

## **ACUGROW LIMITED**

# **BASIC OCCUPATIONAL HEALTH AND SAFETY INDUCTION PROGRAM**

## **PROJECT DEFINITION**

**Version 1.0**

**04-Apr-11**

<b>DOCUMENT STATUS</b>	
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Circulated To:	John Smith, Justin Nash, Howard Small, Linda Stuart, Jeremy Cole, Harold Brown, Joy Fullersome

<b>VERSION HISTORY</b>				
<b>Version</b>	<b>Status</b>	<b>Date</b>	<b>Author</b>	<b>Change</b>
0.1	Draft	22-Mar-11	Lorna Green	Initial draft
1.0	Controlled	4-Apr-11	Lorna Green	Initial release

## DOCUMENT APPROVAL

All senior project personnel to sign-off the document in the area below.

<b>Name</b>	<b>Position Title</b>	<b>Signature</b>	<b>Date</b>
John Smith	Asset Maintenance Manager	.....	.....
Lorna Green	Training Manager	.....	.....
Justin Nash	Engineering and Construction Manager	.....	.....
Howard Small	Building Management Manager	.....	.....
Linda Stuart	Grounds Maintenance Manager	.....	.....
		.....	.....

## 1 PROJECT NAME

Basic Occupational Health and Safety Induction Program

## 2 PROJECT OBJECTIVES

The purpose of the Basic Occupational Health and Safety Induction Program is to provide the first tier of OH&S training to Acugrow Limited staff within the Asset Maintenance department and contractors engaged to perform specific work on Acugrow Limited buildings and grounds assets.

The Asset Maintenance department objectives of this project are:

- compliance with the basic training provisions of the Occupational Health and Safety Act
- reduction of occupational health and safety risks to Acugrow Limited employees, contractors and the general public
- reduction in the incidence of Acugrow Limited workplace injury and illness

The training program objectives of this project are:

- Minimum 98% of Acugrow Limited employees nominated to attend external program complete program by 28 October 2011
- Minimum 98% of Acugrow Limited employees nominated to attend internal workshop complete program by 28 October 2011
- Minimum 98% of program attendees satisfactorily complete assessment requirements by 28 October 2011
- Minimum average Likert Scale score of 3.5 on standard participants feedback questionnaire
- Minimum average Likert Scale score of 3.0 on standard training transfer questionnaire

## 3 SCOPE

### 3.1 Included

Included within the scope of this project are Asset Maintenance department employees supervising or carrying out campus works within:

- Engineering and Construction
- Building Management
- Grounds Maintenance
- Contractors employed on ongoing contracts through external contracting companies

### 3.2 Excluded

Excluded from the scope of this project are Asset Maintenance department employees supervising or carrying out campus works within:

- Administration and other office staff neither supervising nor carrying out building works
- Contractors without ongoing contracts with Acugrow Limited
- Site specific OH&S training
- Task specific OH&S training

## 4 PROJECT DELIVERABLES

Project objectives will be achieved through the following deliverables:

- Training Vendor Selection Criteria Chart
- Internal Workshop Trainer Guide and Participant Workbook
- Training Schedule
- Completed Attendance Records
- Program Evaluation Plan
- Program Evaluation Report

## 5 ROLES

John Smith	– Project Sponsor
Lorna Green	– Project Manager
Harold Brown	– Project Administrator
Joy Fullersome	– Training Consultant

## 6 RESOURCE REQUIREMENTS

Resource requirements for the project are as follows:

Phase	Hours	Cost
Analyze	40	\$4,000
Design	16	\$2,500
Develop	68	\$10,000
Implement	300	\$22,000
Evaluate	40	\$4,800

## 7 PROJECT APPROACH

The general approach is to assess training needs against current capabilities and statutory requirements, evaluate and select a local training provider for delivery of an accredited module and develop an internal workshop to facilitate application on the job. Following program design and development, training schedules will be negotiated with participant managers and the impact of the program will be evaluated and reported.

Steps will include the following:

- Determine Acugrow Limited training requirements.
- Approve off-the-shelf commercially available training program.
- Sign off Project Plan by Project Sponsor and Training Provider.
- Design and develop internal workshop.
- Schedule and deliver external training and internal workshop.
- Conduct program evaluations and report results to program stakeholders.

## 8 RISKS

The significant project risks are:

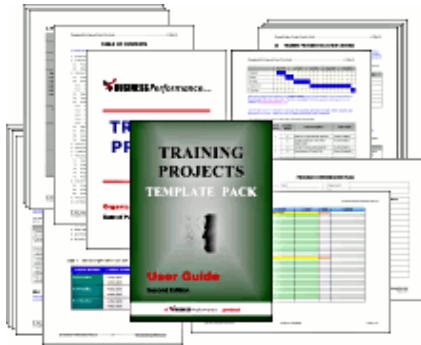
- Low participant attendance from stretched workloads.
- Program seen as not relevant to actual workplace situations.
- Program participants not confident to apply skills and knowledge.
- Excessive program cost from small class sizes.

## 9 PROJECT MILESTONES

The major milestones for the project are:

20 May 2011	Initial Project Plan signed-off by Project Sponsor
10 June 2011	Training Vendor contract signed-off
24 June 2011	Internal workshop materials completed
5 August 2011	Engineering and Construction employee schedule completed
12 August 2011	Letters of Offer sent to Contractors
24 August 2011	Building Management employee schedule completed
2 September 2011	External contractor schedule completed
9 September 2011	Grounds Maintenance employee schedule completed
28 October 2011	All target participants completed training
18 November 2011	Program Evaluation report completed

For a *customizable* version of this template and instructions for completing a training project definition, check out our popular **Training Projects Template Pack**. This template is simply one of a comprehensive set of form templates and guides included within the Template Pack.



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#### *Plan*

1. Training Project Definition Template/Guide
2. Training Project Plan Template/Guide
3. Program Communication Plan Template

#### *Analyze*

4. Training Needs Analysis Template/Guide
5. Training Needs Analysis Worksheet

#### *Design*

6. Training Program Design Template/Guide

#### *Develop*

7. Learning Outcomes Template
8. Training Manual Template
9. Training Session Plan Template

#### *Implement*

10. Training Schedule Spreadsheet
11. Meeting Agenda Form
12. Meeting Minutes Form

#### *Evaluate*

13. Project Scorecard
14. Post-implementation Review Form

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Customer Education Specialist  
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Training Consultant

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Brenda M. Rodriguez  
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Corporate Trainer

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