

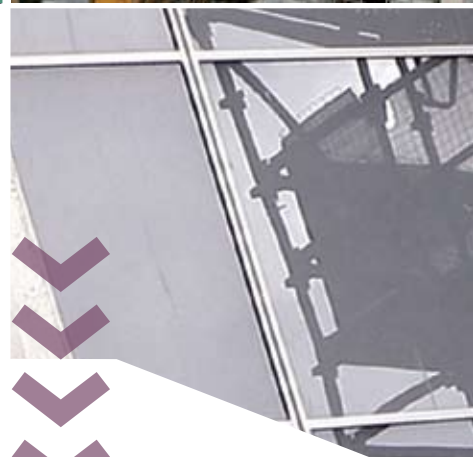
NATIONAL CODE OF PRACTICE FOR INDUCTION FOR CONSTRUCTION WORK



CANBERRA
MAY 2007



Australian Government
Australian Safety and Compensation Council



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CONTENTS

Foreword	1
Part 1 – Title	2
Part 2 – Purpose	2
Part 3 – Scope and application	3
Part 4 – Definitions	5
Part 5 – Duty holder responsibilities	9
Part 6 – General induction training	11
Part 7 – Other training	16
Part 8 – Record keeping	19
ATTACHMENTS:	
A: Sample checklist for site specific induction	21
B: Sample checklist for visitor induction	22
C: Summary of OHS induction training	23



FOREWORD

The Australian Safety and Compensation Council (ASCC) leads and coordinates national efforts to prevent workplace deaths, injury and disease in Australia and aims to improve national worker's compensation arrangements and return to work of injured employees.

Through the quality and relevance of the information it provides, the ASCC seeks to influence the awareness and activities of every person and organisation with a role in improving Australia's occupational health and safety (OHS) performance.

More specifically, the ASCC aims to:

- > support and enhance the efforts of the Australian, State and Territory governments to improve the prevention of workplace deaths, injury and disease
- > work in alliances with others to facilitate the development and implementation of better preventative approaches, and
- > ensure the needs of small business are integrated into these approaches.

The *National OHS Strategy 2002-2012*, which was endorsed by the Workplace Relations Ministers' Council on 24 May 2002, records a commitment by all Australian, State and Territory governments, the Australian Chamber of Commerce and Industry and the Australian Council of Trade Unions, to share the responsibility of ensuring that Australia's performance in work-related health and safety is continuously improved.

The National Strategy sets out five 'national priorities' to achieve short-term and long-term improvements.

The priorities are to:

- > reduce high incidence and high severity risks,
- > improve the capacity of business operators and workers to manage OHS effectively,
- > prevent occupational disease more effectively,
- > eliminate hazards at the design stage, and
- > strengthen the capacity of government to influence OHS outcomes.

In line with these priorities, the ASCC declares national standards and codes of practice under section 6 of the *Australian Workplace Safety Standards Act 2005*.

The expectation of the Australian Government and the ASCC is that national standards and codes of practice will be suitable for adoption by the Australian, State and Territory governments. Such action will increase uniformity in the regulation of OHS throughout Australia and contribute to the enhanced efficiency of the Australian economy.

ASCC documents are instruments of an advisory character, except where a law, other than the *Australian Workplace Safety Standards Act 2005*, or an instrument made under such a law, makes them mandatory. The application of a national standard or code in any particular state or territory is the prerogative of that state or territory.

This National Code of Practice for Induction for Construction Work is part of a package of OHS materials supporting the National Standard for Construction Work. The assistance of WorkCover NSW in drafting this code and of John Holland Group Pty Ltd in providing material for the appendices is acknowledged.



PART 1. TITLE

This document may be cited as the National Code of Practice for Induction for Construction Work.

PART 2. PURPOSE

The National Standard for Construction Work [NOHSC:1016 (2005)] (the National Standard), aims to protect persons from the hazards associated with construction work. This Code of Practice provides guidance to persons working in the general and residential construction sectors on the types of induction training that may be needed to provide construction workers with an awareness and understanding of common hazards on construction sites and how they should be managed.



PART 3. SCOPE AND APPLICATION

What OHS training is needed in the construction industry?

The construction industry involves people working in a dynamic and ever-changing environment. Hazards and risks change frequently on a site as construction work progresses and as workers move from project to project. A large majority of the industry's workforce is employed by sub-contractors who undertake work on many different sites managed by different contractors, and often within different sectors of the industry.

The instruction and training required to ensure people can work safely on construction sites needs to recognise the pattern of employment and the way the construction industry operates. Therefore, three types of OHS induction training may be required:

- > **General induction** provides persons entering the construction industry with a basic knowledge of requirements under OHS laws, the common hazards and risks likely to be encountered on construction sites and how these risks should be controlled.
- > **Site induction** provides information and instruction to anyone engaged on a particular construction site with a knowledge of the contractor's rules and procedures for site safety, emergency management, the supervisory and reporting arrangements and other site-specific issues.
- > **Task-specific induction** provides information and instruction to anyone undertaking a particular construction activity of the risk factors and control measures relating to that task.

This Code of Practice provides guidance on these three types of OHS induction training and includes a summary table at Attachment C.

OHS induction training on its own is not sufficient to fully discharge all legal obligations in relation to training. Other forms of training, instruction, information and supervision may be needed on a regular basis to ensure currency of skills and knowledge and to manage risks associated with the changing nature of the work and workplace.

Additional training may also be required specific to roles or occupations, e.g. persons undertaking management or supervisory functions, first aid officers, plant operators.

Who does the Code of Practice apply to?

This Code is relevant for all persons involved in construction work, including:

- > Persons with control of construction projects (e.g. principal contractors, project managers, main contractors, builders, employers, self-employed persons)
- > Persons with control of construction work (e.g. employers, self-employed persons, principal contractors, main contractors, sub-contractors)
- > Persons carrying out construction work (e.g. employees, contractors, labour-hire workers)



The National Standard for Construction Work provides for the following exceptions where OHS induction training is not required:

- > Visitors to a construction site who are accompanied by a person who has received occupational health and safety induction training, and
- > Persons temporarily at a construction site to deliver plant, supplies, materials or services where a risk assessment indicates that any risks to persons can be controlled through other measures (such as implementing visitor management plans, restricted access to low-risk areas, visitor sign-in/out procedures etc).

However, this code recognises that there may be some situations where varying levels of induction training are needed. For example, a person temporarily at a construction site may need general induction, or only site induction or no induction training, depending on the nature and extent of the following:

- > The expected level of risk at the site or for the particular task, and
- > The level of supervision.

Although induction training provides health and safety benefits for both the general construction (commercial and civil) and residential construction sectors, there are differences between the two sectors that should be considered when determining the level of induction training needed. In residential construction work, many of the tasks and potential risks are similar from site to site and the workforce consists of a large number of individual contractors. This code recognises these differences and includes guidance on the type of OHS induction training suitable for the residential construction sector.



PART 4. DEFINITIONS

Australian Quality Training Framework (AQTF)

‘Australian Quality Training Framework’ (AQTF) means the national quality arrangements for the vocational education and training (VET) system agreed to by the Ministerial Council.

Competent person

‘Competent person’ means a person who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills enabling that person to deliver site-specific and work-activity training.

Construction project

‘Construction project’ means a project involving construction work, and includes design, preparation and planning.

Construction work

‘Construction work’ means any work on or in the vicinity of a construction site carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, de-commissioning, demolition or dismantling of any structure, and includes:

- > the demolition or dismantling of a structure, or part of a structure, and the removal from the construction site of any product or waste resulting from the demolition or dismantling
- > the assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements, which, immediately before such disassembly, formed a structure
- > any work in connection with any excavation, landscaping, preparatory work, or site preparation carried out for the purpose of any work referred to in this definition, and
- > any work referred to in this definition carried out under water, including work on buoys, obstructions to navigation, rafts, ships, and wrecks.

It does not include the exploration for or extraction of mineral resources or preparatory work relating to the extraction carried out at a place where such exploration or extraction is carried out.

Employee

‘Employee’ means a person who works under a contract of employment or apprenticeship.

Employer

‘Employer’ means a person who engages other persons under contracts of employment or apprenticeship.



Hazard

‘Hazard’ means any thing (including an intrinsic property of a thing), or situation with the potential to cause harm to people.

High-risk construction work

‘High-risk construction work’ means any of the following:

- > construction work where there is a risk of a person falling two metres or more
- > construction work on telecommunications towers
- > construction work involving demolition
- > construction work involving the disturbance or removal of asbestos
- > construction work involving structural alterations that require temporary support to prevent collapse
- > construction work involving a confined space
- > construction work involving excavation to a depth greater than 1.5 metres
- > the construction of tunnels
- > construction work involving the use of explosives
- > construction work on or near pressurised gas distribution mains and consumer piping
- > construction work on or near chemical, fuel or refrigerant lines
- > construction work on or near energised electrical installations and services
- > construction work in an area that may have a contaminated or flammable atmosphere
- > tilt-up and precast concrete construction work
- > construction work on or adjacent to roadways or railways used by road or rail traffic
- > work on construction sites where there is any movement of powered mobile plant
- > construction work in an area where there are artificial extremes of temperature
- > construction work in, over or adjacent to water or other liquids where there is a risk of drowning, and
- > construction work involving diving.

OHS induction training

‘OHS induction training’ means construction safety awareness training undertaken prior to commencing construction work. OHS induction training includes general, site induction and task-specific training that meets the requirements of this Code and which is completed to the satisfaction of the person delivering the training.



Operational construction zone

'Operational construction zone' means the area on the site where construction work is undertaken, which generally does not include the site offices, amenities or designated delivery and plant service areas.

Person with control of a construction project

'Person with control of a construction project' means a person, other than a client or a designer, who has the authority to specify requirements for plant and materials and to determine work practices, systems of work and appropriate measures to address health and safety risks arising from a construction project. The person with control of a construction project is usually a person appointed by the client to manage the project.

Person with control of construction work

'Person with control of construction work' means a person, other than a client or a designer, who has the authority to specify requirements for plant and materials and to determine work practices, systems of work and appropriate measures to address health and safety risks arising from construction work at a construction site.

Plant

'Plant' includes any machinery, equipment (including scaffolding), appliance, implement or tool, including any component, fitting or accessory to any machinery, equipment (including scaffolding), appliance, implement or tool.

Recognition of Prior Learning

'Recognition of Prior Learning' (RPL) means recognition of competencies currently held, regardless of how, when or where the learning occurred. RPL assesses the individual's prior learning to determine the extent to which that individual is currently competent against the required learning outcomes, competency outcomes or standards for entry to, and/or partial or total completion of, a qualification.

Registered Training Organisation

'Registered Training Organisation' (RTO) means a training organisation registered by a state or territory registering body in accordance with the Australian Quality Training Framework, that has the scope of registration to deliver the general induction training.

Relevant OHS authority

'Relevant OHS authority' means the authority of the relevant Australian state or territory jurisdiction responsible for regulating occupational health and safety in workplaces in the jurisdiction in which the construction work is undertaken.

**Residential**

‘Residential’ means buildings which are a Class 1, 2 (to 3 habitable storeys) or 10a as defined in the Building Code of Australia (BCA).

Risk

‘Risk’ means the likelihood of a hazard causing harm to a person.

Risk management

‘Risk management’ means the process of systematically identifying hazards, assessing and quantifying the degree of risk associated with the identified hazard and determining appropriate control measures, and includes monitoring, maintaining and adjusting the risk management process as required.

Self employed person

‘Self employed person’ means a person who works for gain or reward other than under a contract of employment or apprenticeship, whether or not employing others.

Statement of Attainment

‘Statement of Attainment’ means formal certification issued by a Registered Training Organisation (RTO) under the Australian Qualifications Framework that a person has achieved:

- > part of a qualification or
- > one or more units of competency from a nationally endorsed Training Package, or
- > all the units of competency or modules comprising learning outcomes for an accredited course that does not meet the requirements for a qualification.

Structure

‘Structure’ means:

- > any building, steel or reinforced concrete construction, railway line or siding, tramway line, dock, ship, submarine, harbour, inland navigation channel, tunnel, shaft, bridge, viaduct, waterworks, reservoir, pipe or pipe-line (whatever it contains or is intended to contain), structural cable, aqueduct, sewer, sewerage works, gasholder, road, airfield, sea defence works, river works, drainage works, earthworks, constructed lagoon, dam, wall, mast, tower, pylon, underground tank, earth retaining construction, fixed plant, construction designed to preserve or alter any natural feature, and any other similar construction, and
- > any formwork, false work, scaffold or other construction designed or used to provide support or access during construction work.



PART 5. DUTY HOLDER RESPONSIBILITIES

An important element in preventing work related injury and death is the clear understanding by all parties about who has responsibilities for ensuring health and safety on a construction site, and the extent of those responsibilities.

What does the law require?

OHS legislation places a duty of care on all employers to take all reasonably practicable steps to provide and maintain a working environment that is safe and without risk to health. This duty includes a specific obligation to provide employees with the necessary training, instruction, information and supervision to enable them to work safely.

What are the responsibilities relating to OHS induction training?

The National Standard for Construction Work [NOHSC: 1016 (2005)] places responsibilities on various persons involved in construction work to manage safety on construction sites. Persons with control of a construction project or construction work, such as principal contractors or project managers, must ensure that everyone who works on the construction site has undertaken OHS induction training.

OHS induction training is only one element of managing safety on construction sites. While induction may help to reduce the likelihood of deaths and injuries resulting from a lack of awareness of typical construction hazards and risks, it is important to remember that it is an administrative control measure.

An effective safety management system relies on the following:

- > Management commitment
- > Identifying hazards, assessing and controlling risks, and
- > Employee involvement.

Management commitment to health and safety means that safety should be the employer's or principal contractor's priority and appropriate resources should be allocated, including those required for induction training and risk management. A well-designed safety management system can improve productivity, reduce incident and injury rates and create cost savings in relation to workers' compensation.



Table 1

Who has induction training responsibilities?	What are the induction training responsibilities?
Persons with control of a construction project, or construction work. Employers and self-employed persons.	Do not direct or allow another person (including a self-employed person) to carry out construction work unless they are satisfied that the necessary OHS induction training has been undertaken. Assess OHS induction training needs and provide the necessary induction to ensure health and safety. Maintain appropriate training records.
Persons who carry out work on construction sites, including employers, supervisors and managers.	Do not carry out work unless they have undertaken the necessary OHS induction training.
Registered Training Organisations.	Deliver and assess general induction training in a competent manner. Maintain appropriate training records.



PART 6. GENERAL INDUCTION TRAINING

General induction training aims to provide persons new to the construction industry with a basic knowledge of OHS legislative requirements, principles of risk management and the prevention of injury and illness in the construction industry.

General induction training should comprise a formal training program that provides workers in the construction industry with an awareness and understanding of:

- > The rights and responsibilities under OHS law
- > Common hazards and risks in the construction industry
- > Basic risk management principles, and
- > The standard of behaviour expected of workers on construction sites.

Who needs to undertake general induction training?

General induction training is:

- > Recommended for all persons who carry out construction work, including site managers and supervisors, surveyors, labourers and trades persons
- > Recommended for all persons who access operational construction zones unaccompanied or not directly supervised by an inducted person, and
- > Recommended for all persons whose employment causes them to routinely enter operational construction zones.

For all other persons the need for induction training should be determined by a risk assessment. The following table, although not an exhaustive list, provides some examples of persons who may or may not need general induction training.



Table 2

General induction training recommended	Yes	No
Government Inspector (fulfilling statutory functions)		✓
Casual, part-time or labour-hire persons performing construction work	✓	
Owner carrying out construction work	✓	
Owner on-site to inspect progress (accompanied)		✓
Installation of joinery, pre-cast concrete panels, windows	✓	
Components being manufactured off-site, kitchen cabinets, pre-cast panels		✓
Delivery drivers dropping off materials in designated areas		✓
Delivery drivers dropping off materials inside the construction zone	✓	
Engineers or architects observing work (accompanied)		✓
Engineers and surveyors who undertake preparatory site work	✓	
Cleaning and maintenance of structures under construction	✓	
Work experience students undertaking construction work	✓	
Practical visits by students not undertaking construction work and under escort		✓
Traffic control for on-site construction work	✓	
Traffic control not related to construction work (e.g. school crossings)		✓
Finishing and fit-out work such as painting, tiling, carpet laying, floor sanding	✓	
Sign-writing, carpet cleaning		✓
Landscaping	✓	
Maintenance of existing lawns and gardens		✓
Installation of temporary amenities, on-site catering		✓
Volunteers		✓



There may be other activities that relate to construction work where general induction training may be necessary. The person in control of the construction project or work should determine this by examining:

- > the nature of the work to be performed and the level of risk associated with those tasks
- > the circumstances in which the work will be undertaken, e.g. the parts of the site that the person is required or permitted to access, the stage of construction during the period of such access and the level of direct interaction with the construction process, and
- > the level of supervision.

General induction training should be undertaken by persons working in general construction (commercial and civil) as well as those in the residential construction sector.

Due to the sometimes complex sub-contracting arrangements in the construction industry, it is not always practicable for the person with control of the construction project to check each person's evidence of general induction training (e.g. card or certificate). However, they do need to demonstrate that they have a system in place for managing this activity. For example, the person with control may conduct regular audits of their contractors and sub-contractors requiring information about the training of persons engaged by them.

What content is covered by general induction training?

General induction training consists of the knowledge and skills described in the unit of competency "Work safely in the construction industry" (*BCG03 General Construction Training Package*).

The training should include at least the following health and safety topics:

- > Identify and understand roles, responsibilities and rights of duty holders:
 - Duty of care under common law
 - Rights, responsibilities and enforcement provisions under OHS legislation
- > Understand OHS communication and reporting processes:
 - Mechanisms for raising issues and reporting unsafe conditions
 - Role and function of OHS representatives, committees or other OHS consultation arrangements
- > Apply the principles of risk management:
 - Identify hazards
 - Assess risks
 - Control risks (including the hierarchy of control)
 - Monitor and review
- > Identify common hazards and control measures:
 - Manual handling
 - Hazardous substances (including asbestos) and dangerous goods
 - Noise



- Plant and equipment (including inspection, maintenance, licensing requirements)
- UV radiation
- Electrical safety
- Traffic and mobile plant
- Working at heights (including falling objects)
- Excavations (including trenches)
- Confined spaces
- Unplanned collapse
- Hot and cold working environments
- Infectious diseases
- > Interpret and apply safety information and documentation:
 - OHS management plans
 - Work method statements, material safety data sheets, safety signs
- > Use safe work practices:
 - Drugs and alcohol
 - Amenities
 - Smoking
 - Bullying/harassment
 - Housekeeping
 - Personal Protective Equipment (PPE)
- > Respond to OHS incidents:
 - First-aid
 - Accident & incident reporting
 - Emergency procedures
 - Workers' compensation and injury management

Who can deliver general induction training?

Training should be delivered under the Australian Quality Training Framework (AQTF) by a Registered Training Organisation (RTO) with the relevant scope of registration. The RTO needs to ensure that the training is delivered by a competent person who:

- > holds a Certificate IV in Training and Assessment from the Training and Assessment Training Package, or is able to demonstrate equivalent competencies, and
- > has vocational competencies relevant to the construction industry.



How are participants trained and assessed?

General induction is a structured training course that has a nominal duration of 6 hours face-to-face delivery. This can be extended, where necessary, to accommodate learning preferences or special learning needs.

The assessment will require the demonstration of all the elements of induction training as specified in the unit of competency. All assessments must be conducted in accordance with requirements of the AQTF Standards for RTOs. The RTO should use a range of assessment tools to suit the needs and preferences of the learners. More detailed information is available in the Construction OHS Induction Training Implementation Guide (under development). This guide includes advice for RTOs on structuring the general induction course and an assessment instrument to ensure consistency in the learning outcomes.

Recognition of prior learning

General induction training may also be given as part of apprenticeship training. Under the AQTF, an RTO is required to assess the adequacy of any equivalent qualifications (e.g. OHS training module for construction apprenticeships) or evidence of prior learning against the required learning outcomes of the general induction course before exempting any person from undertaking the general induction training.

When should general induction training be provided?

General induction should be completed once upon entry to the industry before commencing construction work. However, general induction may be repeated when the person with control of the construction work decides that there is a need for re-training. This can be determined through supervision, incidents, risk management, or when a person re-enters the industry after an extended absence (e.g. 2 consecutive years).

What evidence of training is required?

A person successfully completing the general induction training is issued with a nationally recognised induction certificate or card. This certificate or card may be issued by the RTO or the relevant OHS authority.



PART 7. OTHER TRAINING

General induction alone may not be sufficient to meet all legal obligations in respect of training. Site induction, task-specific training and any identified need for refresher training are equally important to ensure persons have sufficient knowledge to allow them to work on a construction site without the need to be under escort or close supervision.

Site induction

Site induction aims to provide participants with knowledge of OHS issues and safe work practices specific to a particular construction workplace or site.

It familiarises persons on a particular construction site with the principal contractor's rules and procedures for OHS and emergency management on that site, the supervisory and reporting arrangements, who the site health and safety representatives are and any other issues relevant to that site.

The principal contractor or person with control of the construction work is responsible for ensuring that site induction is carried out for all persons entering the site.

Site induction will vary between principal contractors, construction sectors and the construction phase a project is going through at the time a person is brought onto the site. For example, it may not be practical or necessary to provide the same level of site induction in the residential construction sector as expected for general construction projects.

What content is covered by site induction?

Site induction should be based on the OHS management plan, since the plan covers site hazards, control measures, safety rules and other information specific to the site. Site induction for general construction projects should include at least the following health and safety topics:

- > any site specific hazards and risk control measures involved in carrying out the work as identified by the risk assessment process
- > regulatory requirements or codes of practice relevant to any site specific hazards
- > site orientation including safe access/egress, location of amenities, first aid, security requirements
- > site specific safety rules or procedures including notification of changes to the work site
- > on-site consultation and reporting arrangements, and details of relevant authorised personnel, and
- > accident, emergency and evacuation procedures and associated equipment on site.

A sample checklist for providing site induction to persons starting construction work who have completed general induction training is at Attachment A.

Where visitors to the construction site are required to enter an operational construction zone, it is recommended that they attend a brief site induction session. A sample checklist for providing induction to visitors is at Attachment B. Any visitors should be supervised by fully inducted site personnel at all times while on the site.



What information is required for residential site induction?

Residential construction sites may not be overly complex and often present similar hazards and risks. As indicated previously, site induction will vary between construction sectors and it may not be practical or necessary to provide the same level of site induction in the residential construction sector as expected for general construction. Therefore, in many cases it may be appropriate to provide the site safety management information by phone or fax. However, particular care needs to be taken to ensure that where there are unusual hazards or risks associated with the site, people undertaking construction work are adequately informed of these hazards and risks and the measures that are in place to control them (eg location of underground services, site access issues, steep block issues).

However, if a worker is inexperienced, the person with control of the residential construction work should provide information about relevant hazards and control measures, with some initial on-site supervision to be satisfied that the worker can undertake the construction work safely.

For large or complex residential construction projects, site induction should be based on the site safety plan or OHS management plan.

Who can develop site induction?

It should be developed by the person with control of the project or site, in consultation with other duty holders during the planning and preparation stage wherever possible. The content should be regularly reviewed during the life of the construction project and updated whenever there are changes to the site that may affect health and safety.

How are participants trained and assessed?

Site induction should be provided in the form of information and instructions by a competent person who is familiar with the site and its hazards and risks (e.g. foreman or supervisor). The induction should be tailored to overcome any language barriers. There is no requirement for assessment attached to this training.

How long does site induction take?

There is no nominal duration for this training. The timing will vary based on the nature, complexity and level of risk associated with the project and/or site. It may also be influenced by such things as the size of the site, number and variety of trades concurrently undertaking work and the extent of change as work progresses.

When should site induction be provided?

Site induction should be provided prior to commencing construction work at each new site and whenever there are changes to the site at which work is being undertaken that may affect health and safety.

What evidence of training is needed?

The principal contractor or person with control of the construction work should make a record of the names of persons inducted and the date it was provided. Acknowledgement of the training may be obtained from participants, e.g. signature on a training register.



Task-specific training

Task-specific training aims to provide information and instruction to anyone undertaking a particular construction activity of the risk factors and control measures relating to that task. It assists persons to gain the knowledge necessary for them to work in their particular occupation and to carry out certain tasks safely.

Task-specific training should be provided for persons performing high-risk construction work, as defined in this code. For all other construction activities, the person with control of the construction work should carry out a risk assessment to determine whether task-specific training is needed. It should consider the nature and complexity of the task, the associated risks (e.g. the risks of working in a 1.5m deep trench with sandy soil are different to working in a trench with solid clay) as well as the level of supervision and the experience of the worker.

What content is covered by task-specific training?

Training content should be based on the hazards, risks and control measures identified by the risk management process, the nature of the work, the workplace and individual job factors. For high-risk construction work, the training should be based on the safe work method statements. Task-specific training should include the following topics:

- > hazards, risks and control measures involved in carrying out the work activity
- > reference to relevant legal responsibilities, codes of practice or standards, and
- > safe work methods to be used.

Who can develop task-specific training?

It should be developed by the person with control of the construction work, in consultation with other duty holders, including any sub-contractor in charge of the task, during the planning and preparation stage wherever possible. The training should be regularly reviewed and updated whenever there are changes to the tasks, processes, systems of work, plant and substances that may affect health and safety.

How are participants trained and assessed?

Task-specific training should be provided in the form of information and instructions by a competent person. The induction should be tailored to overcome any language barriers. There is no requirement for assessment attached to this training.

When should task-specific training be provided?

Task-specific training should be undertaken prior to commencing high-risk construction work or new work activities. It should also be undertaken when supervision, incidents, risk management or other circumstances indicate the need for retraining.

What evidence of training is required?

The principal contractor or person with control of the construction work should make a record of the names of persons trained and the date it was provided. Acknowledgement of the training may be obtained from participants, e.g. signature on a training register.



PART 8. RECORD KEEPING

It is important to document health and safety activities and keep these records for the sake of:

- > meeting legal requirements
- > providing information to workers, and
- > monitoring health and safety performance.

Induction training records provide evidence of training activities and should include names of participants, the training content, who conducted the training and when it was provided.

Training records should be made available on request to relevant parties (subject to compliance with relevant privacy principles), including:

- > persons in control of the construction work or construction project
- > persons undertaking the training
- > employers or persons engaging others for the purposes of construction work, and
- > OHS inspectors.

Record keeping responsibilities

RTO responsibilities

RTOs are required to document and implement procedures to assure the integrity, accuracy and currency of records, including:

- > secure storage, including backup of electronic records
- > retention, archiving and retrieval of student results for a period of 30 years
- > retention, archiving, retrieval and transfer of all other records consistent with contractual, legal and registration requirements
- > compliance with external reporting requirements
- > safeguarding any confidential information obtained by the RTO and committees, individuals or organisations acting on its behalf
- > ensuring that, except as required under the Standards for Registered Training Organisations or by law, information about a client is not disclosed to a third party without the written consent of the client, and
- > access by clients to their personal records.

There may be additional records that duty holders need to provide to the relevant OHS authority and to ensure compliance with state or territory requirements.



Responsibilities of persons with control

A person with control of a construction project, or with control of construction work, should retain records of induction training for the duration of employment or construction project and a further three years after cessation of employment or completion of the construction project.

Responsibilities of persons undertaking induction training

Persons who undertake general OHS induction training should keep their own copies of evidence of training to indicate to relevant parties that they have satisfactorily completed OHS induction training.

Persons attending site specific or work activity induction should sign a training attendance register and should provide copies of all relevant qualifications and licences to the employer or principal contractor for their records.



ATTACHMENT A

Sample checklist for site-specific induction

The principal contractor must ensure that this site induction is carried out before the person undertakes any activities in the workplace.

No	Items Covered	Yes	No	N/A
1	Competencies and qualifications of inductee established	☐	☐	☐
2	Have you shown the person what to do in an emergency and identified the location of the:			
	Assembly point & evacuation route?	☐	☐	☐
	Closest medical facility?	☐	☐	☐
	Contact details of emergency services?	☐	☐	☐
	Provisions for emergency communications?	☐	☐	☐
3	Have you shown the person:			
	The location of the first aid facilities/kits?	☐	☐	☐
	Who the first aiders are and how to obtain treatment?	☐	☐	☐
4	Have you shown the person where all relevant fire fighting equipment is located? E.g:	☐	☐	☐
	Fire extinguishers, hose reels, etc			
5	Have you introduced the person to the Health and Safety Officer/Safety Representative?	☐	☐	☐
6	Have you shown the person where all the facilities are located?			
	Crib shed/s	☐	☐	☐
	Toilets	☐	☐	☐
	First Aid Hut	☐	☐	☐
	Drinking water	☐	☐	☐
7	Have you discussed and clearly stated the procedures for reporting incidents, injuries, hazards, etc?	☐	☐	☐
8	Do they have the correct PPE available?			
	Hard Hat	☐	☐	☐
	Safety Glasses	☐	☐	☐
	Safety Boots	☐	☐	☐
	Long Sleeve	☐	☐	☐
	Shirt	☐	☐	☐
	Hi Vis Vest	☐	☐	☐
	Other	☐	☐	☐
9	Have you ensured that the person has been taken through relevant safe work method statements and/or JSAs for the tasks to be performed?	☐	☐	☐
10	Is any specialised equipment required/set up and have they been trained to use the equipment?	☐	☐	☐
11	Have you explained the site security procedures?	☐	☐	☐
12	Do they have any further questions or need clarification on any point/s and/or topics?	☐	☐	☐

I have participated in the Site Induction during which I had the Site Specific Health & Safety Rules explained to me. I understand the standards expected of me and I agree to work safely and comply with these standards and procedures at all times.

Inductee Name:

Signature:

Date:

Inducted By:

Signature:

Date:

ATTACHMENT B

Sample checklist for visitor induction

The principal contractor must ensure that this Visitor Induction is carried out before the person enters any operational zone on the project.

No	Items Covered	Yes	No	N/A
1	Has the visitor signed in at the site office?	☐	☐	☐
2	Have you shown the visitor what to do in an emergency?			
	How to contact help on the site?	☐	☐	☐
	How an emergency is raised?	☐	☐	☐
3	Have you shown the visitor the location of the Emergency Assembly Point and Evacuation Route/s?	☐	☐	☐
4	Have you explained how to get treatment for an injury?	☐	☐	☐
5	Have you shown the visitor the location of the first aid facilities/kits and how to obtain treatment/assistance?	☐	☐	☐
6	Have you explained to the visitor what to do if you become separated?	☐	☐	☐
7	Does the visitor have the correct PPE?			
	Hard Hat	☐	☐	☐
	Safety Glasses	☐	☐	☐
	Safety Boots	☐	☐	☐
	Long Sleeve Shirt	☐	☐	☐
	Hi Vis Vest	☐	☐	☐
	Other	☐	☐	☐
8	Does the visitor know how to wear the PPE properly?	☐	☐	☐
9	Have you identified the major hazards and no-go zones on the site?	☐	☐	☐
10	Do they have any further questions or need clarification on any point?	☐	☐	☐

I have participated in the Visitor Induction during which I had the Site Specific Health & Safety Rules explained to me. I understand the importance of remaining with the site escort at all times and I agree to comply with these safety rules during my visit.

Visitor Name:

Signature:

Date:

Inducted By:

Signature:

Date:



ATTACHMENT C

Summary of OHS Induction Training

	General	Site Induction	Task-specific
Aim/Objectives	To provide participants new to the construction industry with basic knowledge of OHS legislative requirements, principles of risk management and the prevention of injury and illness in the construction industry.	To provide participants with knowledge of OHS issues and safe work practices specific to a particular construction workplace or site.	To provide participants with knowledge of OHS issues and safe work practices relevant to construction work activities undertaken by a particular occupation, industry sector or organisation.
Frequency of Training	> Generally once upon entry to the industry, prior to commencing construction work > Employers may decide that a person requires re-training where circumstances indicate the need, e.g. Upon re-entry, after an absence of two consecutive years	> Prior to commencing construction work at each new site > As required according to the outcomes of the risk management process > Whenever there are changes to the site at which work is being undertaken that may affect health and safety	> Prior to commencing the work on high-risk construction work > As required according to outcomes of the risk management process > Whenever there are changes to work activity being undertaken (its processes, systems, plant and substances) that may affect health and safety
Development	A nationally recognised general induction training program, which has been jointly developed and agreed upon by all state and territory OHS authorities.	> A formal training program is not required > Site induction should be based on the site safety or OHS management plan and may be provided in the form of information and instructions specific to a particular construction workplace or construction site	> A formal training program is not required > Task-specific training should be based on safe work method statements or job safety analyses and may be provided in the form of OHS information and instructions specific to a particular work activity



	General	Site Induction	Task-specific
Delivery	> Training should be delivered by RTOs with the relevant scope of registration > Assessment requires the demonstration of all elements of the induction training as specified in the unit of competency	> Training should be delivered by a competent person > There is no requirement for assessment attached to this training	> Training should be delivered by a competent person > There is no requirement for assessment attached to this training
Course Content	The training program should include at least the following health and safety topics: > OHS responsibilities and rights of duty holders > Consultation/communication at the workplace > Principles of risk management > Common hazards and control measures > Information and safety signage > General safety standards and expectations > Incident response.	Training content should be based on the hazards, risks and control measures identified by the risk management process, the nature of the work, the workplace and individual site. Content should be determined by the persons in control of the project or site, in consultation with other duty holders during the planning and preparation stage. Site induction should include the following health and safety topics: > any site specific hazards and risk control measures > regulatory requirements > codes of practice relevant to any site specific hazards > site orientation including location of safe access/ egress, amenities, first aid, security requirements > site specific safety rules or procedures including notification of changes to the work site > on-site consultation and reporting arrangements, and details of relevant authorised personnel > accident, emergency and evacuation procedures and associated equipment on site.	Training content should be based on the hazards, risks and control measures identified by the risk management process for the relevant activity. Content should be determined by the persons in control of the work, in consultation with other duty holders, during the planning and preparation stage. Task-specific training should include at least the following health and safety topics: > common hazards, risks and control measures involved in carrying out the work activity > relevant legal responsibilities, codes of practice or standards > safe work methods to be used.



	General	Site Induction	Task-specific
Training Duration	This training program has a nominal duration of 6 hours face-to-face delivery. This can be extended where necessary. E.g. to accommodate learning preferences or special learning needs.	There is no nominal duration for this training. The timing will vary based on the nature, complexity and level of risk associated with the project and/or site.	There is no nominal duration for this training. The timing will vary based on the nature, complexity, level of risk and changes associated with the work activity.