

# Work Health and Safety Training and Induction

## Introduction

This document sets out work health and safety (WHS) guidelines for Participating Agencies (the Agency/s) of the Across Government Facilities Management Arrangements (AGFMA) to ensure that all Facility Management Service Provider (FMSP) subcontractors and subcontractor employees (contracted worker/s) are appropriately inducted to an Agency's Designated Location; and that information, instruction/s and training needs are identified and provided by the Agency so as to ensure a safe workplace is provided and maintained.

As a concurrent duty holder, an Agency has a responsibility under the [Work Health and Safety Act 2012](#) ('WHS Act') to manage contracted workers to the Agency's level of responsibility, as the owner and/or occupier of the Designated Location. This Guide Note (Guide) applies to all Agencies that require a contracted worker at a workplace that is under the Agency's management or control.

## WHS Induction

Agencies must ensure contracted workers receive an Agency specific WHS induction upon:

- working for the first time at the Agency Designated Location/s; or
- re-commencing work at the Agency Designated Location/s after an absence of 12 months or more.

The WHS induction should be delivered by an Agency representative that has sound knowledge of the Agency's policies and procedures and who is familiar with the Designated Location and any hazard/risks that may be encountered.

The information to be provided includes, but is not limited to:

- safe access and egress to the work zone
- asbestos register
- hazards that may be encountered (including essential services)
- emergency procedures
- barricading or bunting delineation

## WHS Training

Agencies must ensure their own staff have the knowledge and competency to manage contracted workers to a level determined by the Agency, as required by the Agency's Contractor Management Procedures (or similar). The mode of delivery for WHS training should be determined by the Agency, however it is best practice that induction training for contracted workers be face to face at Designated Locations.

## WHS Training Review

Agencies should review WHS training procedures in accordance with their policy review schedule, to ensure information remains relevant and fit for purpose. It is a [WHS Act 2012](#) legislative requirement that WHS Committees are consulted during the development and review of WHS standards, rules and procedures which are to be complied with by contracted workers.

This review should consider:

- changes to legislative requirements
- licenses or certifications
- the occurrence of an incident
- introduction of new plant or equipment to the workplace.

## Records Management

The Agency should ensure any records and documentation pertaining to WHS Training and Induction be maintained in accordance with legislative requirements and the Agency's record keeping processes; and in accordance with the [State Records Act 1997](#).

## Summary of Roles and Responsibilities

Role	Responsibilities
Participating Agency Directors	<ul style="list-style-type: none"><li>• Identifying and allocating the necessary resources (financial and physical) to ensure the development and delivery of WHS induction and training to contracted workers.</li><li>• Hold delegated staff to account for the effective delivery of the WHS training.</li><li>• Ensure Agency staff are inducted and trained</li></ul>
Participating Agency Managers/Supervisors	<ul style="list-style-type: none"><li>• Provide contracted workers with the required training in accordance with the approved Agency WHS induction material.</li><li>• Identify WHS Induction/Site specific training needs of all contracted workers, including relevant review cycles.</li><li>• Train Agency staff in their Contractor Management Procedures.</li><li>• Consult with WHS Committees in the development and review of Contractor Management Procedures.</li><li>• Provide workers, contractors and volunteers with a safe working environment.</li><li>• Review worker competence regularly, and at least every 12 months.</li></ul>
Facility Management Service Provider	<ul style="list-style-type: none"><li>• Ensure contracted workers undertake Agency inductions</li><li>• Maintain records of induction training delivered.</li></ul>
Contracted Workers	<ul style="list-style-type: none"><li>• Participate in WHS induction and training activities as delivered and required by the Agency.</li><li>• Not undertake tasks or activities of which they are not trained to do.</li><li>• Not undertake tasks requiring certificates or licences, without holding that certificate or licence.</li><li>• Apply the gained knowledge and skills into the activities they undertake.</li></ul>