

# Hazardous Substances Worker Training

Under Regulation 4.5 of the [Health and Safety at Work \(Hazardous Substances\) Regulations](#) a PCBU must ensure that every worker who uses, handles, manufactures or stores a hazardous substance is provided with information, training and instruction. This is in addition to the training relating to any risk at the workplace required under the [Health and Safety at Work \(General Risk and Workplace Management\) Regulations](#).

The PCBU must

- make sure all workers know about the hazardous substances in their work area and the dangers they pose.
- make sure workers have the training and supervision they need to operate safely with and around hazardous substances.
- keep a record of the training and instruction and, if necessary, have this available for inspection by a WorkSafe inspector or a compliance certifier.

It is recommended for all PCBUs to have a training management system that best suits their operations (e.g. paper records, excel spreadsheets, databases, existing software for files and document management, specialist HR or H&S software etc).

You should have a process (e.g. training procedure/policy) that identifies what training and assessments are needed for workers who work with hazardous substances. This will be dependent on their role, for example all personnel will need an awareness of hazardous substances in the workplace, but more hands on workers will need specific training and competency assessment. This can be as simple or detailed as needed to suit your operation.

When seeking a Location Compliance Certificate or Certified Handler Certificate, the PCBU will need to demonstrate to the Compliance Certifier that the workers, relevant to the certification, have received the training.

Details about what training is required, and examples of how this can be demonstrated, are shown on the following pages.

## Further information

Chemsafety offers [Chemical Awareness Training and Certified Handler training](#), tailored to your workplace to help you meet your training obligations under these regulations. The training session can teach your workers about your specific substances and the hazards on your site.

Please contact us on 0800 366 370, [info@chemsafety.co.nz](mailto:info@chemsafety.co.nz)

## WorkSafe Website

- Training under General Risk and Workplace Management Regulations - [Providing information, training, instruction or supervision for workers](#)
- Training under Hazardous Substances Regulations - [Information, instruction, supervision and training](#)



## Hazardous Substances Training Checklist

Use this checklist to help ensure that every worker who uses, handles, manufactures, or stores a hazardous substance (including hazardous waste) is provided with information, training and instruction. The training your workers need depends on the substances you have and how you use and store them.

Does the worker know the harm each hazardous substance they use at work can cause?	<input type="checkbox"/>
Does the worker know which substances are incompatible and need to be stored separately?	<input type="checkbox"/>
Does the worker know how to do the jobs they are given that involve hazardous substances?	<input type="checkbox"/>
Does the worker understand the control measures at the workplace to reduce exposure to the substances and keep safe & healthy?	<input type="checkbox"/>
Does the worker understand their obligations under the <a href="#">Health and Safety at Work Act 2015</a> and other applicable regulations?	<input type="checkbox"/>
Has the worker been provided with the right safety equipment and PPE?	<input type="checkbox"/>
Is PPE in good repair?	<input type="checkbox"/>
Does the PPE fit properly?	<input type="checkbox"/>
Does the worker know where the SDS's for the substances are kept and how to access them?	<input type="checkbox"/>
Have you trained workers to use SDS's?	<input type="checkbox"/>
Does the worker know what to do in emergencies involving the substance, for example, a spill?	<input type="checkbox"/>
Has the worker been trained to use the first aid equipment to deal with incidents involving hazardous substances, such as splashes?	<input type="checkbox"/>
Has the worker had practical experience under direct supervision reflecting the risk associated with the hazardous substances?	<input type="checkbox"/>
Does the worker know to ask their supervisor questions if they don't know how to safely use or store a hazardous substance	<input type="checkbox"/>
Do you keep records of worker training and instruction? (see below for more information)	<input type="checkbox"/>

Source: [Training for hazardous substances checklist from WorkSafe Quick Guide](#)



## Training Records

Use this checklist to help ensure you have all the necessary records for training and instructions given to your workers. These are the type of information that a Compliance Certifier will normally request. Ask yourself: Can you explain what training is given to workers, and how you assess and confirm that they are competent to do their job?

What does the training & instruction need to cover	Examples of how this can be demonstrated	My evidence
<b>Substances on site</b> Where hazardous substances are stored and used on site.	List or map / site plan of work areas where hazardous substances are stored or used (including Hazardous Substances waste) <input type="checkbox"/>  Inventory of chemicals <input type="checkbox"/>  List of workers who work (use, handle, manufacture or store) with hazardous substances in those areas <input type="checkbox"/>  <small>This type of information is often included in a workplace Health &amp; Safety Induction</small>	
<b>Documentation</b> Where any documentation regarding the hazardous substances on site is located (hard copy and/or online).	List of applicable documents/resources (e.g. Safety Data Sheets, SOPs, Emergency Response Plan, Response Guides, Hazards Registers, Safe Method of Use - SMoU, etc) and where to find them <input type="checkbox"/>  Location of safety data sheets and (if applicable) condensed key information and how to access them <input type="checkbox"/>	

What does the training & instruction need to cover	Examples of how this can be demonstrated	My evidence
<p><b>Information</b></p> <ul style="list-style-type: none"> <li>• The physico-chemical and health hazards associated with the hazardous substances the worker uses at work These can be found on the SDS.</li> <li>• The procedures (if applicable) for the safe use, handling, manufacture, storage, and disposal of the hazardous substances.</li> <li>• How to safe use any equipment associated with the hazardous substances, including PPE.</li> <li>• What to do in the event of an emergency involving the hazardous substances.</li> </ul>	<p>Attendance records and course syllabus for any training that covers these items (whether in-house or external provider), including which substances or groups of substances <input type="checkbox"/></p> <p>Competency records for operating procedures, SMOU, Hazard Registers, etc <input type="checkbox"/></p> <p>Emergency response training (e.g., induction, external training with specialist) <input type="checkbox"/></p> <p>Emergency response drills and testing records (with details of how often this happen) <input type="checkbox"/></p> <p>Note: Drills or possible emergency scenarios simulation can be used for ongoing training purposes as well as for the purpose of testing the plan itself (especially if the names of participants are collected)</p>	

What does the training & instruction need to cover	Examples of how this can be demonstrated	My evidence
<p><b>Worker Obligations</b></p> <p>The worker’s obligations under the regulations:</p> <ul style="list-style-type: none"> <li>• Take reasonable care of own health and safety;</li> <li>• Take reasonable care that acts or omissions do not adversely affect the health and safety of others;</li> <li>• Comply with any reasonable instruction given by the PCBU;</li> <li>• Cooperate with any reasonable policy or procedure of the PCBU</li> <li>• Wear PPE provided by the PCBU</li> </ul>	<p>Health &amp; Safety Induction <input type="checkbox"/></p> <p>Acknowledgment/reading or signing the PCBU’s Health &amp; Safety Policies and/or Manual <input type="checkbox"/></p> <p>Toolbox talk (including the definition of reasonable in this context) <input type="checkbox"/></p> <p>Sign-off sheet (see given example below) <input type="checkbox"/></p>	
<p><b>Experience</b></p> <p>An appropriate period of practical experience of the matters described above, under direct supervision in the workplace</p>	<p>Details of how long the PCBU has determined as appropriate for the various roles / procedures / activities / substances / groups of substances <input type="checkbox"/></p> <p>Evidence that the workers have completed this practical experience (or are still being supervised) <input type="checkbox"/></p>	

What does the training & instruction need to cover	Examples of how this can be demonstrated	My evidence
<p><b>Experience</b> (for workers with previous experience elsewhere)            A PCBU who can demonstrate, by documentation or certification, that a worker’s previous experience or training (or both) has resulted in training equivalent to that described above is not required to provide training and instruction in accordance with the above unless the PCBU considers refresher training to be necessary</p>	<p>Documentation that has satisfied the PCBU (e.g., Recognition of Prior Learning - RPL) <input type="checkbox"/></p> <p>Statement whether or not refresher is required <input type="checkbox"/></p> <p>Details of refresher training &amp; completion records <input type="checkbox"/></p>	
<p>Despite this, a worker with equivalent training who is new to the workplace must receive site-specific induction and have appropriate supervised experience at the new workplace.</p>	<p>Health &amp; Safety induction information and completion of records <input type="checkbox"/></p> <p>Details of how long the PCBU has determined as appropriate for the various roles / procedures / activities / substances / groups of substances <input type="checkbox"/></p>	
<p>Training records should include details such as:</p> <ul style="list-style-type: none"> <li>• date of training</li> <li>• materials covered</li> <li>• name of trainer or institution</li> <li>• results of evaluation and any qualifications obtained</li> <li>• any other relevant information</li> </ul>	<p>Sign-off sheets <input type="checkbox"/></p> <p>Training spreadsheets <input type="checkbox"/></p> <p>Formal or informal assessment of sign offs <input type="checkbox"/></p>	



## Worker obligations & Sign Off

The following is information that your workers need to know, and understand, about their obligations under the [Health and Safety at Work Act 2015](#).

### Duties of Workers

While at work, a worker must:

- Take reasonable care for his or her own health & safety, and;
- Take reasonable care that his or her acts or omissions do not adversely affect the health & safety of other persons, and;
- Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations, and;
- Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified by workers.

### Duty of Worker to Wear or Use Personal Protective Equipment

Under the [Health and Safety at Work \(General Risk and Workplace Management\) Regulations](#), a worker:

- Who has been provided with personal protective equipment by a PCBU under regulation 15(2); or
- Who has chosen to provide his or her personal protective equipment under regulation 16(1).
  - The worker must wear or use the personal protective equipment in accordance with any information, training, or reasonable instruction by the PCBU,
  - The worker must not intentionally misuse or damage the equipment,
  - The worker must inform the PCBU of any damage to, defect in, or need to clean or decontaminate any of the equipment that the worker becomes aware of.

Please sign below to acknowledge that training to the above checklist has been completed and you understand your obligations above.

Worker	Date	Signature