

## Training Providers

### Legal Requirements for recording Training Providers

Employers should ensure accurate and if necessary, specialised information is available about the processes, equipment and hazards in the workplace

This may require setting up a *knowledge bank* of competent internal and external providers who can be called on to provide advice and/or training

. Here are the key considerations:

For hazardous equipment, processes or tasks: The trainer should have been trained and have enough experience in the same or equivalent task or job, to know what the hazards are, including how to recognise unsafe modes of work and how to safely correct them

For tasks where a recognised regulatory rule, code of practice or standard exists: The trainer should hold equivalent certifications, approvals, practicing certificates or similar evidence of technical competency

For general health & safety awareness courses: The trainer should hold a suitable qualification, approval or advisory role that demonstrates they have accumulated sufficient subject knowledge and learning/research ability to be influencing and interpreting on such matters

### Procedure for recording Training Providers

Compile a list of internal and external providers and justify your rationale

### How to complete a record of Training Providers using SafetyBase

Open a **Training Providers** file under the **Training** heading. SafetyBase prompts you to enter details of the provider and indicate what rationale you have used

### Using Tasks while recording Training Providers

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted*

### SafetyBase Tips and Tricks for recording your Training Providers

Consider associating an electronic document (example, an existing Provider's credentials or certification, or an image, pdf, spreadsheet, document, video etc), using the **"Attach Documents"** tab, or inline toolbar at the bottom of your screen while entering data. Record the document's details by completing the appropriate data fields, then click Attach Document. The document will upload and be available for viewing. Many file types will display as a thumbnail

You can associate a SafetyBase file using the **"Link Files"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Tasks tab (example, Hazard Details for which the Provider has knowledge, a Training Record from the Provider or similar file that has direct relevance). Record the file's details by completing the appropriate data fields, then click ADD. Use the progressive filtering of the drop lists and ADD the file you want. The file will be linked. If you follow the link, the linked file will automatically have a link back to the file you came from