

Black Diamond Drilling Services

Training Standard

BDD-WHS-STD-006

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1 Introduction

1.1 Purpose

The purpose of this Standard is to provide a documented process for the delivery and assessment of training on site to achieve an acceptable level of risk and to ensure the Safety and Health of all Employees and Visitors at BDD.

1.2 Scope

This Standard applies to all workers, contractors, and visitors.

2 Determining Training Requirements

BDD has undertaken a training needs analysis (TNA) to identify the nature of skills required for the effective operation of construction sites and the continued health and safety of personnel working therein.

The TNA will assist in identifying gaps between the employee's current knowledge/skills and the required knowledge/skills for the role. It shall consider the acquisition and maintenance of:

- Authorisations, qualifications, and competencies
- Relevant standard operating procedures and work instructions for the role;
- Other specific requirements determined by BDD.

3 Training Plan

3.1 Annual Training Plan

The Human Resources Department will use the information provided by the TNA to identify and organise appropriate learning and skills refresher opportunities to fulfil the expectations of the individual's job/role on site.

3.2 Schedule Review

The training schedule review will be conducted yearly in line with yearly performance reviews to determine the currency and validity of the training.

Changes will be made to the Annual Training Plan to reflect these reviews.

3.3 Mandatory Training Requirements

Mandatory training requirements shall apply to all workers and contractors.

3.3.1 Staff Induction

All full-time, part-time, and casual staff are to undertake a company induction prior to starting work with BDD. The Induction shall include general BDD information.

The staff's manager will coordinate with the HR department to ensure all staff are inducted prior to commencing work.

3.3.2 Contractor Induction

Contractors shall be required to undertake a Contractor Induction prior to starting work on site

All workers employed by the contractor to work must complete the induction. The induction

should include general BDD information and specific information relevant to the work to be carried out by the contractor.

Once a contractor has completed their induction training, their details are to be added to the Contactor Induction Register.

Contractors are to coordinate with the relevant manager to confirm that they are inducted and are ready to proceed with the agreed works.

3.3.3 Legislative Requirements

Training specified by WHS/OHS or other relevant legislation must be provided. Mandatory training specified by legislation may be:

- Training required as a control for a workplace risk (e.g. confined space entry)
- Specific task-based training for prescribed high risk work (e.g. forklift operation)
- Training required to fulfil specific workplace roles (e.g. the provision of first aid, health and safety representative (HSR))

4 Administration of the Training Scheme

The HR Manager shall administer the Training Standard, Training Needs Analysis and associated records and their application across the site.

An electronic database (HR Database) is maintained for persons working at the site detailing their qualifications, training and endorsements.

4.1 Training Records

The HR Manager will maintain accurate, detailed and current records of training on the Training Matrix. Details will be kept in both electronic and hard copy for a period of seven years or for the period of employment plus seven years.

4.2 Auditing and Review

BDD training needs will be monitored and reviewed regularly and will be governed by Business and Project requirements.

5 Attachments

- Nil

6 References

- State and Territory industry sector legislation
- Code of Practice – How to manage work health and safety risks (2011)
- Code of Practice – Work health and safety consultation, co-operation and co-ordination (2011)
- Western Australia Guidance Note Formal Consultative Processes at The Workplace
- AS/NZS ISO 31000:2018 – Risk management –Guidelines