

## 1. OBJECTIVES

Bartsch Builders will ensure that only workers with the appropriate competencies, licences, tickets and/or qualifications are selected to perform the various tasks required by Bartsch Builders.

## 2. RESPONSIBILITIES

## 3. PROCEDURE \ PROCESS

### Training

Workers will be selected for these tasks based on the criteria of education, training and experience obtained from the following sources:

- Licences/tickets/qualifications/certificates;
- WHS competencies (first aid, safety training, wardens etc);
- Previous experience;
- Medical conditions and injury history.

Initial training needs will be identified during the selection process for various tasks. Future training needs will be identified through discussion with workers and during personal performance appraisals.

Training may be undertaken in-house by a person deemed competent to undertake the training or with a Registered Training Organisation, depending upon the level of knowledge/skill/competency needed and any legislative requirements.

All workers must attend training as scheduled.

Bartsch Builders will keep a copy of all inductions, licences, tickets, qualifications and certificates completed by its workers.

### Induction

Whenever a new worker is employed within Bartsch Builders it will ensure that a general Company health and safety induction is carried out prior to the commencement of work. The induction will include the following information:

- Duties of care under the work health and safety laws;
- The structure at Bartsch Builders for work health and safety;
- Bartsch Builders policy and procedures including:
  - Incident Reporting & Investigation;
  - Risk Management;
  - Consultation and communication;
  - Issue Resolution;
  - Emergency Management Plan (including first aid)

Whenever a new worker is employed within Bartsch Builders or a previous worker has been relocated to a new position, it will ensure that a task specific health and safety induction is carried out prior to the commencement of work. The induction will include the following information, where relevant:

- Hazards associated with work processes, equipment, chemicals, electrical, environmental, material and program design hazards;
- Safe work procedures associated with the tasks to be undertaken by the work;
- Safe operation of plant, equipment, tools, machinery and appliances;
- Safe use, handling and storage of any chemicals, hazardous substances and dangerous goods to be used;
- Personal protective equipment or clothing to be used or worn;
- Emergency procedures.

Where a worker employed by Bartsch Builders is required to carry out work on a construction project it will ensure that the worker has completed a general construction induction training course with a Registered Training Organisation prior to allowing or directing the worker to commence work on a construction project. All workers commencing work on a construction project will also be required to undertake a site specific induction with the principal contractor and task specific induction with the appropriate Manager/Supervisor of Bartsch Builders prior to carrying out work

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<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	01.05.2023	<b>Next Review:</b>	01.05.2024
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
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