

**The purpose of establishing a training procedure is to ensure organizations have a consistent process for identifying training needs and establishing a process for administering and managing OHS training.**

**The following questions are designed to help capture the process of identifying training needs and administering and managing OHS training.**

What is competency? What is the difference between competency and training?

Competency

Training

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage OHS training?
8.1 Does your organization have a written procedure for training that includes:		
b) Identifying competencies for each task/role	<p>What are the tasks/roles within your organization?</p> <p>How does the organization determine competencies for these tasks/roles? What criteria are used to assess competencies?</p> <p>How are the competencies developed for each task/role? Who determines these competencies?</p>	

<b>Element Question</b>	<b>Inquiry (What, Who, When, Where &amp; How)</b>	<b>What is your organization currently doing to manage OHS training?</b>
8.1 Does your organization have a written procedure for training that includes:		
c) Ensuring in-house trainers are competent	What training is performed in-house?  What competencies are required to deliver that training?	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage OHS training?
8.1 Does your organization have a written procedure for training that includes:		
<p>d) Determining OHS training needs by:</p> <ul style="list-style-type: none"> <li>i. Conducting training needs analysis</li> <li>ii. Reviewing legislated and other training requirements</li> <li>iii. Taking into consideration different levels of responsibilities, abilities, language skills and literacy</li> <li>iv. Including information on the organization's OHSMS including purpose, roles, responsibilities and rights, importance of conformity, potential consequences for deviations or noncompliance and importance of workers' participation within the OHSMS</li> </ul>	<p>How does your organization determine its health and safety training needs?</p> <p>How does the organization consider items i-iv when determining training needs?</p>	

<b>Element Question</b>	<b>Inquiry (What, Who, When, Where &amp; How)</b>	<b>What is your organization currently doing to manage OHS training?</b>
8.1 Does your organization have a written procedure for training that includes:		
h) Evaluation of learning	How does the organization evaluate learning?  How is knowledge evaluated?  How is the application of learning validated?	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage OHS training?
8.1 Does your organization have a written procedure for training that includes:		
e) Requirement to provide training prior to the worker performing the relevant task	<p>How does the organization ensure that training is provided prior to performing the relevant task?</p> <p>What is the means of confirming training is provided prior to performing the task?</p>	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage OHS training?
8.1 Does your organization have a written procedure for training that includes:		
g) How the training will be administered and managed	<p>How does the organization track who needs what training?</p> <p>How are workers informed that they must complete training?</p> <p>Who is required to follow up to ensure training has been completed?</p> <p>How is refresher training managed?</p>	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage OHS training?
8.1 Does your organization have a written procedure for training that includes:		
f) An orientation program that: <ul style="list-style-type: none"> <li>i. Is completed prior to starting work</li> <li>ii. Is provided for new and young workers, returning workers, change of role</li> <li>iii. Is mandatory for all workers</li> </ul>	When does the organization conduct orientations?  Who must attend the orientation?  What information is covered in the orientation?  How is the orientation delivered?	

<b>Element Question</b>	<b>Inquiry (What, Who, When, Where &amp; How)</b>	<b>What is your organization currently doing to manage OHS training?</b>
8.1 Does your organization have a written procedure for training that includes:		
i) Method of maintaining training and orientation records?	How are training and orientation records maintained?	

<b>Element Question</b>	<b>Inquiry (What, Who, When, Where &amp; How)</b>	<b>What is your organization currently doing to manage OHS training?</b>
8.1 Does your organization have a written procedure for training that includes:		
a) Setting roles and responsibilities for those administering and managing the training procedure	Who is responsible for administering and managing training. What do they do? (linked to g)	