

Master Fish Merchants' Association of Australia

OHS Staff Training, Safety Induction & Safe Work Procedures for Retail and Wholesale Seafood Businesses

The *Occupational Health and Safety (OHS) Act 2000* and *Occupational Health and Safety (OHS) Regulations 2001* require that all businesses provide their staff with any information, instruction, training and supervision necessary to ensure their health and safety at work.

Training

Training is one of the best ways of ensuring workers are aware of any issues that will affect their health and safety in the workplace. Training should cover information about potential risks associated with their work, workplace safety policies and procedures, how to work safely and deal with emergencies.

It is important that any training you provide takes into account each worker's ability in learning, language and literacy. Additionally, it is important that you review training information periodically to ensure it is up-to-date, relevant and appropriate. Some activities (such as driving a forklift) may require external licensing and a certificate of competency from a State authority such as WorkCover.

The MFMA recommend that you keep training records which will enable you keep a track of when training was undertaken, who has been trained, and how they performed, and identify what further training may be required.

Safety Inductions

All new workers should undergo a workplace safety induction prior to starting work. Safety inductions should include information about:

- Workers and employer health and safety responsibilities.
- Safe Work Procedures
- Reporting safety issues and hazards.
- OHS consultation arrangements with workers.
- Reporting injuries.
- Return to work program.
- General safety rules, such as using and properly maintaining personal protective equipment.
- Training requirements for specific tasks.
- Emergency procedures.
- Material safety data sheets and operators' manuals.

It is important that you keep records of safety inductions.

Safe Working Procedures

Where work tasks pose a significant health and safety risk you should develop safe work procedures to assist in train your staff. For example: operating band saws and cooking equipment, disposing of hot oil, using chemicals etc.

Safe work procedures are a type of checklist and describe:

- How a job has to be done by breaking down tasks into basic steps.
- What hazards are associated with each task?
- What personal protective equipment is needed to perform the job safely?

Safe work procedures should be developed in consultation with your employees and written in plain English. You should demonstrate safe work procedures to your workers, step-by-step and then assess each worker carrying out the procedure to ensure they are competent to undertake the task without supervision.

NB: A worker's signature on a safe work procedure is not a confirmation of their competence. A worker's competence can only be determined by direct observation and assessment by an experienced supervisor.

NB: The information provided above is intended as a guide only. If you are unsure of your obligations under the OHS Act and Regulations you should contact the MFMA on 02 9552 1611 or WorkCover NSW on 13 10 50.