

	<h2 style="margin: 0;">WHS TRAINING</h2>	Document No:	WHS-PRO-030
		Approval Date:	10/3/19
		Approved By:	G. Mowbray
	Responsible Officer: Employment Relations Advisor	Review Date:	10/3/21
		Expiry Date:	N/A
		Issue No:	10/3/19
Authorising Officer: Business Manager, General Secretariat			

1. Purpose

The Australian Catholic Bishops Conference (ACBC) has a legal obligation to provide workers with training in work health and safety, in order to assist in achieving our duty of care for the health, safety and welfare of our workers. The purpose of this procedure is to outline some of the training that ACBC provides and ways to access this training.

2. Scope

This procedure applies to all ACBC Agencies.

3. Related Documents

ACBC Work Health & Safety Policy

ACT	: Work Health and Safety Act 2011
NSW	: Work Health and Safety Act 2011
NT	: Work Health and Safety (National Uniform Legislation) Act
Qld	: Work Health and Safety Act 2011
SA	: Work Health and Safety Act 2012
Tas	: Work Health and Safety Act 2012
Vic	: Occupational Health and Safety Act 2004
WA	: Occupational Safety and Health Act 1984

4. Definitions

Supervisor

The Supervisor is a Bishop, a Priest, an Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

Health and Safety Representative (HSR)

A Health and Safety Representative is a worker who has been nominated and elected by workers at a workplace to represent them in accordance with the relevant State or Territory legislation.

PCBU

PCBU stands for Person Conducting a Business or Undertaking. Although the term refers to a 'person', it covers both individuals and organisations. For ACBC Agencies, the PCBU is the Committee of The Australian Episcopal Conference of the Roman Catholic Church, (which acts as the agent of the Australian Catholic Bishops Conference pursuant to the Deed of Agent's Appointment dated 15 July 1992).

Note: In jurisdictions which have not enacted the Model WHS Act, "PCBU" should be read as "employer".

5. Responsibilities

Supervisors

Supervisors must:

- Allow workers to have time to undertake WHS training
- Pay for any mandatory WHS training
- Keep records of WHS training undertaken
- Ensure that any qualifications required by workers to perform specific WHS duties are current

Workers and volunteers

Workers and volunteers must:

- Undertake any WHS training that is required

Office for Employment Relations

The Office for Employment Relations will:

- Assist in identifying the mandatory WHS training required
- Assist in sourcing the training
- Keep records of any training provided

6. Induction

Workers are provided with an induction which includes WHS items when they commence work with the ACBC. The purpose of WHS induction is to provide workers with specific WHS training related to the work that they do. WHS Induction is covered in detail in [WHS-PRO-029: WHS Induction](#).

7. Mandatory WHS Training

Mandatory WHS training is specified in the WHS Act and WHS Regulations in all jurisdictions in Australia. These are as follows. Mandatory training is paid for by the ACBC.

First Aid Training

The ACBC provides approved workplace first aid training to designated First Aid Officers. The training must be provided by an approved provider of First Aid Training (e.g. St. John's Ambulance or Red Cross). Workplace First Aid certification is valid for 3 years and must be updated. CPR training is valid for 12 months and must be refreshed annually to retain First Aid certification.

Health and Safety Representative Training

All HSRs must initially complete a 5-day HSR course provided by a provider who is approved by the WHS authority in the applicable state or territory. A HSR is entitled to attend a one day refresher course annually.

Emergency Wardens Training

The ACBC provides training to Emergency Wardens at least once a year. The training can be provided by any accredited training provider.

Return to Work Coordinator training

All Return to Work Coordinators must initially complete a 2 day approved Return to Work Coordinator course. Training must be provided by a WorkCover approved provider. Refresher training may be required from time to time.

8. In-House Training

The ACBC may provide workers with in-house and on the job training on emergency evacuation procedures, operation of equipment, workstation ergonomics, risk assessments, incident investigation and workplace bullying and harassment.

The Office for Employment Relations will assist in identifying whether the training can be provided in house or whether it should be sourced externally.

9. Currency of WHS Training

The currency of WHS training must be formally checked once a year. The Office for Employment Relations will formally notify Agency Heads and members of the WHS Network to carry out checks of currency of First Aid, HSR, Emergency Warden and Return-to-Work Coordinator training.

10. Records

- WHS Training Records