

DOB ENTERPRISES PTY LTD

DOB Training, Competency and
Awareness Policy
IMS-533-00-POL

Revision History

| Date | Rev | Modified By | Changes Made, Review History | Reviewed by | Approved by |
|----------|-----|------------------|------------------------------|-------------|-------------|
| 19.02.18 | 0 | Sunette Opperman | Creation | S Rupert | S Rupert |
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0

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IMS -533-00-POL

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19.02.19

Page

Page 2 of 3

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Purpose:

The purpose of this policy is to define, document and communicate the training, competency and awareness objectives of all personnel. This will enable all personnel to understand the policy and principles of DOB Enterprises Pty Ltd t/a MBC Recruitment, MBC Nursing, Macquarie Labour Hire and Watchout Training and Traffic Control, and the ways in which their activities impact the achievement of WHS, Quality and Environment goals. This policy applies to all training, competency and awareness-based assessment activities, across all operational areas of DOB business relating to the WHS, Quality and Environment.

Policy:

The Management Team has accountability for ensuring adequate training, education, skills and experience for all workers.

Workers at all levels of the organisation must understand the policy and principles of the IMS and the ways in which their activities impact the achievement of WHS, Quality and Environment goals, regulatory and otherwise. All personnel within the organisation will have an understanding of the WHS, Quality and Environment issues associated with the DOB operations. Personnel directly involved with tasks that affect WHS, Quality and Environment outcomes will be trained and competent to understand their responsibilities and undertake the associated roles.

DOB will:

- Conduct training needs analysis across the organisation;
- Develop formal training needs and competencies for position requirements at all levels, including management;
- Provide formal induction programs for new and transferred workers and contractors;
- Use RTOs and appropriately accredited and approved courses/trainers;
- Ensure training is competency based;
- Record all training;
- Review effectiveness of training; and

Training will include:

- All relevant policies and procedures for the organisation;
- Licenses and competencies to perform tasks;
- Specific hazards and risk controls;
- Consultation and communication arrangements;
- Incident reporting and corrective actions;
- Emergency Response; and
- First Aid.

Delegation will fall onto the WHS Manager (or delegate), and relevant Departments to form part of the existing skills matrix required to meet other regulatory requirements. Where there is a skills gap, the company will take actions to ensure that resourcing is competent for the delivery of our IMS program.



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Page 3 of 3

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