



## Process Flow Chart Induction and Training (13)

**031T  
(June 2023)**

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

Evaluate training for effectiveness and relevance (not mandatory)				 016F	<a href="#">Training Evaluation Form (016F)</a>
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