













Process Flow Chart Induction and Training (13)

031T
(June 2023)

Task	Process	Resource	Links
Workers receive an induction into the worksite			Worker Induction Checklist (012F)
Workers are provided with an induction to their specific role, including the identification of specific hazards they may be exposed to			Role Specific Induction Form (013F)
Training needs for each role in the worksite is determined			
Individual training needs analysis is completed for each worker			Training Needs Analysis (053F)
Develop a training calendar to outline what training will be conducted			Training Calendar (014F)
Retain records of all training that has been undertaken by workers			Record of Training Attendance Form (015F) SOP/SWP Sign Off Form (017F)

Evaluate training for effectiveness and relevance (not mandatory)				016F	Training Evaluation Form (016F)
--	--	--	--	------	---