

## Health & Safety – What is Appropriate Training?

The Health and Safety regulations require that employees are provided with opportunities to access and attend appropriate training to ensure a safe workplace exists. The table below shows what training should be undertaken to meet employer obligations:

Training Type	Which Staff	Frequency
<b>Health &amp; Safety Management Knowledge:</b> <ul style="list-style-type: none"> <li>▪ compliance</li> <li>▪ accident investigation</li> </ul>	Health & Safety Manager  Person(s) tasked with the role of managing workplace Health & Safety (e.g., Health & Safety Representative)	Every 24 months
<b>Induction and Re-Induction</b>	All workers	When joining the company then every two years
<b>Hazard Register</b>	All workers	When joining the company then every four months
<b>Manual Handling</b>	Staff who manually move items as a regular part of their employment	Every 12 months <sup>(1)</sup>
<b>Fire/Emergency Warden</b>	Designated Wardens	Every 12 months <sup>(1)</sup>
<b>Forklift Operator</b>	Staff who operate forklifts	Every 36 months <sup>(2)</sup>
<b>First Aid</b>	“First Aiders” - One first aider to be on duty at all times and locations where the business usually carries out activity	Every 24 months (Refresher)
<b>Driver (all vehicle types)</b>	Staff who drive a motor vehicle as a major part of their employment - A practical driving assessment	Every 24 months; and on a change of vehicle type
<b>Gantry Crane Operator</b>	Staff who operate overhead gantry cranes	Every 24 months

<sup>(1)</sup> This complies with ACC WSMP and WSD Guidelines

<sup>(2)</sup> Complies with the Approved Code of Practice (ACOP)

To ensure quality of training and assessment, training is best provided by a training provider that is a NZQA registered Private Training Establishment (PTE); assessments must be completed by a person holding the applicable qualifications and/or licensing.