EL-15: Training and Instruction

OTHR has developed and implemented its Training Procedures that describe how it provides training and induction, on the content of its safety management system, for Members and contractors.

The OTHR General Induction Procedure:

• Provides an overview of the SMS;

• Incorporates a written test which is undertaken on completion of the induction session;

• Ensures information about the SMS is included in regular Member and contractor briefings;

• Ensures that affected Members and contractors are consulted when changing or reviewing the SMS; and

• Ensures that Management Committee reports provide updates on SMS training.

The OTHR training procedures

• Ensures that the requirements for training are identified and training is delivered as part of the change process;

• Ensures that refresher training is provided regardless of skill levels and/or experience;

• Ensures that records are kept of all training courses/induction sessions; and

• Ensures that consultation on the development and review of procedures include details of the identified hazards and risks, including the controls that are used to mitigate risk.

OTHR ensures that training materials are developed and/or delivered by persons with the required skills and experience and that Members including the Management Committee participate and apply the knowledge learned at training/induction sessions.

OTHR Members and contractors who participate in training and/or induction sessions must comply with the procedures contained in the SMS.

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