# Training

1. AIM: The aim of this program is to ensure that all workers have the appropriate training, skills, knowledge and information to work safely and competently. Management are committed to investing resources into the training of its workers and intend on developing clear training objectives so that training is structured and delivered as a combination of on the job training and external education.
2. WHAT: All workers and contractors will need to have the appropriate competencies to operate machinery and equipment at the mine. These competencies will be checked and recorded during the induction process (Form 13C). If workers have not yet achieved the required competency then a training program will be developed/delivered to enable the worker to obtain the appropriate competency level.
3. WHO: People who undertake the following activities will be given training:

|  |
| --- |
|  |
|  |
|  |
|  |

1. HOW: During the course of the site safety meeting/toolbox meeting we will analyse the training needs of people employed at the mine. We will discuss the tasks that are performed at the mine and we will schedule training where it is deemed necessary.

A training/competency register will be maintained for each employee (Form 14B) and it will be filed in the worker’s personnel file. This register will list all training completed by the worker, including a record of all competencies (permits, tickets) that he / she holds, e.g. fork lift, first aid, loader ticket, crusher operation, induction.

When a person has been deemed competent to operate mobile plant or other equipment, Form 14B will be signed off and a record will be kept of how he/she was deemed to be competent. If an external provider is used then a record of the permit number will be recorded.

Form 14B will also be used to record when workers have been trained in each safe work method statement (SWMS) and high-risk permits used at the mine.

1. WHEN: All training requirements for each calendar year will be recorded on the training plan (Form 14A). A review our training requirements will be conducted as per the yearly plan (Form 1A).
2. ACTION: The person nominated to be responsible for maintaining the training registers is:
3. DOCUMENT CONTROL: Documents associated with this program shall be recorded on the document control master list (Form 3A).

# Form 14A: Training plan

|  |  |  |
| --- | --- | --- |
| **Prepared by:** |  | **Year:** |
| **Approved by:** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of training** | **Employee name** | **Provider** | **Completion date** | **When / refresher** | **Expiry date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Form 14B: Worker training/competency register

|  |
| --- |
| **Worker’s name:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training / competency** | **Permit or competency number** | **Date acquired** | **Expiry date** | **Approved by** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |