



New Zealand Seventh-day Adventist Conferences

Training and Induction Procedure



2018

Purpose

The purpose of the Conference, Health and Safety Training and Induction Procedure is to ensure a structured system of H&S Training and Induction that provides a level of competency required for Conference workers and others involved with its ministries and facilities to work safely, while meeting appropriate production and quality standards

This procedure describes the methodology for ensuring consistency in the delivery and management of Conference training requirements

Scope

This procedure applies to all CONFERENCE workers and others involved with its ministries and facilities.

Procedure

CONFERENCE Training Objectives will be achieved through

- Identifying training needs within CONFERENCE personnel and others involves with CONFERENCE activities
- Meeting any identified training gaps by the provision of appropriate education and training
- Appropriate health and safety training being a requirement of all CONFERENCE workers and others involved with CONFERENCE ministries and facilities
- ensuring records are kept of all training

Leadership and Workers are responsible for:

- attending and participating in their individual training plan, and
- providing feedback to CONFERENCE in relation to the content and relevance of current training programs

CONFERENCE shall not permit to be undertaken any task by a worker or person involved with its ministries or facilities who does not have the skill or experience to carry out the task without causing harm to themselves or others in the CONFERENCE workplace or its ministries or facilities

If this is the case, ***then***

Workers and those involved in CONFERENCE ministries or facilities must be supervised by someone experienced and competent, who can ensure they can carry out the task without harming themselves or others in the workplace,

And

Workers and those involved in CONFERENCE activities will receive adequate training in the safe use of all plant, objects, substances and work methods including training in the use of safety equipment and protective clothing that may be required in their employment or involvement with CONFERENCE activities

In support of this competency requirement the following will apply

Induction Programs

Compliance with the above training and supervision provisions will require health and safety information, skill assessments and appropriate training incorporated into the CONFERENCE induction programs and then on an ongoing basis as circumstances dictate.

CONFERENCE leadership / managers are responsible for ensuring that all employees undertake the Conference induction at the commencement of employment, or if required, at the beginning of leadership in a ministry or facility, This induction should be recorded on the CONFERENCE H&S Induction Checklist Form, and filed with other H&S documentation

CONFERENCE has produced a short Health and Safety Induction video to introduce new employees and other leaders in CONFERENCE ministries and facilities to H&S employment requirements

Identifying H&S Competencies

CONFERENCE leadership / managers are to identify and document all employee and leadership H&S competencies for the organization. This shall be done by taking into account:

- H&S competency requirements of existing policies and procedures
- H&S competency requirements of safe work practices
- Specific licensing requirements, and
- Any industry qualifications that may be required to carry out particular tasks.

Managers are to review the competency profile of each existing employee or ministry or facility leadership role against current required competencies and document the required training for each role.

Health Training

- CONFERENCE shall ensure that its personnel, contractors and their employees and those involved with its ministries and facilities know and understand the procedures necessary to avoid any adverse impact on their health associated with their work, (i.e. fuel vapors, cleaning products, chemical fumes)
- Health training should include the physical, mental, chemical and ergonomic hazards and the safety precautions, including the care and use of personal protective equipment and clothing necessary to avoid injury or illness

Training records

Training records will be maintained and updated to reflect the training status of all CONFERENCE personnel or those involved in its ministries and facilities

Definitions

Competency	Competency describes the work related skills, knowledge and behaviour required to effectively perform in a role
Qualification	An official record of achievement awarded on the successful completion of a course of training or passing of an exam
Training needs Analysis	The process of identifying and assessing the training requirements of an organization or individual
Worker	Any person who carries out work for the Union, including all employees, management and volunteers

(For further Induction information refer to the CONFERENCE Website H&S documentation)

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