



# OnGuard Safety Training

MAKING SENSE OF WORKPLACE SAFETY TRAINING

[www.1300BeOnGuard.com](http://www.1300BeOnGuard.com)

## Procedures for the Recording of Student Safety Instruction, Training & Assessment

This checklist should be followed for all practical workshop activities. It is expected that all students' knowledge of Safe Operating Procedures will be retested every 24 months.

### Phase

#### Instruction & Testing of Knowledge

Supervisors will use **OnGuard ACEPro** to set up training sessions for individual classes. These sessions will include the safety instruction for all machines and any general aspects for workshop, hand and power tools.

#### Demonstration

Supervisors will be required to demonstrate the safe use of machines, equipment and tools to students in a number of ways: large / small / individual group. The Machine Competency Poster in OnGuard ACEPro can be used as a guide for supervisors to use when scripting and delivering demonstration content.

#### Student Practice

Students complete the practice activity under direct supervision to ensure knowledge, understanding and competent application. Students may be questioned about the process being undertaken and/or asked to repeat the activity to gain competency.

#### Competency Assessment

Supervisors will assess students as being 'competent' or 'not yet competent' after the practice activity. This means that for a short and reasonable instructional period of time a student may not have necessarily displayed competency but will be allowed to undertake a simple practical activity whilst under direct supervision and instruction.

#### Ongoing Supervision

Supervisors will supervise students in an ongoing and vigilant manner. If the supervisor observes a student acting in an unsafe or unsure manner they should direct the student to stop. Students will then undertake revision of instruction or other suitable training to remind them of the Safe Operating Procedures and requirements.

### Recording Process

Records will be maintained on the OnGuard ACEPro server and student 'knowledge test' completion dates will be recorded against specific machines and equipment items.

This date entry will become the official record in the event of an incident inquiry.

Supervisors will record in their roll book that the day's lesson included a demonstration.  
Eg. Band Saw demo. Then they will enter this demonstration date into the Supervisor Training Register in OnGuard ACEPro.

This date entry will become the official record in the event of an incident inquiry.

Supervisors will record in their roll book that the day's lesson included practical activity.  
Eg. Prac – students continued with mug tree.

Supervisors record students as competent after assessing their practical application of the Safe Operating Procedures. Supervisors enter a competency assessment date into the Competency Assessed Training Register in OnGuard ACEPro.

This date entry will become the official record in the event of an incident inquiry.

Supervisors observe students as they go about their practical lesson activities. Breaches of established Safe Operating Procedures should be recorded against the student's name on the supervisor's day roll.

Repeated offences will need to be forwarded to the HOD.