**HEALTH, SAFETY & WELLBEING TRAINING MATRIX**

This template is intended to assist member businesses develop their own workplace matrix. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the matrix. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced health, safety and wellbeing and workplace relations advisors can assist members with a range of health, safety, wellbeing, employment, human resources and industrial relations issues.

Our experienced health, safety and wellbeing and workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide health, safety and wellbeing consulting and training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Advice Line on **(03) 8662 5222.**

**Disclaimer**

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HEALTH, SAFETY & WELLBEING TRAINING MATRIX

Instruction: Identify training required for each person by placing an 'X' in the appropriate box

| **Training** | **Name** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Position** |  |  |  |  |  |  |
| Employee Induction | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Accident/Incident Investigation | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Chemical Handling | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Company Safety Rules | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Confined Space Safety | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| HSR/Committee | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Contractor Induction Training | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Crane Operation | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Emergency Procedures | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| First Aid Certificate | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Forklift Operation | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| General Safety Awareness | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Hazardous Substances | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Injury Reporting Process | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Lockout/Tag out | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Manual Handling | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Noise Exposure | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Personal Protective Equipment | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Risk Assessment Process | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Safe Operation of Plant | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Safety Signs | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Site Induction | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Use of Fire Extinguishers | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Visitors | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Work Activity procedures | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| Workstation Set Up | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
| **Other:** | | | | | | |
|  | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
|  | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |
|  | ❒ | ❒ | ❒ | ❒ | ❒ | ❒ |