



GROUP TRAINING POLICY & PROCEDURE

UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT

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PRIMARY ROLE : Automotive Business Specialists employment (ABSe)
Team Leader ABSe
General Manager Automotive Business
Work Health Safety and Return to Work Coordinator

references : POL 033 - GTS Privacy Policy and Procedure
Motor Trades Association of SA Inc. Privacy Statement
Privacy Act 1988 & Australian Privacy Principles
POL 003/POL 032/POL 036 GTO WHS Policy's
Work Health Safety Act 2012, Regulations and
amendments as relevant to MTA GTS Apprentices and
Host Employers
National Standards for Group Training Organisations
2017

DOCUMENTS :

EQUIPMENT & RESOURCES : JobReady

QUALIFICATIONS, TRAINING OR :
SPECIALIST KNOWLEDGE : Experience using JobReady
Comprehensive knowledge of TaSC, Regulation and
Contract Management and GTS National Standards and
guidelines
Comprehensive knowledge of Work Health Safety Act
2012, Regulations and amendments as relevant to MTA
GTS Apprentices and Host Employers

AUTHORISED :  DATE : 12/06/2020
CHIEF EXECUTIVE OFFICER



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PURPOSE

This document provides guidance and direction for Motor Trade Association Group Training Scheme (MTA GTS) ABSe's, WHS and RTW Coordinator and other staff in regards to the provision of Uniforms and Personal Protection Equipment to students/apprentices.

RESPONSIBILITY

GM Automotive Business

It is the responsibility of the GM Automotive Business to ensure that ABSe's and GTS Administration are provided with:

1. Appropriate training to meet the requirements of this policy/procedure and meet regulatory authority standards and conditions;
2. Adequate and appropriate resources to be able to successfully accomplish the requirements of the policy and meet regulatory authority standards and conditions;
3. Develop and maintain an appropriate level of knowledge and skills to effectively and efficiently utilise JobReady as a database, reference source and reporting tool.

Commented [A1]: Should we be naming the new system?

The GM Automotive Business is also responsible for ensuring:

1. the appropriate and timely provision of Uniforms and PPE to apprentices;
2. the complete and accurate entry of required data into Job Ready;
3. Privacy Principles and Confidentiality as per Privacy below are met at all times for all stakeholders;
4. Develop and maintain an appropriate level of knowledge and skills to effectively and efficiently utilise JobReady as a database, reference source and reporting tool.

Work Health Safety and Return to Work Coordinator

It is the responsibility of the Work Health Safety and Return to Work Coordinator to:

1. ensure PPE meets current regulatory and industry requirements;
2. monitor work related injury statistics for potential PPE issues and improvements.



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Automotive Business Specialists employment

It is the responsibility of all ABSe's to ensure that:

1. National Standards for Group Training Organisations that refer to this policy/procedure are met at all times;
2. The replacement of uniform and PPE is in line with this policy/procedure;
3. Privacy Principles and Confidentiality as per Privacy below are met at all times for all stakeholders;
4. Through the use of Pastoral Care methodology and practices and within reasonable parameters educate Apprentices in appropriate workplace attitudes and behaviours including personal responsibility e.g. care and security of uniform and PPE;
5. Maintain a high level of Professional Development, knowledge and skills of:
 - a. National Standards for Group Training Organisations;
 - b. the VET Sector;
 - c. WHS to the level required to effectively conduct Risk Assessments;
 - d. Motor Trade industry.
6. Develop and maintain an appropriate level of knowledge and skills to effectively and efficiently utilise JobReady as a database, reference source and reporting tool;

Apprentices

It is the responsibility of MTA GTS apprentices to:

1. remember that the MTA GTS is their employer;
2. assist ABSe's where required in their efforts to secure and maintain HE placements for the apprentice e.g. maintain their uniform and PPE in good working order and secure from damage, loss or theft.

POLICY

It is the policy of MTA GTS to:

- ensure compliance with regulatory bodies;
- quality Customer Relationship Management (CRM) for all stakeholders;
- appropriate support and WHS monitoring for Apprentices.



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SCOPE

This policy and procedure applies to the provision of Personal Protection Equipment to all MTA GTS apprentices during trade training and whilst on placement for the duration of their apprenticeship.

DEFINITIONS

CRM	: Customer Relationship Management encompasses the services, processes and support provided to MTA GTS stakeholders.
TaSD ACT 2008	: Training & Skills Development ACT 2008 of South Australia under which apprentice and traineeship regulation is enacted.
Automotive Business Specialists employment	: MTA GTS employees tasked with the placement and monitoring of apprentices and their Host Employers in compliance with TaSD ACT 2008, regulations and guidelines; MTA GTS policy and procedure.
HE / Host Employer	: Industry Employer that meets the requirements of: <ul style="list-style-type: none">▪ the TaSC Guide for Registration of an Employer to Train an Apprentice/Trainee under TaSD Act 2008;▪ Work Health Safety Site Assessment.
JobReady	: Student/Apprentice Records Management Database.
Traineeship and Apprenticeship Services	: Traineeship and Apprenticeship Services is a statutory authority under TaSC which manages and controls all regulatory requirements in the day to day administration of Traineeships and Apprenticeships.
TaSC	: Training & Skills Commission. TaSC is the South Australian Government body that regulates training, apprenticeships and traineeships under South Australian Government guidelines.



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PPE : Personal Protection Equipment is safety equipment.

PROCEDURE

Frequency:

Uniforms and PPE will be provided to apprentices;

- at commencement of employment with MTA GTS;
- as required during the course of the training contract with MTA GTS.

PPE forms part of the Tool Kit at commencement.

Procedure:

1. Induction

Uniform and PPE is provided when an apprentice commences with MTA GTS.

2. Onsite Induction

At commencement of placement an apprentice should be fully kitted out for tools, uniform and PPE.

The WHS and Return to Work Officer (or their delegate) should check that apprentices commencing with a placement have all of the PPE required and that their uniform is complete and in good condition.

Where the apprentice requires PPE or uniform the WHS and Return to Work Coordinator should notify the apprentices ABSe who should follow the appropriate process as listed in the following sections.

3. MTA GTS PPE Stock Items

4.1. MTA GTS generally maintains stocks of:

- 4.1.1. Safety Glasses
- 4.1.2. Gloves
- 4.1.3. Respirator Cartridges

4.2. Where MTA GTS stock is available the ABSe:

- 4.2.1. enters the information in JobReady;
- 4.2.2. delivers item to the apprentice on-site or the apprentice collects from MTA GTS;



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4. PPE and Uniform Allocation

5.1. Safety Boots

- 5.1.1. Replaced 1 per annum due to wear and tear or as required due to work conditions.
- 5.1.2. Safety boots with exposed steel caps must be replaced.
- 5.1.3. Damaged/worn boots required above annual allocation must be sighted by the ABSe.
- 5.1.4. All replacement safety boots must be lace up type.
- 5.1.5. Lace up or special purpose boots may be issued only under exceptional circumstances and is at the ABSe's discretion.

5.2. Safety Glasses

- 5.2.1. Replaced as required when scratched or broken.

5.3. Face Shields/Goggles

- 5.3.1. Issued to Panel Beaters and other trades as required.
- 5.3.2. Replaced as required when scratched or broken.

5.4. Respirators

- 5.4.1. Issued to Vehicle Painters, Body Makers and other trades as required.

5.5. Respirator Cartridges

- 5.5.1. Replaced as needed

5.6. Work Shirts and Pants

- 5.6.1. All apprentices (excluding Heavy Vehicle and Bodymaking) are provided with:
 - 5 Work shirts per year;
 - 2 pairs of pants per year.

5.7. Heavy Duty Hi Visibility Overalls

- 5.7.1. Heavy Vehicle Apprentices are provided with:
 - 5 pairs at commencement;



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- 5 per year at rollover;
- as needed at the ABSe's discretion.

5.8. Hi Visibility Propane Overalls

5.8.1. Body Making Apprentices are provided with:

- 5 pairs at commencement
- 5 pairs per year at rollover
- As needed at the ABSe's discretion

5.9. Gloves

5.9.1. All apprentices receive:

- 1 pair as needed

WEARING OF SUPPLIED PPE

As per the MTA-GTS Conditions of employment & handbook, supplied PPE is required to be worn during the course of the apprentice's employment. Should an apprentice attend their host employer or the MTA Training Centre without their provided MTA uniforms the apprentice will be asked to leave the premises and return once they are in full MTA uniform. This decision may vary only at a host employers premises if they request that the MTA apprentice follows their uniform policy. Refer to attachment 2 in the Apprentice Conditions of Employment Handbook.

PRIVACY

All discussions, records and information related to an apprentice/trainee and other parties must be kept confidential and recorded and filed in line with the GTS Privacy Procedure, the Motor Trade Association of SA Inc. Privacy Statement, MTA GTS Record Management Policy and the Privacy Act 1988 and Australian Privacy Principles. Where there is a difference between any of these the greater level of privacy will be implemented.

Breaches of privacy will be subject to disciplinary action for MTA employees, termination of contract for contractors, cancellation of training contract for RTOs and potential discontinuance of Hosting arrangements for Host Employers.

ACCESS AND EQUITY

It is the policy of MTA GTS to ensure an environment that is, as a minimum, aligned with State and Federal legislation:

MTA GTS commits to providing a safe and equitable environment through zero tolerance of any form of harassment, bullying, discrimination and/or racial vilification.

For further information refer to MTA GTS Access, Equity & Fairness Policy POLO13_13.