

ARPANSA Holistic Safety MicroTools

KEY AREA: *Training*

Date:	
Area(s) examined:	
Follow-up actions:	

RATING CRITERIA			
Not Observed	Low	Medium	High
NA	1	2	3

Identification of training needs:

Observations

Rating

1.	When was the last time we reviewed the training needs of roles or positions within our organisation which have safety significance?		
2.	Do we consult with staff to help identify training needs and ensure they are relevant to the role?		
3.	Are there roles or positions that require safety-related training or refresher training that we have overlooked?		

Development or selection of training:

Observations

Rating

4.	How do we ensure that the training we develop is appropriate and matches the training needs of our staff?		
5.	How can we improve the way we take adult learning styles and other relevant factors into account when developing training programs?		
6.	If we choose external training, what criteria do we use to ensure it is appropriate and relevant to staff roles and responsibilities?		

Implementation and oversight of training:

Observations

Rating

7.	How do we monitor the training that is delivered to ensure it is adequate and useful to staff?		
8.	What processes are in place to examine whether the training itself is delivered according to original plan or schedule?		

Feedback and continuous improvement:

Observations

Rating

9.	Do we seek feedback on the success and usefulness of the training staff have undertaken in order to continuously improve the training delivered?		
10.	How do we use this feedback to ensure delivered training continues to improve and better meet operational needs?		

Training records:

Observations

Rating

11.	When and how do we record the training that staff undertake once they have completed it?		
12.	Is it easy for staff and management to access their training records?		

ACTIONS:

•
•
•
•