TRAINING NEEDS ANALYSIS

The training program will be based on an annual Training Needs Analysis (TNA). The TNA may be developed and completed with the organisation’s HR Manager, where possible as part of any performance and development plans.

The TNA shall include any task specific training and competency requirements related to individual job functions or roles. Examples of some typical training requirements within Water operations are shown in the table below.

The TNA shall ensure that any other additional task specific compliance requirements are identified.

COMPETENCY FOR CONSTRUCTION ACTIVITIES

Workers who are required to work, supervise or oversee construction activities shall complete the ConstructSafe construction competency program as a minimum.

Details of ConstructSafe test centres and testing requirements may be found on the Construction Safety Council website.

[*http://www.constructionsafetycouncil.co.nz/constructsafe.html*](http://www.constructionsafetycouncil.co.nz/constructsafe.html)

HEALTH AND SAFETY FOR MANAGERS AND PEOPLE LEADERS

The annual training plans shall be developed to provide suitable training for people employed in management and team leader’s roles. These may include training in aspects such as:

 Effective communication and feedback

 Conducting a Site Audit

 Effective Health and Safety Leadership.

All courses or programs shall be provided or recognised by, an ITO.

HEALTH AND SAFETY REPRESENTATIVES TRAINING

If required, elected Health and Safety Representatives shall be trained in accordance with the requirements of Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016.

This requires representatives to attain NZQA unit standard 29315 to act in full capacity as representatives, including the issuing of improvement notices.

WATER INDUSTRY SPECIFIC TRAINING

Connexis are the approved water industry ITO and facilitate a wide range of industry specific training programs. Details of courses are available from the website: [*http://www.connexis.org.nz/*](http://www.connexis.org.nz/)

REACTIVE TRAINING

Corrective actions arising from incident investigations, audit activities as well as changes to legislation and regulations may determine that additional training is necessary. In such instances the HS Manager, Operations Manager, or equivalent shall arrange training to be completed as soon as is practicable.

TRAINING RECORDS

Health and Safety, or relevant managers shall arrange for the qualifications and experience of new workers to be recorded in the worker’s file on commencement of employment. Following satisfactory completion of training the responsible manager should arrange for copies of any assessments to be added to the worker’s file and for the persons training record to be updated to record the training completed (including its title and revision), the date of completion and where applicable, the assessors name.

Training records are retained permanently in a secure, retrievable manner and in a format which protects them from deterioration, damage or loss.

REFERENCES

Water New Zealand Procedures & Guidelines:

***SECTION 3*** *Framework for Health and Safety Management*

***Health and Safety Procedures:***

 Confined Space Entry

 Working at Heights

***PROCEDURE***

 Fuel Handling and Storage

 Workplace Chemical Management

 Use of Mobile Plant

***Health and Safety Guidelines:***

 Manhole Entry

**LEGISLATION, REGULATION AND STANDARDS**

 Health and Safety at Work Act 2015

 Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

 Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016

 Various NZQA Unit Standards

 AS 4801 Occupational Health and Safety Management Systems