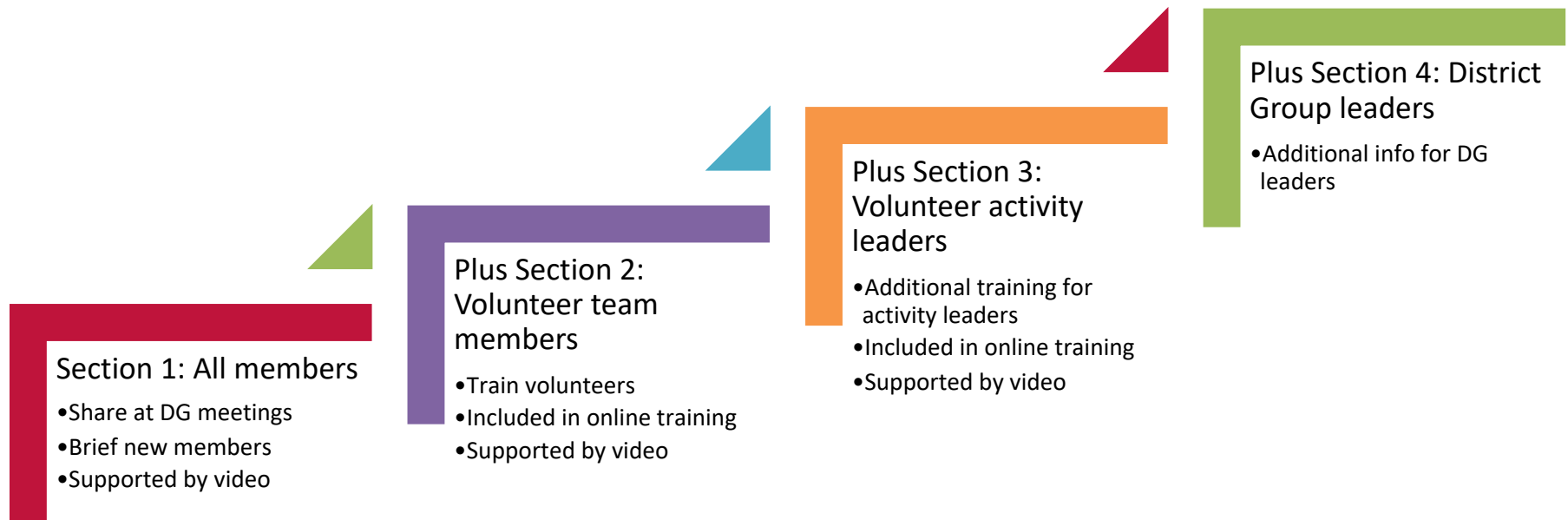




Keeping people safe

Health and safety induction for
APS members and volunteers
March 2023

About this document – 4 sections



Section 1: Health & safety Briefing for ALL APS members

March 2023

What we will cover

What are my responsibilities?

What risks/hazards do I face?

What do I do if there is an injury or incident?

Is there training to do?

What do I do in an emergency?

Where is the First aid?

Who are key contacts?

What are my responsibilities?

- We are not covered by WHS legislation per se
- But we do have a 'duty of care' to:
 - Ensure we all take reasonable care for our own health and safety
 - Ensure we take reasonable care of our members and visitors
 - Ensure members and visitors follow reasonable instructions/procedures with regard to their activities



This means that I...

1. Know my responsibilities
2. Lead by example i.e. do things safely ourselves
3. Discuss safety, share information and seek views
4. Know the risks of activities I do
5. Take care of anyone hurt
6. Report any injury or incident
7. Attend training and induction if volunteering
8. Know emergency procedures
9. Be clear on first aid availability
10. Use safe gear



Everyone in APS is responsible for safety

Area	Responsibility	Board & state office	DG leaders	Activity leaders	Team members	Members and visitors
Take responsibility, consult	Know responsibilities	√	√	√	√	√
	Lead by example i.e. role model safe behaviours	√	√	√	√	√
	Have an action plan	√	√	√	√	√
	Discuss safety, share information, seek views	√	√	√	√	√
Manage risks and report	Know the risks of activities I do	√	√	√	√	√
	Do a risk plan/assessment before each activity and communicate	√	√	√		
	Maintain a risk register	√	√	√		
	Communicate reporting procedure	√	√	√		
	Take care of anyone who is hurt	√	√	√	√	√
	Report the injury or incident	√	√	√	√	√
	Investigate all incidents and injuries and take action (keep a register)	√	√	√		
Induct/train	Induct/Train people to be safe	√	√	√		
	Attend training and induction	√	√	√	√	√
	Record training	√	√	√		
Provide a safe environment	Know emergency procedures	√	√	√	√	√
	Communicate emergency procedures	√	√	√		
	Have first aid kit and trained first aiders	√	√	√		
	Ensure insurance up to date	√				
	Provide safe equipment and gear and fix things that are unsafe	√	√			

Not following these steps means...

-
- People could get hurt
 - Insurance protection impacted
 - People potentially liable



What risks/hazards
do we face?

Our main activities

Meetings

Bushwalks and
garden visits

Nursery and
propagation
activities

Bush regen
and garden
maintenance

Community
events



Risks/hazards at meetings

- Lifting heavy objects
- Slips, trips, falls e.g. power cords
- Health issues from kitchen and food preparation
- Burns from hot water
- Traffic hazards
- Dealing with an emergency

Risks/hazards on bushwalks and garden visits

- Slips, trips and falls
- Heat, sunburn, rain, lightning, flood
- Falling branches
- Snakes, spiders, ticks
- Personal limits
- Getting lost
- Bush fires



Risks/hazards in a nursery or propagating

- Slips, trips and falls
- Breathing in dust from potting mix
- Lifting heavy objects
- Heat and sun exposure
- Injuries from using tools and machinery
- Sharp vegetation
- Animal bites or stings
- Unaccustomed physical work or working beyond capabilities
- Traffic hazards



Risks/hazards in bush regen and garden maintenance

- Slips, trips and falls
- Lifting heavy objects
- Heat and sun exposure
- Injuries from using tools and machinery
- Sharp vegetation
- Animal bites or stings
- Unaccustomed physical work or working beyond capabilities



Risks/hazards at community events

- Slips, trips and falls
- Lifting heavy objects
- Heat and sun exposure
- Dealing with public
- Covid-19 or other infections
- Emergency procedures



On activities we all should...

1. Before

1. Know the risks/hazards
2. Carry water
3. Wear the right gear and have the right equipment
4. Have a current first aid kit handy

2. During

1. Take care of own wellbeing
2. Support others
3. Communicate any issues

More guides on how to stay safe are on the website:
<https://www.austplants.com.au/Guides-to-keep-us-all-safe/>

Sometimes accidents happen



Injuries and Illness Reporting Form

We want to send our members and visitors home in as good or better condition than when they arrived!
If anyone is injured or becomes ill during an APS NSW activity, please contact the President of your group and also the President of APS NSW (Heather Miles, on 0408 696 356) and complete this form.
APS NSW keeps a register of injuries to help improve its health and safety environment.
If a person was not injured in the incident, use the Hazard/Incident Reporting Form.

District group or state office location
Name of injured person
Address of injured person
Age of injured person
Role of injured person (Volunteer, visitor, contractor):
Task being undertaken at time of injury or illness
Date and time of injury or illness
Nature of the injury or illness including where injured (i.e. on body)
Witnesses and roles, include contact details
Location of incident
Description of incident including cause of injury and details of any first aid given (please continue over page if not enough room). If any equipment or other factor was involved, please detail.

- Take care of the person immediately
- Call for medical attention if required
- Report the incident/injury asap to the Activity Leader, who will report to District Group President and APS NSW President
- Do a written report and submit asap
 - Anything which could be done differently?
 - Add the risk to the risk register if not already there
- Follow up on how the person is going
- Forms located on the website



What to do in an Emergency?

Emergency plan



- Many of us meet in a council or building owned by other organisations
- Know their emergency procedures and communicate at the start of meetings

First aid

- Know where first aid is located
- And who is a first aider





IF YOU SEE
SOMETHING UNSAFE,
SAY SOMETHING!!

Key
contacts –
February
2023

District group contacts: (to
be added here)

APS NSW contact:
President,
safety@austplants.com.au

MEMBERS RECAP

APS NSW HEALTH AND SAFETY APPROACH

TAKE RESPONSIBILITY AND CONSULT

- Know responsibilities
- Lead by example i.e. role model safe behaviours
- Participate in safety discussions and share info



MANAGE RISKS AND REPORT

- Understand the risks before each activity
- Report hazards, incidents and injuries



TRAIN/ INDUCT

- Participate in any briefings and training sessions
- Listen to pre-activity talks



PROVIDE A SAFE SPACE

- Know emergency procedures
- Know where first aid kit is and who are first aiders
- If you see something not safe, say something



Quick quiz

1. Who is responsible for workplace health and safety in APS?
2. What are the three main risks/hazards of your APS activities?
3. How do you prevent slips, trips and falls?
4. What do you do if you see something unsafe?
5. Who do you talk to about this?
6. What do you do if someone is getting over fatigued on a walk?
7. If someone is injured on an activity, what do you do?
8. Who do you report it to?
9. Where is the closest first aid kit in your group?
10. Do you know what to do in an emergency?

The next
section is for
volunteers
who are team
members

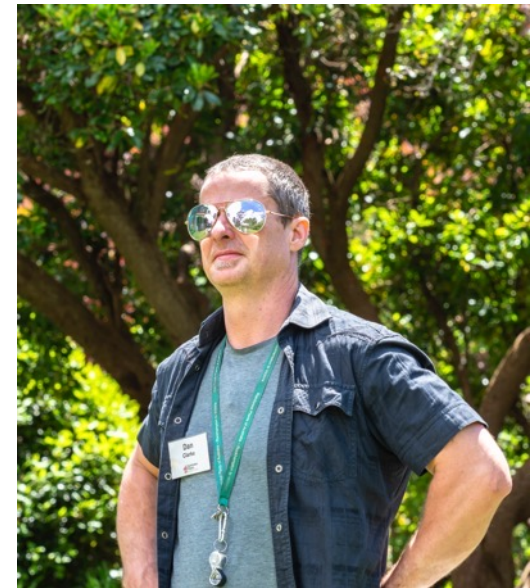


Section 2:
Health & safety
Briefing for volunteer
team members

March 2023

As an APS volunteer, you play a vital role in helping us achieve our mission

- You might be volunteering in a meeting, on a bushwalk, on garden visits, propagating or other activity
- First step is to understand the risks and hazards of these activities and how to mitigate them



The main hazards we face are...

Slips, trips, falls

Heavy objects

Dealing with an emergency

Heat, storms/lightning, flood, fires

Snakes, spiders, ticks

Personal limits, sunburn, dehydration

Common causes of slips, trips and falls

- Muddy ground and fallen trees
- Rocky paths
- Power cords and obstacles
- Crooked paving
- Stairs
- Water on floors



Preventing slips, trips and falls – in a facility

- Swiftly clean up spills
- Cover up power cords
- Fix worn mats
- Keep the place tidy
- Pay attention to stairs
- Do not carry too much
- Ensure good lighting



Preventing slips, trips and falls – in the bush or garden

- Keep alert
- Watch out for muddy ground
- Don't cross floodwaters
- Wear the right footwear
- Take care on rocky terrain
- Get under cover in lightning storms





Manual handling – heavy objects

- Know your limits to lift objects
- Don't lift items above your head
- Use the right posture - bend legs at the knees and keep the weight close to your centre of gravity when lifting
- Get someone to help

Dealing with an emergency

-
- Who are the emergency contacts?
 - How and where do you evacuate to?
 - How will you check that everyone is out?
 - Who will be contacted? Include emergency services numbers. What are phone numbers?
 - How to provide medical help – where is the first aid kit, who are first aiders, what medical facility is closest



Heat, storms,
flood, fires



- Check out conditions ahead of time
- Have contact numbers for everyone
- Reschedule if danger is high
- Bring extra water
- Ensure people have right shoes, hat and clothes
- Get under shelter if lightning

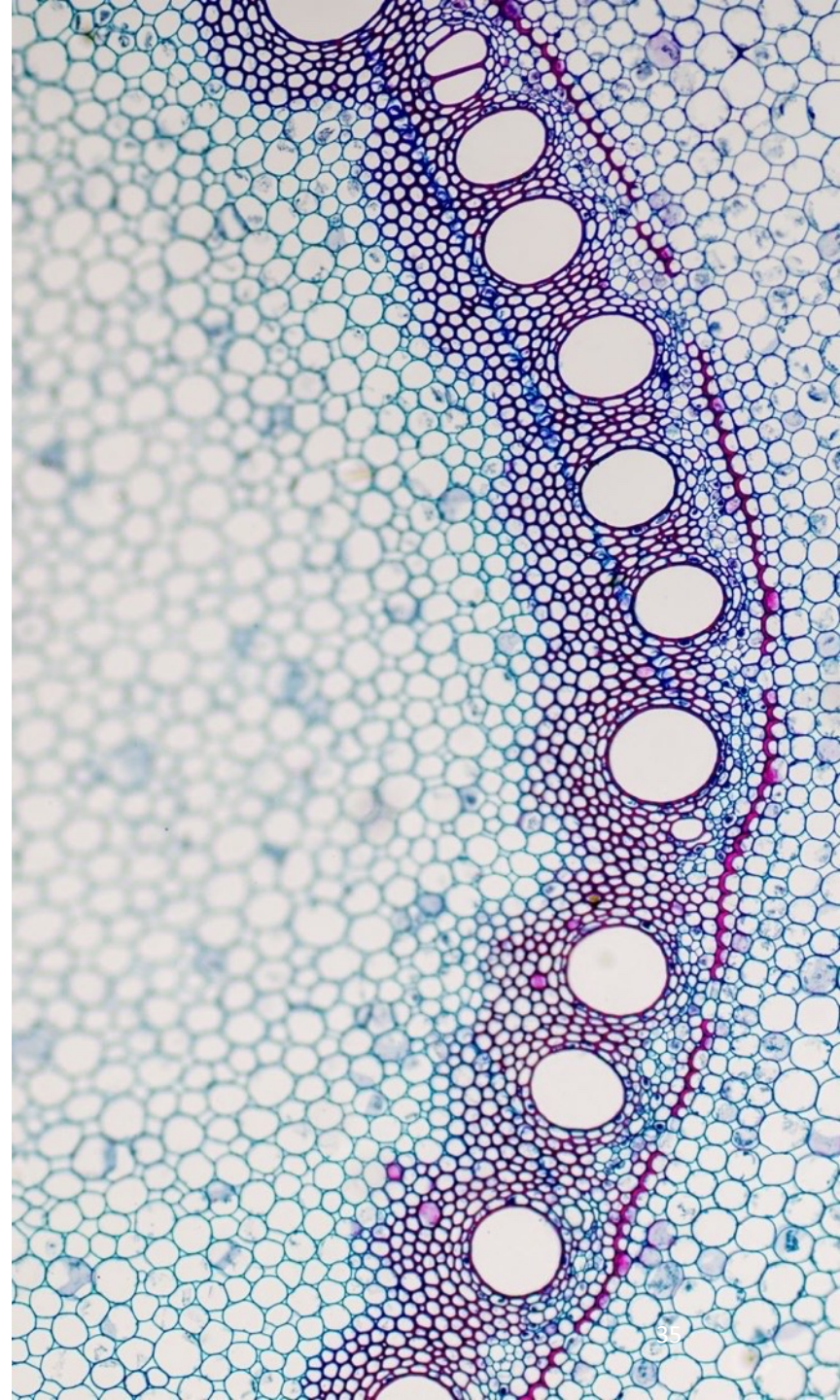


Snakes, ticks, insect stings

- Stay aware in the bush
- Carry first aid kit with snake bandages, tick freeze and sting ointment
- Encourage people to spray their clothes with insect repellent

Personal limits, dehydration, sunburn, getting lost

- Be aware of the people around you
- Have someone at the end of a bushwalk to prevent laggards getting lost
- Have extra water
- Carry first aid
- Know nearest medical facility locations
- Have Emergency Plus on your phone (GPS location)
- Have emergency contact numbers in your phone



Sometimes accidents happen



Injuries and Illness Reporting Form

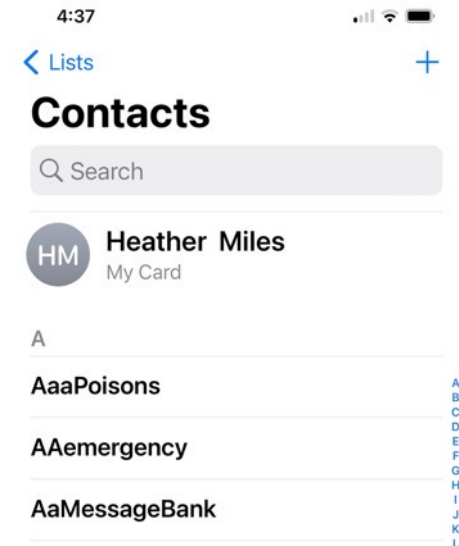
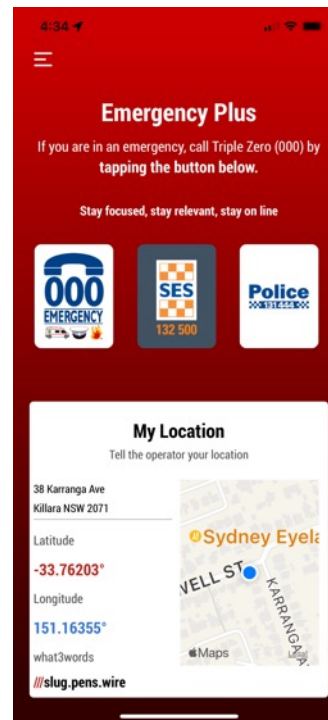
We want to send our members and visitors home in as good or better condition than when they arrived!
If anyone is injured or becomes ill during an APS NSW activity, please contact the President of your group and also the President of APS NSW (Heather Miles, on 0408 696 356) and complete this form.
APS NSW keeps a register of injuries to help improve its health and safety environment.
If a person was not injured in the incident, use the Hazard/Incident Reporting Form.

District group or state office location
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Role of injured person (Volunteer, visitor, contractor):
Task being undertaken at time of injury or illness
Date and time of injury or illness
Nature of the injury or illness including where injured (i.e. on body)
Witnesses and roles, include contact details
Location of incident
Description of incident including cause of injury and details of any first aid given (please continue over page if not enough room). If any equipment or other factor was involved, please detail.

- Take care of the person immediately
- Call for medical attention if required
- Report the incident/injury asap to the Activity Leader, who will report to District Group President and APS NSW President
- Do a written report and submit asap
 - Anything which could be done differently?
 - Add the risk to the risk register if not already there
- Follow up on how the person is going
- Forms located on the website

Being prepared

- Download the Emergency Plus app which tells your exact location
- Add emergency numbers and contact numbers to your phone
- Carry a first aid kit and know where the District Group's one is held
- Consider becoming a first aider – APS NSW or your group can assist
- Work closely with your Activity leader to coordinate efforts



TEAM MEMBERS RECAP

APS NSW HEALTH AND SAFETY APPROACH

TAKE RESPONSIBILITY AND CONSULT

- Know responsibilities
- Lead by example i.e. role model safe behaviours
- Discuss safety, share info and seek views



MANAGE RISKS AND REPORT

- Review the risk plan before each activity
- Support the activity leader and participants
- Report hazards, incidents and injuries
- Investigate incidents



TRAIN/ INDUCT

- Ensure I am trained properly – overall and role specific
- Keep a record of your training
- Listen to pre-activity talks (toolbox talks)



PROVIDE A SAFE SPACE

- Know emergency procedures
- Have where first aid kit is and who are first aiders
- Use safe equipment and wear the right gear
- If you see something not safe, say something



Quick quiz

1. What are the key risks/hazards in our meeting facility?
2. What are the key risks/hazards while in the outdoors?
3. How can you reduce the risk of slips trips and falls?
4. When you see a power cord across the floor, what do you do?
5. If you see a snake on the path, what do you do?
6. How can you reduce the risk of someone getting lost on a bushwalk?
7. If there's a heavy box in the way, what do you do?
8. If there is an injury, what do you do first, second, third?
9. Who are injuries and incidents reported to?
10. Why download an app like Emergency Plus?



The next
section is for
volunteers
who are
activity leaders



Section 3:
Health & safety
Briefing for ALL APS
members

Mar 2023

Your role as an activity leader

- You make an extraordinary contribution to APS and members and visitors when you lead an activity
- If you have a team of people assisting with you, it's vital to brief them well
- To ensure we keep our members and visitors safe, there are 3 steps to follow:
 - Before an activity
 - During an activity
 - After an activity
- Forms and templates are on the website, along with guides

Guides to keep safe - click on each image for how to's

If you're going bushwalking



If you're visiting a garden



If you're running a meeting



If you're propagating



Forms and more detail here: <https://www.austplants.com.au/Health-and-safety>

Before an activity – steps are...

Identify

- Identify risks/hazards (use sample risk plans) found on the website

Assess

- Assess potential for harm using the risk matrix

Develop

- Develop plans to address major risks e.g. minimise, eliminate

Have

- Have a current first aid kit
- Consider if you need a first aider, know the nearest medical centre

Brief/train

- Brief your team members, clarify roles and who does what

Working on Site (e.g. Nursery, Reserve) Risk Plan

+		
Group:	Working on site	
Activity:	Working on site	
Date:		
Activity Leader:	Name:	
	Signature:	
	Date:	
Hazard	Risk level (refer matrix)	Action taken to control or eliminate risk, for all hazards High, Med Hi, Medium
Exposure to heat and sun	Hi	<p>Activity leader should advise volunteers of risks of work the sun and heat. All volunteers should:</p> <ul style="list-style-type: none"> • wear appropriate protection from sun – hat; long sleeved top and long trousers or sun block; sun glasses etc. • be well hydrated – either they have water with them are advised where water is available on site. • take regular breaks on hot days, or work in the shade • avoid working in very hot days. <p>Activity leader should be aware of any symptoms of heat stress that any volunteer is showing and take appropriate action.</p> <p>Volunteers that are feeling the effects of heat should advise Activity leader and take appropriate action to cool down</p>
Injuries from using & handling tools and machinery (incl. noise)	Med Hi	<p>Activity leader should provide to all volunteers:</p> <ul style="list-style-type: none"> • training on how to handle sharp tools correctly e.g. secateurs, loppers, pruning saws etc. • training on how to use tools & equipment without damaging limbs, shoulders and back e.g. using fork correctly when moving mulch, or are aware of moving parts on chipper • gloves to protect hands, and ear plugs or ear muffs when operating chipper <p>When tools & equipment are not in use they should be stored in a safe place and sharp tools are also placed in a prol pouch.</p> <p>Any damaged tools should be reported to the Activity leader and repaired or replaced.</p>
Injuries from sharp vegetation – twigs, thorns etc., or sharp objects - glass, metal objects, needles etc.	Med Hi	<ul style="list-style-type: none"> • Activity leader should make volunteers aware of the dangers of eye or skin injuries from sharp vegetative objects that may be on site. • Volunteers should wear eye protection, long sleeves and long trousers when working near vegetation. • Volunteers who are injured while on site should report immediately to Activity leader for first aid treatment. <p>A first aid kit should be on site and all volunteers should be advised of the location of the first aid kit. See Page 3. It is preferable that the Activity leader have a current first aid certificate OR a person attending that activity.</p>
Tripping due to rough ground	Med Hi	<p>Activity leader to advise volunteer works re terrain.</p> <p>Volunteers should wear shoes/boots with a good grip, in areas where they are walking.</p>

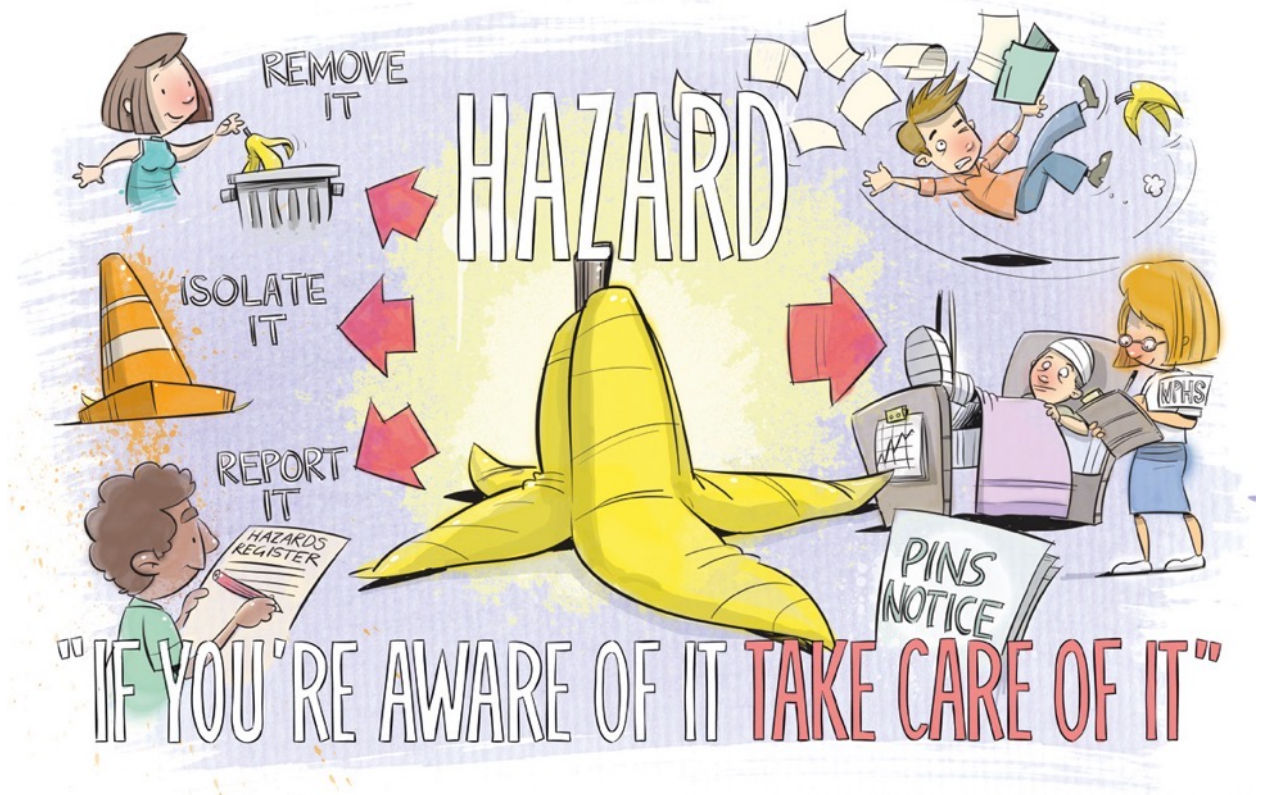
A risk matrix is used to assess 'risk'! Our focus is on the med-hi and high risks

← Impact →

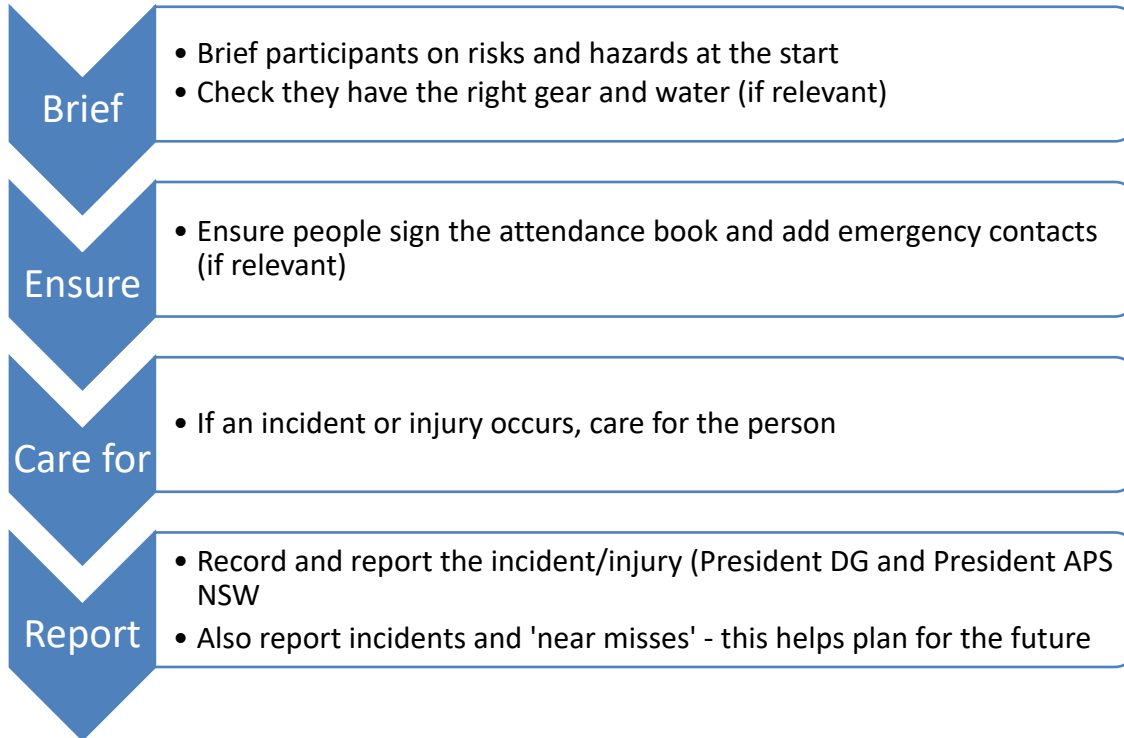
		Negligible	Minor	Moderate	Significant	Severe
Likelihood	Very likely	Low med (2)	Medium (3)	Med high (4)	High (5)	High (5)
	Likely	Low (1)	Low med (2)	Medium (3)	Med high (4)	High (5)
	Possible	Low (1)	Low med (2)	Medium (3)	Med high (4)	Med high (4)
	Unlikely	Low (1)	Low med (2)	Low med (2)	Medium (3)	Med high (4)
	Very unlikely	Low (1)	Low (1)	Low med (2)	Medium (3)	Medium (3)

This matrix assesses the likelihood of an injury occurring and its impact – from low (Bandaid) to high (loss of capacity)

Once we know the risks, we work to eliminate them



During an activity, steps are...



Forms and more detail here: <https://www.austplants.com.au/Health-and-safety>

After activity (if there is an injury or incident or near miss), steps are...

Check

- Check on person injured

Send

- Report to President of District Group and President of APS NSW (safety@austplants.com.au)

Review

- Review the incident to see what could have been done differently
- Discuss with the District Group committee to help prevent future incidents

Give

- Give all forms and risk plans to the nominated person in the District Group to retain for 12 years (the statute of limitations for personal injury) and APS NSW. These can also be stored on APS cloud storage

Staying safe while bush walking

If you're going bushwalking—be prepared and stay safe. The WHS Policy and procedures and forms are [here](#).

Activity leader

Your role as leader is to ensure duty of care for everyone on the walk, including yourself. Duty of care means making reasonable steps are undertaken to ensure the safety, health and well-being of participants and others likely to be affected. This includes any visitors.

Given this duty of care:

- Only choose walks that are within your capabilities as a leader
- Ensure walkers know the level of difficulty of the walks
- Brief them on the hazards and how to manage them on the walk
- Be prepared to be honest with someone who you think will not be able to do the walk and be prepared to stop them
- If for some reason a walker is unable to continue the walk and wants to return, then someone from the group should accompany them.

Plan your walk

- Research your walk and make sure everyone is comfortable with the planned route
- Check the APS NSW Risk Register and adjust for this situation
- Pre-test the walk prior to the day of the walk
- Check the difficulty. Some walks need rock scrambling skills.
- Check weather forecasts and park alerts and be aware that weather conditions can change rapidly. Be ready to cancel the walk if the weather is unsuitable
- Tell the District Group President, your family or friends where you're going, when you expect to return and who is with you. They can contact NSW Police if you don't return on time. When you return, let them know that you have returned.
- Carry a first aid kit.



Before starting the walk and during the walk

- Introduce yourself to participants and clearly describe any potential hazards to all intending participants.
- Ask whether any walker has a medical problem which may impact on his/her ability to complete the walk in the event they can't tell you in confidence.

Staying safe while running a meeting or event

If you're running a meeting or event—be prepared and stay safe. The WHS Policy and procedures and forms are [here](#).

Activity leader

Your role as leader is to ensure duty of care for everyone at the meeting or event, including yourself. Duty of care means reasonable steps are undertaken to ensure the safety, health and well-being of participants and others likely to be affected. This includes any visitors.

Given this duty of care:

- If you are holding a meeting or event at a facility owned by another organisation, such as a council, you need emergency procedures of that council. You need to familiarise yourself with them and operate consistently
- Even with this, you need to ensure that you brief participants on the hazards and how to manage them during the event.

Plan your meeting or event

- Once you are clear on the purpose of the meeting and what will take place, along with expected numbers of participants, ensure that the facility where you are meeting can accommodate your needs safely
- Understand any hazards of the facility - crooked stairs, boggy areas etc - check the APS NSW Risk Register and adjust for your situation
- Understand the emergency and evacuation procedures
- If it is a new location, pre-test the location prior to the event
- If required, check social distancing requirements
- Ensure you bring masking tape or equipment to cover electric cords
- Ensure food handling is done safely
- Determine if a first aid kit is required at the meeting, given expected attendance



As the meeting starts

Staying safe while propagating

If you're propagating plants—be prepared and stay safe. The WHS Policy and procedures and forms are [here](#).

Activity leader

Your role as leader is to ensure duty of care for everyone at the activity, including yourself. Duty of care means making reasonable steps are undertaken to ensure the safety, health and well-being of participants and others likely to be affected. This includes any visitors.

Given this duty of care:

- If you are holding an activity or running a nursery at a facility owned by another organisation, such as a council, you need safety and emergency procedures of that council. You need to familiarise yourself with them and operate consistently.
- Even with this, you need to ensure that you brief participants on the hazards and how to manage them during the activity.

Plan your activity

There are a wide range of risks associated with running a nursery or propagating plants. These include:

- Exposure to heat and sun
- Injuries from tools and machinery
- Injuries from sharp vegetation
- Slips, trips and falls
- Lifting heavy objects
- Dust inhalation
- Animal bites and stings
- Unaccustomed physical work
- Traffic hazards
- Injuries from falling branches
- Personal limits
- Food preparation issues
- Burns
- Covid-19 and hygiene
- Chemicals such as Clonex and materials such as potting mix



Staying safe while visiting a garden

If you're visiting a garden—be prepared and stay safe. The WHS Policy and procedures and forms are [here](#).

Activity leader

Your role as leader is to ensure duty of care for everyone on the visit, including yourself. Duty of care means reasonable steps are undertaken to ensure the safety, health and well-being of participants and others likely to be affected. This includes the garden owner.

Given this duty of care:

- Only visit gardens that are accessible to people and does not present difficulties
- Ensure the garden owner is comfortable hosting the number of people expected
- Brief participants on the hazards and how to manage them on the visit

Plan your visit

- Research the visit to the garden and make sure the owner is comfortable with the visit and number of people expected
- Understand from the owner any hazards of the garden
- Check the APS NSW Risk Register and adjust for this situation
- Pre-test the visit prior to the day
- Check weather forecasts and be aware that weather conditions can change rapidly. Be ready to cancel the visit if the weather is unsuitable
- Consider and plan for refreshment locations, bathroom facilities

Before the visit start



The guides
(on the
website) give
more safety
suggestions
for each
activity

<https://www.austplants.com.au/Guides-to-keep-us-all-safe/>

ACTIVITY LEADERS RECAP

APS NSW HEALTH AND SAFETY APPROACH

TAKE RESPONSIBILITY AND CONSULT

- Know responsibilities
- Lead by example i.e. role model safe behaviours
- Discuss safety, share info and seek views



MANAGE RISKS AND REPORT

- Assess risks of your activity
- Complete a risk plan before each activity
- Brief people before the activity starts
- Report hazards, incidents and injuries
- Investigate incidents



TRAIN/ INDUCT

- Ensure you have the skills to lead the activity
- Brief up any team members assisting you




PROVIDE A SAFE SPACE

- Be clear on emergency procedures and communicate
- Have First aid kit and check if first aider needed
- Wear the right gear and have safety equipment and water



Quick quiz for Activity leaders

1. What do you do before an activity starts?
2. If a storm is forecast when you activity is on, what do you consider?
3. What is the purpose of the risk matrix?
4. Where do I find the draft risk plans to use before an activity?
5. If I think someone won't be able to do an activity, what do I do?
6. When do I brief the team on the activity and risks?
7. If team members don't show, what do I do?
8. What do I do if there is an injury?
9. What do I do if there is a 'near miss'?
10. Who do I send the report to?



The next section
is for volunteers
who are District
Group leaders

Section 4:
Health & safety
Briefing for District
Group Leaders

March 2023

As leaders, we have more responsibility for safety systems and processes



- **Take responsibility and consult**

- Know responsibilities
- Lead by example i.e. role model safe behaviours
- Have an action plan for the DG
- Discuss safety, share information, seek views

- **Manage risk and report**

- Know the risks of activities we do
- Ensure activity leaders do a risk plan/assessment before each activity and communicate it to participants
- Maintain a risk register with state office
- Communicate reporting procedure and who in the DG is responsible for what
- Take care of anyone who is hurt (and follow up)
- Ensure reporting process is clear and incidents/injuries reported
- Investigate all incidents and injuries and take action (keep a register)

- **Train/induct**

- Ensure volunteers undergo requisite training
- Attend training and induction yourselves
- Record training

- **Provide a safe space**

- Know emergency procedures for your locations
- Communicate emergency procedures at meetings and activities
- Ensure first aid kit is kept current
- Decide if more first aiders are required and have trained up
- Provide safe equipment and gear and fix things that are unsafe

Here's a sample checklist to help get you started on an action plan

- Clear on your safety responsibilities?
- Re you aware of the main risks of your activities?
- How will you introduce safety at your next meeting and what will you say? Newsletters?
- Are any of your activities covered under another organisation? Are you across and following their procedures?
- Do Activity Leaders review risks prior to activities?
- Are members/visitors briefed on risks before activities?
- Are safe work procedures needed e.g. Clonex, potting mix? Is glyphosate used?
- Is the First Aid kit up to date?
- Do you have enough First Aiders?
- Are emergency procedures clear and communicated?
- Is any safety gear needed? E.g. power cord covers, first aid kits, first aiders trained, PPE for those propagating
- Is the work environment safe (slips, trips, heavy objects etc)?
- Do members know what to do if there is an incident or injury? Are you reporting incidents and injuries?
- When is a good time to brief your members on safety?
- Do you have a list of volunteers who should do more comprehensive online training?
- Do you need any state support on first aid kits, first aid training, other?

Training/induction – the plan

Members and volunteers need to have the right skills to do their jobs. There are various training sessions required:

1. Members – Overall safety awareness and procedures via video and presentation at District Group level initially and at periodic times e.g. annually
2. Volunteers – all to attend in person or Zoom presentation on safety briefing (see website for this document). In addition, role specific training must be provided e.g. nursery operations etc.

Where nursery and other activities are conducted on premises owned by other organisations, this training may be provided by them.

APS NSW will provide support to District Groups to undertake the relevant training if they do not have the resources to do so themselves.

Training is recorded in the Training Register, managed by APS NSW with the support of the district group.