



OHS ORIENTATION AND INDUCTION POLICY

Purpose:

To ensure occupational health and safety (OHS) induction, information and training is provided to all Gosnells Bowling Club (GBC) employees.

Scope:

This procedure applies to all Department employees employed by GBC

OHS Induction for employees

The Departmental Manager is responsible for ensuring that all employees are inducted into the workplace at the commencement of employment. This should be recorded on the OHS Induction Checklist, or equivalent template. The induction should include all appropriate OHS information and an assessment of required training for all employees.

The Departmental Manager, in consultation with the Health and Safety Representative (HSR) and employees are to identify and schedule OHS training into the *OHS Training Planner/Register* or equivalent template for each individual employee to assist in closing competency gaps. The assessment should take into account the work activities of their position / role, and any OHS risks associated with the conduct of these activities including the level of supervision required.

The Departmental Manager is to ensure the *OHS Training Planner/Register* or equivalent template is kept up to date and reviewed when training needs are identified. A copy of the completed planner is to be retained on an annual basis as evidence of completed or scheduled training.

The Departmental Manager is to ensure that all employees level of competency is current and recorded in the *OHS Training Planner/Register* or equivalent template. Circumstances where a review of employee competency levels may be required include:

- failure to safely use and operate equipment
- occurrence of an incident resulting from the person (i.e. employee, contractor or volunteer worker) performing the task
- holding a certification which has expired (e.g. an expired licence)
- the task/process or equipment has been changed and requires all persons to re-demonstrate their competency.

Register Review

The review of the *OHS Training Planner/Register* or equivalent template is to be scheduled into the *OHS Activities Calendar* or equivalent template.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signature

Signed: _____

Club President

Date: 8th April 2023

Signed: _____

Club Secretary

Date: 8th April 2023

Next policy review date is 8th April 2024