

1. Context

The WHS / HVNL acts require that employees, contractors and visitors receive appropriate training and information or instruction that is necessary to prevent injuries from risks to their health and safety which may arise from work.

The National Work Health and Safety Regulation outlines that information, training and instruction provided to a worker is suitable and adequate having regard to:

- the nature of the work carried out by the worker
- the nature of the risks associated with the work at the time the information, training or instruction is provided, and
- the control measures required.

In addition, the information, training and instruction is to be provided in a way that is readily understandable by any person to whom it is provided.

2. Scope

This Training & Competency Management Procedure shall ensure that appropriate and effectual training requirements are met for the respective employees, visitors, contractor's and their employees or subcontractors. This is to enable each person to carry out their allocated duties in a safe and proficient manner subject to the required assessed competencies. And shall include:

- employees involved in the Chain of Responsibility (CoR);
- Contractors and supply chain partners whose activities are directed by, or may impact upon Clenton's Transport's operations and employees; and
- Contracted drivers of heavy vehicles driving for, or on behalf of Clenton's Transport.

3. Primary Duty

Parties in the CoR have an obligation to ensure all appropriate training, information and instruction is given to prevent injuries.

4. Acronyms, Definitions and References

Contractor - as referred to in this procedure is any person not directly employed by Clenton's Transport undertaking transport activities on behalf of Clenton's Transport.

CoR Parties include Registered Operator, Prime Contractor, Transport Operator, Consignor/Consignee, Loading Manager, Loader and Unloader, Scheduler, Packer, and responsible persons.

Executive Officer of a corporation means a director of the corporation or any person, by whatever name called, (director or not), who is concerned, or takes part, in the management of the corporation. This includes for example owners, directors, managers, and operators.

Heavy Vehicle – a vehicle with a Gross Vehicle Mass over 4.5 tonnes.

HVNL: Heavy Vehicle National Law.

Transport activities under HVNL means activities, including business practices and making decisions, associated with the use of a heavy vehicle on a road.

References for this procedure include:

[Heavy Vehicle National Law \(NSW\) No 42a](#)

5. Procedure

5.1 Identification of Training Needs

- 5.1.1 Clenton's Transport must identify the training needs for all employees to ensure that they are provided with the necessary information, instruction and training required to carry out workplace activities. Individuals training needs shall be identified during the induction programme to determine the type of training and other competencies required for role.

5.2 Training & Competencies

- 5.2.1 Persons identified as responsible for controlling or influencing transport activities which are likely to have an impact on safety and CoR compliance will be required to attend and complete relevant CoR training, information sessions and toolbox talks.
- 5.2.2 To facilitate this Clenton's Transport will conduct a training needs analysis that will be monitored and maintained. Supply Chain Partners will be expected to document their own training needs analysis and will be required to demonstrate that key personnel have received appropriate training.
- 5.2.3 Training is to occur:
- At commencement of employment in a role identified as having control or influence over transport activities;
 - Following changes to work procedures and processes;
 - In the event of changes to legislation that cause a material change to requirements; and
 - At intervals deemed necessary to ensure ongoing competency.
- 5.2.4 The following table provides guidance on suitable training based on roles and functions within the supply chain.

Role	Chain of Responsibility	Fatigue Management	Loading and Unloading
All Staff	Chain of Responsibility Awareness		
Driver, Loader, Unloader & Packer	Chain of Responsibility Awareness or <i>TLIF0009 Ensure the safety of transport activities (Chain of Responsibility)</i>	Fatigue Awareness or <i>TLIF0005 Apply a fatigue risk management system (mandatory if BFM/AFM accreditation)</i>	<i>TLIA1001 Secure cargo or TLID2004 Load and unload goods/cargo or internal equivalent</i> <i>TLID3027 Prepare for transport of dangerous goods and TLID2016 Load and unload explosives / dangerous goods (as required)</i>
Operations Management, Supervisors, Schedulers, Transport	Chain of Responsibility Awareness or <i>TLIF0014 Monitor the safety of transport activities (Chain of Responsibility)</i>	Fatigue Awareness or <i>TLIF0006 Administer a fatigue risk management system (mandatory if BFM/AFM accreditation)</i>	<i>TLIA1001 Secure cargo or TLID2004 Load and unload goods/cargo or internal equivalent</i>

Role	Chain of Responsibility	Fatigue Management	Loading and Unloading
Operators & HSE Advisor			<i>TLID3027 Prepare for transport of dangerous goods and TLID2016 Load and unload explosives / dangerous goods (as required)</i>
Executive Officers & Senior Management	Chain of Responsibility Executive Briefing		

Records of training undertaken by Clenton's Transport's employees will be maintained and kept by [Training Department/HR].

5.3 Induction Programmes

- 5.3.1 Clenton's Transport will provide employees and contractors with induction training on commencement of employment to ensure that adequate information is provided on employment expectations, work arrangements, role specific duties and HS responsibilities.
- 5.3.2 The induction training program must also include, as a minimum the following topics:
- General orientation, including location of facilities and amenities; Individual responsibilities and reporting channels;
 - HS requirements, including policies, instructions and safe work expectations; and
 - Emergency and first aid provisions.
- 5.3.3 The induction process should be documented to demonstrate currency and completion.
- 5.3.4 Employees are required to participate in induction refresher training on a periodic basis, to ensure that current information is communicated. This frequency may change with the commencement of new laws or changing of current training packages for specific projects and/or contract requirements.
- 5.3.5 All Drivers shall be issued with the Drivers Handbook which contains important information concerning the policies and procedures of Clenton's Transport Pty Ltd regarding statutory regulations, safety awareness, company image and other issues affecting the workplace environment both as an employee and subcontractor.

5.4 Awareness Training

- 5.4.1 Clenton's Transport must provide awareness training to employees, which may be delivered by internal or external stakeholders. Awareness training requirements shall be recorded on the TNA to assist with delivery of required programmes.
- 5.4.2 Awareness training may be provided for:
- Safe use of equipment, plant and vehicles;
 - Hazard and risk management;
 - Incident reporting;
 - Incident reporting and investigation;
 - Fitting, storage and maintenance of Personal Protective Equipment (PPE);
 - Manual handling and ergonomic practices;
 - Use and/or application of new Clenton's Transport systems or programs;

- Legislative awareness;
- Emergency management; and/or
- Technical specific needs.

5.4.3 Awareness training is often provided in lieu of formal competencies. This type of training is particularly pertinent to employees undertaking operational activities that require an understanding of local practices or instructions.

5.5 Licenses and Competency Requirements

5.5.1 Clenton's Transport employees may need to obtain a license and/or competency to undertake a specific duty. For example, where an individual is required to use a vehicle for work purposes and/or required to operate a forklift.

5.5.2 Clenton's Transport must ensure that license expiry dates and renewal requirements are monitored for currency and updated accordingly.

5.5.3 Licences may also need to be verified for contractors engaged to undertake specialist services, such as forklift use, asbestos removalist, crane, scaffolding, rigging and boiler and pressure equipment use.

5.6 Training Delivery

5.6.1 Training programmes may be delivered by internal employees and/or via external training providers.

5.6.2 Internal or external awareness training must be delivered by an experienced and knowledgeable person, in their field of expertise.

5.6.3 Regulatory approved and Nationally Recognised training courses are to be delivered by an external provider that is a certified Registered Training Organisation (RTO) and/or approved by the State or Territory agency. These trainers are also required to have industry experience and also Certificate IV in Workplace Training & Assessment.

5.7 Refresher Training

5.7.1 Refresher training must be provided to Clenton's Transport employees, in accordance with statutory and/or licensing requirements and shall be monitored via the TNA. For example:

- Health and Safety Representative (HSR) refresher;
- First Aid and/or CPR refresher;
- Fire Warden; and/or
- Licencing renewals, prior to the licence date of expiry.

5.7.2 In addition, refresher training may be provided to Clenton's Transport employees post incident and/or in the event of a change in process or procedure.

5.8 Fatigue Management Training & Qualifications

- 5.8.1 Supply Chain Partners with NHVAS fatigue management accreditation are required to ensure any responsible person for compliance with the accreditation, including Subcontractors, be certified as competent in *TLIF0005 Apply a fatigue risk management system* and / or *TLIF0006 Administer a fatigue risk management system*, or an equivalent national recognised qualification.
- 5.8.2 Clenton's Transport employees involved in auditing / surveillance activities will receive, as a minimum, awareness training regarding the requirements for work and rest hours as well as the visible and 'soft signs' of fatigue.
- 5.8.3 Any responsible person involved in loading / unloading, as a minimum, should receive awareness training regarding recognising the visible and 'soft signs' of fatigue and the escalation process to follow in the event they believe a driver is fatigued or unfit to work.

5.9 Heavy Vehicle Driver Licencing

- 5.9.1 Heavy vehicle drivers are required to hold an appropriate driver's licence for the classes of heavy vehicles or combinations they are operating.
- 5.9.2 Supply Chain Partners, including Subcontractors, are required to maintain a register of their driver's licence details including expiry dates. The register should be regular reviewed, and drivers asked to provide evidence that their licence is current at intervals of no more than six (6) months.
- 5.9.3 Clenton's Transport will as part of its pre-qualification and auditing activities ensure Supply Chain Partners have adequate systems to ensure drivers are correctly and currently licenced.

5.10 Approvals

- 5.10.1 Supply Chain Partners are required to ensure all necessary approvals which have CoR implications are obtained, including access permits and awareness of access notices. Clenton's Transport will as part of its pre-qualification and auditing activities ensure Supply Chain Partners have adequate systems to manage the approval process.

5.11 Training Records

- 5.11.1 Training records, such as internal attendance registers, certificates and/or licenses shall be retained on personnel files and maintained by Clenton's Transport.

6. General Responsibilities

Owner/Employer/Prime Contractor

Have overall responsibility for ensuring that appropriate training and induction systems and processes are developed and utilised to ensure all required training is identified and undertaken.

Managers and Supervisors

Must ensure employees are provided with necessary instruction, information, training and supervision they need to safely carry out their work.

Employees

Taking reasonable care to ensure the health and safety of themselves, and others under their supervision at work, including visitors. This relates to actions which pose a risk to health, safety and welfare as well as inaction (i.e. not doing something).

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Using all equipment in accordance with directions and report when any equipment requires repair, replacement or where risk assessment indicates the need equipment to be provided by the employer.

Support continuous improvement by participating in training as required by management to enhance / develop skills and capabilities.

Contractors

Contractors, as well as complying with their WHS duties to train and induct their employees, are also responsible for undertaking any training provided by Clenton's Transport.

Contractors must also comply with Clenton's Transport's procedures. Any concerns are to be reported to Clenton's Transport's contact at the earliest opportunity for review.

7. Related Policies

This procedure has been developed in conjunction Clenton's Transport's WHS Policy and overarching Transport Safety Policy. It is consistent with the requirements of WHS legislation.

8. Supporting Forms/Record Keeping

Forms generated by this procedure and other related records are listed below.

Title or group of documents	Location	Responsible Party or Role	Minimum Retention Period
Toolbox Talk Template			
Toolbox Talk Register			
CoR Training Needs Analysis			3 years
Fatigue Training & Medical Register			
Induction and Training Form			

9. Procedure Quality Control

Policy:	Policy 01 Transport Safety Policy
Compiled By:	
Groups Consulted:	
Approved By:	
Date:	MM/YY
Review:	MM/YY
Filename:	TSMS Procedure 07 Training & Competence.docx