**Gastech Australia Pty Ltd**

**Health Safety and Environmental Procedure**

**HSE Training**

**Procedure 4.4.2**

***“ Committed to HSE”***

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| **Rev Number** | **Summary of Revision** | **Signed**  **(Director)** | **Date** |
| **0** | **New Procedure** |  |  |
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# 1. Purpose

The purpose of this Procedure is to detail requirements for effective and comprehensive health, safety, environmental (HSE) related training at Gastech. This Procedure is required to ensure that Gastech employees and contractors are competent in performing work in a safe and environmentally sound manner.

# 2. Scope

This Procedure applies to all Gastech operations and all Gastech employees and addresses:

* Identification of training needs and associated competencies for all employees.
* Scheduling of training
* Maintenance of training records

**When carrying out work at client premises, this Procedure must be followed in conjunction with client procedures.**

# 3. Process

## 3.1 Overview

The approach to overall training at Gastech is linked to tasks that are to be carried out by each individual in the organisation. The approach applies to:

* HSE training
* Training which is important to ensure effective HSE management at Gastech, which may not be purely HSE based, eg supervisory skills
* Operator training

Training at Gastech is separated into:

* Training in Safe Work Procedures
* Training in HSE
* Training required for licences and certificates of competency
* Attendance at external courses

The above can further be categorised into:

* Induction training (completed before work commences at Gastech)
* Programmed training (undertaken during employment based on specific requirements)
* Unscheduled training (optional attendance for additional learning)

## 3.2 Training Needs Analysis

The training needs of Gastech have been identified to determine:

* Types of training required
* Positions v training required

Refer the Training Matrix at [Appendix 1](#_Appendix_1:_HSE) for identified training needs.

Gastech employees must only perform tasks where they have been recognised as possessing the skills, knowledge and experience to perform tasks safely and without harm to people, the environment or assets.

A Consolidated Training and Competency Register (refer [Appendix 3](#_Appendix_3:_HSE) for template) must be maintained at Gastech and must include a record of competencies and certification requirements for all employees to undertake specific tasks and operate specific equipment. An individual Employee Training and Competency Record Sheet must also be maintained for employees (refer [Appendix 2](#_Appendix_2:_HSE) for template).

A Training Needs Analysis (TNA) must be completed and the Training Matrix updated:

* as part of the annual HSE Systems audit
* as work tasks or environments change at Gastech and new hazards are introduced
* when legislation/competency/licence requirements are amended

## 3.3 Inductions

Gastech and client inductions are required to be undertaken by all employees working for or on behalf of Gastech. Inductions must provide key information to personnel before they can commence work at Gastech or client locations.

### 3.3.1 Gastech Induction

The Gas Tech Induction provides information to all personnel, other than visitors, and is presented by the Gastech Director or Site Supervisor as relevant. Gastech Inductions must address the following key areas:

* Location of facilities
* Gastech HSE Policies and HSE Management System
* Duty of Care and Legislation
* Office safety (as relevant)
* Key hazards and controls
* Hazardous substance/MSDS requirements
* Standard and specialised PPE requirements
* Incident and hazard reporting
* JSA review (as relevant)
* Verification of qualifications/competencies
* Dispute resolution
* Emergency Procedures, evacuation and first aid

### 3.3.2 Client Inductions

All Gastech employees must attend client inductions as stipulated by the client. A record of attendance at client inductions must also be maintained on the Consolidated Training and Competency Register.

### 3.3.3 Site Visitor Induction

At Gastech premises, an induction must be conducted for all visitors unless they are escorted by another inducted person. The induction must cover, as a minimum, the following information:

* Summary of emergency procedures and evacuation
* Mandatory PPE requirements as relevant
* First Aid locations
* Key contact numbers

Visitors must be supervised by a Gastech employee at all times.

## 3.4 Programmed Training

Training that is identified as being required outside of Inductions must be scheduled accordingly, recognising that specific training may need to be undertaken before particular work can commence eg Permit to Work as specified by Gastech or the Gastech client.

When setting priorities for training, exposure to particular risks must be taken into account. Training needs for high risk tasks must take priority over low risk tasks.

Programmed training may include, but will not be limited to:

* Permit to Work and Isolations
* Confined Space Entry
* Safe Work at Height
* Manual Handling
* Selection, Use and Maintenance of PPE
* Job Safety Analysis
* Incident Reporting and Investigation
* Safety Leadership
* Hazard Identification and Control

## 3.5 Unscheduled Training

Gastech encourages additional requests for HSE training over and above the programmed training provided. Requests for such training must be submitted to the Gastech Director and will be reviewed and approved/rejected accordingly.

# 4. Responsibilities

## 4.1 Gastech Director

The Gastech Director must:

* promote use and ensure compliance with this Procedure
* monitor compliance with this Procedure
* develop and continually improve the overall HSE training by conducting Training Needs Analysis (TNA) annually or as required
* ensure that external and internal training providers are experienced in the subject area which is being presented and capable of presenting enjoyable and adequately informative sessions
* ensure that Gastech Supervisors provide support and advice to Gastech personnel as required
* review any request for additional training from Gastech employees and contractors and approve when beneficial to maintaining or improving HSE on site

## 4.2 Office Administrator

The Gas Tech Office Administrator must:

* ensure that required competencies of all personnel are recorded and updated as required
* ensure that training records are updated as required
* ensure that training is scheduled as required

## 4.3 Gastech Managers and Supervisors

Gastech Managers and Supervisors must:

* promote and follow use of this Procedure
* ensure that requests for external training are forwarded to an Gastech Director for action
* ensure that employees and contractors attend training as required

## 4.4 All Employees

All Gastech Employees must:

* comply with requirements detailed in this Procedure
* provide proof of relevant competencies to Gastech
* attend training as required

**HSE Training Matrix**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Directors** | **Office Admin** | **Sales Director** | **NSW Region Manager** | **Sales and Operations Executive** | **Business Development Manager** | **Supervisors** | **Employees** |
| **Training** | | | | | | | | |
| Gastech Induction | √ | √ | √ | √ | √ | √ | √ | √ |
| Warehouse Induction | √ |  |  | √ | √ |  | √\* | √\* |
| Office Induction | √ | √ | √ | √ | √ | √ |  |  |
| JHA | √ |  |  | √ | √ |  | √ | √ |
| Hazard Identification and Risk Assessment |  | √ |  |  |  |  |  |  |
| Procedure Tool Box | √ |  |  | √ | √ |  | √ | √ |
| Forklift | √ |  |  |  |  |  | √\* | √\* |
| First Aid | √ | √ |  |  | √ |  | √ | √\* |
| Selected Licence for High Risk Work |  |  |  |  |  |  | √ | √ |
| HUET | √ |  |  | √ |  |  | √ | √\* |
| Fire Warden |  | √ |  |  |  |  |  |  |
| MSIC |  |  |  |  |  |  | √ | √\* |
| Packers Plus |  |  |  |  |  |  | √ | √\* |
| 4WD |  |  |  |  |  |  | √ | √\* |
| Safety Leadership | √ |  |  | √ | √ | √ | √ |  |
| Incident Investigation | √ |  |  | √ | √ | √ | √ |  |

***\*Selected only***

**Employee Training and Competency Record Sheet**

**Name:**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **Course Name** | **Course Date** | **Course Type** | **Cert Number** | **Date Expires** | **Validation Date**  **(6 months before expiry)** | **Comments** |
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**Consolidated Training and Competency Register**

**Name:**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Employer** | **Course Type** | **Cert Number** | **Date Expires** | **Validation Date**  **(6 months before expiry)** | **Comments** |
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