



# COMMON MANAGEMENT SYSTEM STANDARD TRAINING, COMPETENCE AND AWARENESS

DATE: 22 MAY 2019



DATE	NAME	CHANGE	APPROVED	REVISION
12/07/2016	Keith Ashby	Issued for Use	Executive Leadership Team (ELT)	0
22/05/2019	Keith Ashby & Julia Lee	Reformatted on new IGO Template	ELT	1



## TABLE OF CONTENTS

1.	OVERVIEW .....	2
2.	COMPETENCY-BASED TRAINING SYSTEM .....	2
3.	RECRUITMENT .....	2
4.	PERSONAL TRAINING PLANS .....	3
5.	INDUCTIONS AND AWARENESS TRAINING.....	3
6.	CONTRACTORS .....	4



## 1. OVERVIEW

IGO is committed to ensuring that employees, contractors and visitors are aware of relevant IGO requirements, hazards, risks and controls and that a structured system is in place for identifying, delivering and verifying the effectiveness of job training and competency-based requirements.

## 2. COMPETENCY-BASED TRAINING SYSTEM

The IGO training and assessment process is a competency-based learning approach. Competency profiles are established for employees and contractors and include minimum compliance requirements, qualifications, legislative licenses, regulatory tickets and IGO competencies.

A training needs analysis is completed, and job competencies are identified, documented and periodically reviewed for all positions and roles. Training requirements are developed and specify:

- that the training required meets the identified competencies
- the resources required for the training
- the technical qualification of persons approved to sign off the training
- how the training is to be recorded
- whether periodic reassessment is required.

Training is developed through industry benchmarking to address relevant legal requirements and to meet the IGO competency-based standards. Training support materials are developed and include learner guides, assessment tools and trainer resources specifically tailored to IGO activities and procedures.

In jurisdictions that have defined or otherwise officially recognised competency-based standards, training is based on these standards and training materials and courses are signed off by a Registered Training Organisation (RTO) or equivalent.

Persons holding recognised qualifications as competency-based assessors conduct assessments. Technical/vocational competency-based assessors are also used where required. Training is assessed through an approved structure of written and verbal assessments, practical demonstration of the required task and 'on-the-job' observations.

The IGO training program allows for the appropriate recognition of current competencies and the recognition of prior learning when establishing individual competencies.

Comprehensive records are maintained of all training and competency-based assessments.

## 3. RECRUITMENT

Recruitment is carried out against defined selection criteria specified in documented position descriptions and specifications. Position specifications identify critical roles or statutory positions as well as any educational, trade, plant or equipment competencies, specific job tasks, and associated physical demands.

Recruitment processes generally include an assessment of IGO awareness, competencies, behaviours and performance.



Certification and qualifications are verified according to a formal process during recruitment, and proof of qualifications, licensing and regulatory ticketing is confirmed.

Placement of personnel is consistent with a person's competency level and the level of supervision available.

#### **4. PERSONAL TRAINING PLANS**

Employees and contractors will receive training commensurate with the activities they perform, the location and the associated hazards.

Individual training plans are established, where appropriate, for each role and person.

Appropriate site inductions are provided before an employee or contractor commences work at a site.

At a minimum, essential and appropriate training is provided before an employee or contractor is permitted to perform activities that are not closely supervised. The following competency-based training is provided within a reasonable and appropriate timeframe following the commencement of employment at IGO:

- the IGO Management System, including policies, standards, roles and responsibilities in conforming with the requirements of the IGO Management System and the potential consequence of non-conformance
- risk assessment and the significant IGO risks and hazards contained in the relevant site Risk Register
- the identification, assessment, control and elimination of hazards, and at-risk behaviours and situations (including the consequences of departure from specified operating procedures and standards)
- relevant procedures and operational controls (including standard operating procedures, work instructions and Job Safety and Environment Analysis, or JSEAs)
- job and IGO specific competency-based training appropriate to task performance and potential impacts of tasks performed commensurate with the level of supervision and work to be performed e.g. isolation, working at heights, legal requirements, hydrocarbon storage
- job specific technical training
- management of change procedures
- incident management (including investigation methods as appropriate to the role)
- cross-cultural and other awareness training in line with company standards and commitments
- relevant emergency preparedness and response procedures.

Managers and supervisors undertake IGO leadership training within twelve months of taking on their role.

#### **5. INDUCTIONS AND AWARENESS TRAINING**

All employees, contractors and visitors to IGO sites are provided with general site induction training. At a minimum, induction training must reference the significant risks identified at the site/area and the relevant emergency response procedures.



More detailed 'onboarding' inductions are developed, documented and delivered to employees and contractors and include training in key components of the IGO Management System and specific workplace orientation. These inductions integrate components of the IGO competency-based training system.

Comprehensive training and competency records are maintained.

## **6. CONTRACTORS**

Contractors are required to provide documentary evidence of training and competency for all work performed at IGO sites and projects.