



WHS TRAINING AND COMPETENCY ASSESSMENT PROCEDURE

The Faculty of Engineering and Information Sciences undertakes training and competency assessment on Faculty equipment for staff, students and visitors when the need is identified during the risk assessment process.

The procedure for undertaking training and competency assessment is as follows:

1. Trainee identifies equipment to be used during risk assessment process
2. Trainee requests a copy of the equipment risk assessment /safe work procedure from Technical Officer / Laboratory Supervisor
3. Trainee makes appointment to discuss training schedule and assessment method with assessor. Assessor fills out trainee's details and commences to complete the WHS Competency Assessment Checklist.
4. Trainee commences training on practical use of equipment under direct supervision of assessor.
5. Assessment of competency is based around the trainee's knowledge of the equipment's risk assessment / safe work procedure as well as competency shown in the operation of the equipment.
6. The assessor completes the WHS Competency Assessment Checklist as competencies are achieved throughout the training process, or conducts a single assessment at the completion of training.
7. If a competency is not achieved, the assessor discusses areas of non-competence with the trainee and addresses with further training until competency is achieved
8. If competency is achieved, both trainee and assessor signs bottom of WHS Competency Assessment Checklist. Original copy of checklist to be kept by the local unit.

The trainee **MUST NOT** operate the equipment unsupervised until the WHS Competency Assessment Checklist is fully completed and signed off by the assessor.