



# Training, Awareness and Competency Policy

## 1. Purpose

To ensure all workers, supervisors, managers and contractors engaged by EIG have the information, instruction, training and supervision necessary to perform work safely and competently so far as is reasonably practicable and in accordance with the Work Health and Safety Act 2020 (WA) and related guidance.

## 2. Scope

Applies to all EIG workers (employees, labour hire, apprentices/trainees), supervisors, managers, contractors, subcontractors and visitors at any EIG workplace or worksite under EIG control.

## 3. Definitions (key)

- **PCBU** — Person Conducting a Business or Undertaking (EIG is a PCBU).
- **Competent person** — a person with the knowledge, training, qualification or experience to carry out the task.
- **Training** — formal or informal activities to provide required knowledge/skills.
- **Induction** — site- and role-specific introductory information required before commencing work.

## 4. Legal & Regulatory Basis (brief)

EIG's obligations are derived from the Work Health and Safety Act 2020 (WA) and supporting regulations and codes/guidance. Codes of practice and WorkSafe WA guidance describe practical steps for fulfilling training and supervision obligations.

## 5. Policy Statements

1. **Training is mandatory.** EIG will provide workers with adequate information, tools, training and instruction needed to carry out work safely. This includes induction, role-specific training, refresher training and training following a change to equipment, process or legislation.
2. **Competency not just training.** Where legislation, regulations or codes require specific competency (eg. high-risk licences, HSR training, asbestos work, high risk plant) EIG will ensure workers hold and maintain required competencies/certificates.
3. **Supervision & assessment.** EIG will supervise new/trainee workers and assess competency before assigning high-risk tasks; supervision levels will reduce as competency is demonstrated.
4. **Contractors.** EIG will check contractor training and competency records before permitting them to work on EIG sites and will include training expectations in contracts and inductions.
5. **Records & review.** Training records, qualifications and competency assessments will be maintained, periodically reviewed and made available to regulators upon request. Refresher training will be scheduled based on risk and regulatory requirements.

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## 6. Responsibilities

- **Senior Management / CEO** — ensure this policy is implemented and resourced.
- **WHS Manager / HSEQ** — maintain training system, keep records, and review training needs annually or when incidents/change occur.
- **Supervisors / Managers** — ensure team members are trained, supervise until competent, escalate training gaps.
- **Workers** — attend training, follow procedures, advise when not competent or when conditions change.
- **Contractor / Subcontractor Manager** — verify contractor competencies and induction completion before works commence.

## 7. Training Needs Analysis (TNA)

EIG will maintain a dynamic **Training Needs Register** that identifies required training by job role, regulatory requirements, and hazard profile. The register will include: role, required licences/certificates, induction status, date of last training, next refresher due, and evidence file location.

## 8. Minimum Training Elements

- **General (all workers):** WHS induction, hazard reporting, emergency procedures, PPE use, incident reporting.
- **Role-specific:** safe operating procedures, plant operation (authorised only after assessment), working at heights, confined spaces, manual handling, electrical safety, hazardous substances, etc., as relevant.
- **Regulatory / statutory:** health and safety representative (HSR) training, high risk licences, asbestos/lead-specific qualifications where required.

## 9. Induction and Toolbox Talks

- **Site induction:** every person must complete a site/company induction before commencing work on any EIG site. Induction content will be easy to understand and cover hazards, risks, PPE, emergency procedures, communication lines and site rules.
- **Toolbox Talks:** supervisors will run regular safety briefings for high-risk tasks and when conditions or processes change.

## 10. Competency Assessment & Verification

- Competency combines training, observed performance and, where applicable, formal assessment/certification.
- Records of assessments and authorisations to operate plant will be maintained in the employee file and training register.

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## 11. Records & Document Control

EIG will keep digital records of: inductions, training course attendance, competency assessments, licences, refresher dates and training provider details for minimum of 7 years (or as required by law). Training records shall be retrievable for audits and regulatory inspections.

## 12. Evaluation & Continuous Improvement

Training effectiveness will be evaluated by: incident/near-miss trends, competency assessments, worker feedback and internal audits. The Training Needs Register will be reviewed at least annually and after incidents, near misses or regulatory change.

## 13. Non-compliance

Work duties will be restricted for any worker who does not hold the required competency or current training. Non-compliance may lead to disciplinary action in accordance with EIG procedures.

## 14. Contractor & Visitor Management

Contractors must provide evidence of training and competencies prior to mobilisation. Visitors must complete a visitor safety briefing or supervision while on site.

## 15. References

1. Work Health and Safety Act 2020 (WA).
2. WorkSafe WA — Training and orientating workers / safety induction.
3. WorkSafe WA — Work health and safety laws (overview).
4. Safe Work Australia — training guidance and model Codes of Practice.

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