

Induction, Training & Competency Policy



1. Purpose

Ecologia is committed to ensuring that all employees, contractors, and visitors are appropriately inducted, trained, and competent to perform their work safely, effectively, and in accordance with organisational and regulatory requirements.

This policy supports compliance with occupational health and safety legislation in Australia and India and ensures individuals understand their roles, associated risks, and responsibilities before commencing work. It also supports Ecologia's commitment to quality, safety, and continual improvement.

2. Scope

This policy applies to all Ecologia employees, subcontractors, temporary workers, and visitors engaged in Ecologia operations across Australia and India, including works conducted on Ecologia-controlled and client-controlled sites.

Where client, government, or principal contractor site inductions are required, those requirements take precedence and must be completed in addition to Ecologia internal inductions.

3. Legislative and Reference Framework

This policy aligns with, but is not limited to:

- Applicable occupational health and safety legislation and regulations across Australian states and territories
- Occupational Health and Safety Act 2004 (Vic) and Occupational Health and Safety Regulations 2017 (Vic)
- WorkSafe and equivalent regulator Codes of Practice and Safety Alerts
- Applicable occupational health and safety laws and regulations in India, including central and state-based requirements
- Ecologia Risk Management Procedure
- Ecologia Safe Work Method Statements (SWMS), HSE forms, and Site Risk Registers

This policy also aligns with the principles of **ISO 45001 (Occupational Health and Safety)** and **ISO 9001 (Competence, Awareness, and Training)**.

4. Responsibilities

Directors / Senior Management

Ensure the induction, training, and competency framework is established, implemented, resourced, and periodically reviewed.

Supervisors / Site Managers

Ensure all personnel are appropriately inducted and competent prior to work commencement. Identify competency gaps and arrange appropriate training, supervision, or task reassignment. Verify and maintain induction, training, and competency records.

Induction Facilitators

Deliver role-specific and site-specific inductions.

Review and update induction content when risks, legislation, systems, or processes change.

All Workers

Participate in required inductions and training.

Comply with safety procedures, instructions, and supervision requirements.

Report hazards, incidents, or competency concerns immediately.

5. Induction Requirements

Initial Induction

All new personnel must complete an induction prior to commencing work. Inductions will cover, as applicable: site hazards, emergency procedures, safe work methods, environmental considerations, and incident reporting requirements.

Client-Specific Induction

Personnel working on government, council, or client-controlled sites must complete all required site inductions and provide evidence of completion prior to site access.

Refresher Induction

Refresher inductions are required when:

Returning from extended absence

Significant changes occur to work practices, systems, or site conditions

At intervals determined by risk level, project duration, or client requirements

Visitor Induction

Visitors to operational sites must receive a suitable site briefing, sign in as required, and comply with personal protective equipment (PPE), supervision, and access control requirements.

6. Training and Competency Management

Ecologiaq maintains a Skills and Training Register to verify competency and compliance. Evidence of competency may include:

- Qualifications and training certificates
- Licences, permits, and authorisations (e.g. White Card, High Risk Work Licence, local equivalents in India)
- Verified experience, supervision records, and on-site competency assessments
- Attendance at toolbox talks, safety briefings, and refresher training
- Personnel must not undertake tasks without demonstrated competency or appropriate supervision. Competency reviews will occur at least every two years, or sooner where work conditions, risks, or regulatory requirements change.

7. Training

Training is provided based on role, risk exposure, and regulatory or client requirements and may include:

- Internal training sessions and briefings
- Accredited external courses
- Toolbox talks, safety meetings, and task-specific instruction

Training effectiveness, emerging risks, and future training needs are reviewed at least annually as part of management review and planning processes.

8. Fitness for Work

All personnel must be fit for duty. Workers must notify their supervisor of any condition, impairment, or circumstance that may affect their ability to work safely. Supervisors may implement controls, adjust duties, or request medical clearance where required to manage safety risks.

9. Records

Induction, training, and competency records, including attendance registers and evidence of qualifications, will be maintained in accordance with Ecologiaq document control, data protection, and privacy requirements.

10. Review and Continuous Improvement

This policy will be reviewed at least annually, or when legislative, operational, organisational, or client requirements change.

Feedback, incident investigations, audit outcomes, and performance reviews will inform continual improvement of induction, training, and competency processes.

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