

PALM ISLAND ABORIGINAL SHIRE COUNCIL

POLICY STATEMENT

SUBJECT: PLANT OPERATOR TRAINING AND CERTIFICATION

AUTHORITY: Council of the Whole.

PURPOSE:

- (i) To ensure that persons being trained and certified as competent by Council meet or exceed the standard required by the "National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Load Shifting Equipment and Other Types of Specified Equipment".
- (ii) To provide a framework for the training, development and career pathing of suitable employees who wish to become Plant Operators.
- (iii) To maximise the productivity of Council's plant and minimise the cost and extent of repairs.
- (iv) To ensure that Council fulfils its Obligations with respect to plant as required by Section 23 of the Workplace Health and Safety Act.

POLICY:

BASIC CRITERIA FOR THE SELECTION OF TRAINEES:-

Prior to being considered as a Trainee Operator, the person must meet the following basic requirements:

- (i) The applicant must have had a minimum of twelve months continuous service with Council.
- (ii) The applicant must have demonstrated an aptitude for more complex tasks and a willingness to undertake training.
- (iii) Must have sufficient ability with the English language to be able to understand and interpret Operators' manuals, safety instructions, etc., where this is relevant.
- (iv) Persons with a physical handicap or persons unable to read or write English need not be discouraged from applying provided the applicant could demonstrate that they can perform all required tasks safely and competently
- (v) The intending applicant must be recommended for training by their immediate Supervisor and approved by the Works Supervisor.

Training Requirements:

Following approval by the Works Supervisor the Trainee shall be issued with a Record of Training Log Book in which the Trainee shall record all training details, experience, etc., as well as supervisory details.

It is the intention of this Policy that most or all of the training requirements be met by practical on the job training and by the knowledge exchanged between the supervising Operators and the Trainees.

Any trainee shall be supervised by an appropriately certified operator.

All training shall be performed only after the prior verbal approval of the site Supervisor.

Training shall only be performed if it does not hinder the progress of the work unduly and provided it does nothing to increase the risk to health and safety of any person on the site.

Trainees and experience shall be as required to meet the competency standards as assessed by an Accredited Testing Officer.

Trainees will not be entitled to any increase in wages beyond the Award provisions.

Responsibility for Implementation:

The Works Supervisor, is responsible for the implementation and administration of this Policy.

Funding of this Policy:

Training is to be conducted on the job and to the maximum extent possible in a manner that does not hinder or impede job progress. Likewise all training and testing shall only be performed at the convenience of the Trainees, Supervisor and Accredited Testing Officer.

Separate funding for this Policy is not required.

Record Keeping:

The Accredited Testing Officer is responsible for the maintenance of records as required by legislation.

Copies of examination papers and training log books will be placed onto the employee's personnel file and be retained for the whole period of employment of the Trainee.

If so requested, Council will provide copies of examination papers and training logs to the Trainee on the termination of employment.

DELEGATION: Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

RESOLUTION DATED:

May 2010