

GUIDELINES ON OCCUPATIONAL SAFETY AND HEALTH TRAINING

1. The importance of training

- 1.1. Occupational safety and health training contributes to the promotion of a positive safety and health culture, the prevention of injuries and ill-health and better management of safety and health at work. It ensures that the enterprise has competent personnel with the necessary skills, knowledge and attitudes to perform their work safely. It also improves productivity and enhances overall competitiveness of the enterprise.
- 1.2. Employers, employees, Safety and Health Officers and Safety and Health Committee members should fully understand the importance of occupational safety and health training.

2. Main obligations under occupational safety and health legislation

- 2.1. Every employer should:
 - (a) so far as is reasonably practicable, ensure the safety, health and welfare at work of all his employees by providing information, instruction, training and supervision as is necessary to ensure the safety and health at work of his employees;
 - (b) so far as is practicable, ensure that any employee is provided with adequate safety and health information, instruction and training on being recruited into the employer's undertaking; on being exposed to new or increased risks as a result of a transfer or change of responsibilities; or on the introduction of new plant or a change relating to any process already in use within the place of work;
 - (c) ensure that no young person works at any dangerous machine unless he has received sufficient training in line with the provision of the Act;
 - (d) ensure that no person operates a lifting machine unless he has been trained and is competent to operate that machine;
 - (e) ensure that in every place of work, a sufficient number of employees are trained in the proper use of the means of extinguishing fire;
 - (f) where it is not reasonably practicable to avoid the need for his employees to undertake any manual handling operations at work which involve a risk of bodily injury, provide sufficient training in the safe techniques or methods of manual lifting and handling to any employee who is required in the normal course of his work regularly to lift, carry or move loads exceeding 18 kilograms;
 - (g) ensure that no person works on a woodworking machine unless he has been sufficiently trained;

- (h) provide adequate information, instruction and training to his employees with regards to the steps to be taken to ensure their safety and health when handling, storing and using asbestos;
 - (i) ensure that all his employees involved in scaffold work are provided with adequate and appropriate information, instruction and training; and
 - (j) ensure that a sufficient number of employees are trained in the use of breathing apparatus and in a method of restoring breathing whenever work has to be done inside any vessel, tank, pit or similar confined space.
- 2.2. Every employee, while at work, should cooperate with his employer in the discharge of any duty or requirement placed upon the employer.
- 2.3. Every registered Safety and Health Officer employed at a place of work should design and implement appropriate training programmes and keep proper records thereof.
- 2.4. The Safety and Health Committee should make recommendations to the employer on training requirements and education programmes for particular employees or group of employees.

3. Planning and organisation of training

Every employer should:

- (a) have adequate policies and strategies to promote training of employees on safety and health;
- (b) consult and enlist the support of employees, their representatives, safety and health professionals and training institutions for the implementation of any safety and health training activity;
- (c) allocate adequate time, necessary logistic facilities, sufficient financial and human resources to develop, implement and review training programmes; and
- (d) ensure that training programmes target all employees of the organisation including top management.

4. Training needs and requirements

Every employer should:

- (a) ensure that training needs of employees are identified through appropriate procedures and techniques, including risk assessment;
- (b) assess the employees' current and future requirements related to training, skills and knowledge to do their jobs in a safe and healthy way, and should identify the training gaps, if any; and

- (c) while establishing training needs, take into consideration all information related to accidents, incidents, near misses, occupational health and gender issues including statistics, investigation reports, inspection reports, complaints, material safety data sheets, safety manuals and operation manuals.

5. Training delivery

Every employer should:

- (a) ensure that any induction training, on the job training and refresher training are provided to employees whenever required;
- (b) ensure that employees and trainers are informed well in advance of the date, time, venue and the topic of the training;
- (c) provide training during working hours, at no cost to the employees and specific arrangements should be made for part timers and shift workers;
- (d) ensure that the durations and frequencies of training programmes are appropriate and sufficient to develop the required knowledge, attitude, skills and competence;
- (e) as far as possible make use of appropriate teaching aids/methods such as groups/individual training, computer based learning, demonstrations, practical skills development, leaflets, power point presentations, videos and DVDs;
- (f) ensure that all training is carried out in a language understood by all employees including guest workers;
- (g) ensure that the trainers have relevant training, knowledge, skills and competence to deliver the training; and
- (h) ensure, as far as practicable, that all employees selected for the training are in attendance.

6. Training effectiveness

Every employer should:

- (a) ensure that all training (on site and off site) related records are properly kept, including names of trainers/employees, nature of work of employees, date and place of training, duration, topics of training, equipment/aids used;
- (b) monitor training records so that refresher training is given regularly;
- (c) ensure that training programmes are regularly reviewed so that the training is appropriate to the activity being carried out, consistent with current good practice, legislation and standards; and
- (d) establish a mechanism to enable employees to give feedback on the training given to them.

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