

 <p><b>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</b></p> <p><b>HEALTH &amp; SAFETY PROTOCOL</b></p>	<p><b>HEALTH AND SAFETY - ORIENTATION, TRAINING AND SUPERVISION FOR EMPLOYEES</b></p>	<p><b>Policy 5.3.1 Protocol 5</b></p>
---	---	---

## STANDARD

All Bay of Plenty District Health Board (BOPDHB) employees will be informed of their own responsibilities and the employer's responsibilities for health and safety in the workplace. Managers will ensure that employees have specific knowledge concerning management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials.

## STANDARDS TO BE MET

The following requirements are to ensure all employees are orientated and trained in the health and safety requirements of BOPDHB.

### 1. Responsibilities

#### 1.1 Employees

Employees shall only undertake work for which:

- a) Where necessary, they hold the appropriate qualifications.
- b) They have had defined company training and / or awareness sessions.
- c) They have been assessed as being competent if appropriate.

#### 1.2 Managers

Managers are to ensure that a trainee and / or new employee works under the appropriate level of supervision for the level of knowledge, skill and experience of the trainee or new employee and that this is adequate to avoid harm to themselves and others. This includes ensuring that the trainee / new employee understands:

- a) The work to be done and its location.
- b) The existing hazards and those that may arise, how they might harm and the controls for the hazards.
- c) The procedures and / or instructions for doing the work correctly and safely and to the expected standard.
- d) Their responsibility to keep the workplace in a safe and tidy condition.
- e) Record training / awareness and supervision details on the Hazards and Training Register.

#### 1.3 Health and Safety Manager / Managers

- a) The Health and Safety Manager shall provide timely reports on training so employees' managers can ensure that all health and safety management system (HSMS) training is identified and provided along with suitable levels of supervision in accordance with this procedure.
- b) Corporate Services Administrative Support will ensure that all training information is recorded and maintained on the Hazards and / or Training Registers.

### 2. HSMS Orientation

All new employees will be orientated into BOPDHB's HSMS on the first day of commencing employment.

### 3. Training Needs Identification

3.1 Managers, along with their staff, are to identify and assess the awareness and training needs, along with supervision levels for each employee under their control. The identification and assessment shall be done annually for existing employees and for each new employee within the first week of starting work. The assessment shall be based on the knowledge, skills and experience needed to safely and effectively carry out the procedures and instructions employees are directly or indirectly responsible for.

<p>Issue Date: Apr 2017 Review Date: Apr 2018</p>	<p>Page 1 of 2 Version No: 12</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Health &amp; Safety Manager</p>	<p>Authorised by: GM Corporate Services</p>	

 <p><b>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</b></p> <p><b>HEALTH &amp; SAFETY PROTOCOL</b></p>	<p><b>HEALTH AND SAFETY - ORIENTATION, TRAINING AND SUPERVISION FOR EMPLOYEES</b></p>	<p><b>Policy 5.3.1 Protocol 5</b></p>
---	---	---

3.2 The assessment shall take into consideration career paths and development of the role and person and any anticipated changes of positions during the year.

3.3 All staff are required to complete Health and Safety Refresher training every two (2) years. This training is to be scheduled into any planned training and monitored.

#### **4. Trainers and Supervision**

4.1 Department Managers, along with the Education Manager, will develop an annual program which may include; health and safety training, trainer training and supervision requirements. This shall be recorded on the Training Schedule and training prepared and provided by trained in-house trainers and supervisors and / or by NZQA recognised training providers.

4.2 While trainees are being trained they are to receive a level of supervision based on the Health & Safety Team's and Supervisor's assessment and shall be defined as direct, indirect, or competent.

4.3 A list of approved trainers and supervisors, their qualifications in training / supervising, and the subjects / tasks and specific training they can take will be created and maintained by the Health & Safety Team.

#### **5. Training, Awareness and Supervision Process**

Trainers, Managers and / or H&S Representatives shall use the following guidelines while providing training and / or awareness in hazards and controls and to ensure correct level of supervision:

5.1 Explain hazards and controls (risk mitigation).

5.2 Show how to carry out the task safely.

5.3 Have trainee explain the hazards and their controls.

5.4 Have trainee carry out the task safely.

5.5 Have trainee work under direct supervision (this is to ensure that they do not endanger themselves or others).

5.6 Assess for competency.

5.7 If competent allow employee to work under indirect supervision.

5.8 Train to train if required.

Note: Employees nominated to become trainers shall be competent in the task(s) for training and be trained in the above process.

#### **6 Training Records**

All health and safety programme run by BOPDHB will have the training / awareness information recorded on a Training Register and be updated and maintained in the Human Resource Information System.

#### **ASSOCIATED DOCUMENTS**

- Bay of Plenty District Health Board Health and Safety controlled documents
- Bay of Plenty District Health Board Glossary of Terms / Definitions List
- Worksafe New Zealand Serious Harm Notification

<p>Issue Date: Apr 2017 Review Date: Apr 2018</p>	<p>Page 2 of 2 Version No: 12</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Health &amp; Safety Manager</p>	<p>Authorised by: GM Corporate Services</p>	