# WHY MAINTAIN A TRAINING REGISTER?

Work Health and Safety legislation places a range of responsibilities on both employers and workers. Employers must not only maintain a safe workplace and provide safety equipment; they also have a responsibility to provide instruction and training where employees are required to undertake hazardous tasks, and quite specifically where employees handle hazardous substances, including pesticides, working in confined spaces and working at height.

Some training will be available as a specific course, for example, ChemCert® or other equivalent chemical training courses. However, most health and safety training will be on the job. That training should be practical and include a hands-on component where this is relevant.

Induction, instruction and training programs relating to hazardous chemicals are required to cover:

1. Duties under the Work Health and safety Act and Regulations and/ or Codes of Practice.
2. Chemicals to which workers (employee and contractors) may be exposed.
3. The significance of the chemical label including:
	* Safety and Chemical Use Directions
	* Poisons Schedule (Signal Heading) and Dangerous Goods Classification
	* First Aid and Emergency Procedures; and
	* Application rates, compatibility, Re-entry and
	Withholding Periods for pesticides
4. Information contained in Safety Data Sheets
5. Work practices and procedures to be followed in the use, handling, processing, storage, transportation, cleaning up, and disposal of hazardous chemicals.
6. The proper use of Personal Protective Equipment.
7. Procedures to be followed in an emergency.
8. The nature of and reasons for any monitoring (including health surveillance, hearing etc) required and access to results of monitoring.
9. Employees’ rights and responsibilities in relation to access to information.

# WHAT SHOULD BE RECORDED?

The Register of Training is also your record of the safety induction and training provided. It should include the names of persons receiving training, date of attendance, an outline of the course/ training content, the names

of the people providing the training, training material provided and, where applicable, a person’s accreditation certificate number for a specific course.

This document aims to provide a snapshot of the most crucial, often formally accredited, training employees typically require when employed on farms. This layout aims to allow management to easily identify when critical training needs to be completed or refreshed.

**Induction:** A formal induction process provides the opportunity for new staff members to gain a full understanding of safety in the work place.

**First Aid:** Every workplace has the responsibility to ensure a training first aid provider is accessible to staff. Having adequate staff members trained in first aid will ensure a there is a suitably qualified first aid provider available at all times.

**Chemical accreditation:** Required by personnel handling, transporting, mixing or applying chemicals

**Confined Space training:** Many irrigation pump wells and grain storage facilities constitute a confined space and staff are required to be suitably trained to enter these spaces.

**Forklift:** Forklift machines are classified a high risk piece of equipment. All forklift operators need to be qualified.

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|  **Staff Member** | **Induction** | **Driver’s License** | **First Aid** | **Chemical accreditation** | **Confined Space** | **Forklift** | **Other:** | **Other:** |
| **Training completed** | **Type** | **Expiry Date** | **Training complete** | **Expiry Date** | **Training complete** | **Expiry Date** | **Training complete** | **Expiry Date** | **Training complete** | **Expiry Date** |  |  |  |  |
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*One page per employee*

**Employee Name:** **Address:**

**Phone: Fax: Date of Birth:**

**Date Employment Commenced:** **Date Employment Ceased:**

**IDENTIFIED TRAINING NEEDS**

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| **Subject of Training** | **Date** | **Content** | **Training Resources Provided** | **Training Provided By** | **Accreditation No.** | **Trainee Signature** |
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