

## SECTION TEN - TRAINING AND INDUCTION

No untrained worker will be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience (unless closely supervised by some with such experience).

### **All workers are to be aware of:**

- The hazards they will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property.
- What to do in an emergency.
- Where all necessary safety gear or safety equipment and materials are kept.

### **To ensure that we are complying and maintaining this system, we will:**

- Ensure new, and existing staff read and understand this Manual.
- Ensure this Manual is available and accessible to all new, and existing workers.
- Review this Manual at least biannually, or as required.
- Maintain records to ensure all staff have read and understood this Manual.

### **Training requires the following process from the employer:**

- Explain
- Demonstrate
- Get worker to explain
- Get worker to demonstrate
- Follow up and supervise
- Document training