****

**Form 14 – Training Checklist**

|  |  |  |
| --- | --- | --- |
| Have those people who have WHS responsibilities received training that enables them to meet the mandatory obligations and requirements set out in the acts and regulations? In particular: | Yes | No |
|  |  |
| 1 | Training in consulting with workers and relevant other? |  |  |
| 2 | Training in risk management? |  |  |
| 3 | Do they understand the scope of their responsibilities? |  |  |
| 4 | Are they familiar with the Archdiocesan (parish) OH & S Policy |  |  |
| **Other Training** |  |  |
| 5 | Do all workers (volunteers) receive induction training? |  |  |
| 6 | Does induction training include the Archdiocesan OH & S Policy |  |  |
| 7 | Have those who are members of the parish WHS Committee undertaken training courses? |  |  |
| 8 | Have the training needs of parish workers (volunteers) been identified? |  |  |
| 9 | Has a training program with a time frame been formulated? |  |  |
| 10 | Is the training program reviewed at least on an annual basis? |  |  |
| 11 | Is training and instruction carried out by qualified and competent people? |  |  |
| 12 | Is the content and method of the training and instruction documented? |  |  |
| 13 | Is up-dating training provided from time to time? |  |  |
| 14 | Have all people in positions of authority received OH & S training? |  |  |
| 15 | Is there an induction program and training for visitors and contractors? |  |  |