



Industry guidance document

Construction induction training

(Version 5 July 2009)

Background

The Occupational Safety and Health Regulations 1996 set out mandatory requirements for the provision of construction safety induction training, for employees or self-employed people doing construction work at a workplace in Western Australia.

The training required by the regulations is not designed to take the place of work site or task specific instruction, training or supervision.

The Occupational Safety and Health Regulations and this industry guidance apply to:

- employers, main contractors or people having control of a workplace where employees or self-employed people do construction work; and
- employees or self-employed people who do construction work.

This extends to contractors and workers engaged under labour hire arrangements and other alternative employment arrangements.

Who needs to undertake safety awareness training?

The requirements for construction induction training apply to construction work. The definition of construction work under the *Occupational Safety and Health Act 1984* and Occupational Safety and Health Regulations 1996 is very broad and picks up a wide range of activities.

Construction work is defined in the Occupational Safety and Health Regulations 1996 [Reg 1.3] as meaning:

- (a) the construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located;
- (b) work on which a hoisting appliance or any scaffold or shoring is used or intended to be used;

- (c) work in driving or extracting piles, sheet piles or trench sheet;
- (d) work in laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid;
- (e) work in sinking or lining or altering, repairing, maintaining, renewing, removing or dismantling a well or borehole;
- (f) road works, earthworks or reclamation; or
- (g) work in laying an underground cable that is done at or adjacent to the place where the cable is laid or to be laid;

Some situations will require the employer, main contractor or person in control of the workplace to exercise judgment in deciding who needs to undertake the construction induction training. Where some judgment is needed to decide whether training should be undertaken it is appropriate to consider the risk factors in making a judgment including:

- The range of duties the person is required to carry out eg. look at complexity of tasks and hazards associated with those tasks.
- The degree to which the person is escorted and/or directly supervised while working.
- The degree to which the construction work undertaken is incidental or peripheral to the main business activity, eg a farmer building an access road on his/her own property, a person doing minor repairs or cleaning in an existing building.
- The parts of the workplace the person is required or permitted to access and the stage(s) of construction occurring during the timeframe of such access eg. consider such factors as scope and timeframe for a particular construction project and the direct and active involvement of the person in that construction project.

OSH regulations recognise nationally accredited construction induction training conducted in other States and Territories. This means that workers coming from those States do not need to complete the WA course to be able to work in construction in WA, provided they can show evidence that they completed the induction training in their home State.

How long does the induction training last for?

Once training has been completed there is no mandatory requirement to repeat the training.

The national code of practice for construction induction training, an advisory document, provides an option for repeat training if a person leaves the industry for more than two years, or, if the employer considers repeat training necessary. It may be the case that some employers require repeat induction training, in accordance with the code, as part of safety and health management processes.

Guidance on inclusions and exclusions

(Based on draft National Code of Practice for Induction Training for Construction Work)

| Safety awareness training required | Safety awareness training may not be required |
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| Employees, self employed people, supervisors and managers | Visitors, couriers, food van employees under escort of supervision |
| Professional consultants who spend time on a construction site eg inspections and audits which require direct and active interaction with the construction process | Government Inspectors (eg WorkSafe or Local Government Building Inspector) or people authorised to enter a construction site under other legislation/emergency personnel |
| Casual or part-time building labourers; labour hire personnel working on construction sites | Consultants/contractors not carrying out construction work eg trainers, administrators |
| Construction work supervisors or foremen | Professionals observing work |
| Engineers and surveyors who carry out preparatory work | Professional consultants not carrying out construction work eg interior designers |
| On-site installation and joinery eg installation of cabinets, installation of pre-cast concrete panels (includes use of moving machinery such as cranes to deliver and place pre-cast concrete panels onto site) | Component/pre-fabricated manufacture off-site eg kitchen cabinets in factory, pre-cast yard |
| Any delivery work involving the movement of other mobile plant on site | Delivery work involving drop off or pick-up at a designated area only |
| Truck driver who drops off and then assembles a structure | |
| Window and glass installation | |
| Truss frame installation and assembly | |
| Drainage pipe laying and installation | |
| Concrete placement and/or laying activities, operation of concrete pump | |
| Installation of fire sprinkler system | In some cases, installation of fire extinguishers – depending on type of workplace so judgment may be needed |
| Work experience students undertaking construction work | Work experience/practical visits by students not undertaking construction work (and under escort) |
| Landscape gardeners | Gardeners or lawn mowing contractors undertaking general upkeep |
| Cleaners who work on construction sites whilst construction work is being undertaken | Cleaners cleaning existing or newly completed buildings where no construction work. |
| People laying carpet or installing curtains in buildings whilst construction work is being undertaken | People laying carpet or installing curtains in existing buildings |
| | People undertaking minor maintenance in existing buildings where no construction work. |
| | Locksmiths changing locks in existing buildings |