1. **Purpose**
   These procedures outline the requirements for Occupational Health & Safety and Injury Management (OHS&IM) training, including induction, training needs, competencies and training for work tasks.

2. **Scope**
   This procedure applies to all Flinders University staff, students, contractors and visitors.

3. **Definitions**
   For the purpose of these procedures the following definitions apply:

<table>
<thead>
<tr>
<th>Training Needs Analysis (TNA)</th>
<th>The process of identifying and assessing the training requirements of an individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Persons</td>
<td>University staff members responsible for arranging contractors to do work, or service of equipment, or setting up event infrastructure etc.</td>
</tr>
</tbody>
</table>
4. Responsibilities

<table>
<thead>
<tr>
<th>Cost Centre Heads</th>
<th>Responsible for ensuring that these procedures are implemented in their Cost Centre and that there are adequate resources for OHS&amp;IM training.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers and Supervisors</td>
<td>Responsible for • implementation of these procedures in their area of responsibility; • identifying OHS&amp;IM staff training needs, in consultation with staff; • development and implementation of a training plan; • ensuring that training needs of students undertaking research projects are identified, and training undertaken, before the research starts; and • undertaking manager/supervisor OHS&amp;IM training.</td>
</tr>
<tr>
<td>Responsible Persons (for contractors)</td>
<td>Responsible for • giving contractors local area induction; and • ensuring that the contractor has undertaken the University Contractor Induction.</td>
</tr>
<tr>
<td>Staff and Students</td>
<td>Responsible for • participating in identification of training needs; • completing relevant OHS&amp;IM training as directed by their supervisor.</td>
</tr>
</tbody>
</table>

5. Mandatory OHS&IM Training

5.1 Induction

All staff and contractors are required to undertake general and site/work specific OHS&IM Induction.

5.2 Managers and Supervisors of staff

All managers and supervisors of staff are required to undertake the OHS&IM on-line training package for supervisors, and other OHS&IM training as determined by the TNA.

New managers and supervisors should do the OHS&IM on-line training before starting their new role, but in any case within 3 months of taking up their appointment.

All managers and supervisors are required to undertake the OHS&IM on-line training as a refresher every 5 years.

5.3 Supervisors of students

All supervisors of students must undertake the level of training determined by their Executive Dean or Head of School/Department using the TNA process. The level of OHS&IM training required will vary according to the level of risk the students face and the level of supervision, instruction and training the students require. The training may include the OHS&IM on-line training package for supervisors.

5.4 Students

All students must receive information about emergency procedures. This must be done by staff reading out an emergency procedures statement at the first classes of each Semester or via an alternative process.

5.5 Visitors

Staff who are hosting visitors to the campus must inform those visitors about emergency procedures.
Event organisers must make information about safety available to anyone attending events on University premises.

Where a person is under competent supervision while visiting an area of low risk, an induction may not be required. However, in areas where there is inherent risk (e.g., laboratories, workshops, plant rooms) an appropriate induction is required.

5.6 Specialised training
Additional more specialised training for particular staff must be identified through the training needs analysis, and may include hazard specific training (e.g., workplace substances, electrical safety, manual handling, confined spaces), prescribed training for licensing requirements (e.g., ionizing radiation, diving, boat, forklift) or OHS responsibilities training (e.g., Health & Safety Representatives, OHS Committee members, first aiders, incident control personnel).

6. Training Needs Analysis
Managers and supervisors must determine the OHS&IM training needs for staff under their supervision. The training needs should be incorporated into individual Staff Performance Review & Development plans.

A sample training matrix to assist in determining the OHS&IM training required is available at the OHS&IM website.

Managers and supervisors must also include task, operational or position specific skill requirements in the training needs analysis.

All students involved in research projects must have their OHS training needs assessed by their nominated supervisor. Any required training must be completed before the parts of the research project which present an OHS risk begin.

7. Training Plan
Managers and supervisors must develop and implement a training plan based on the outcome of the TNA.

Training plans must be reviewed regularly to ensure that they are up to date and current.

OHS&IM training should be scheduled and prioritised according to the needs of the work area unless training is required before commencement of work or where the work requires a license, certificate of competency or accreditation to perform the work.

Where a risk assessment identifies that training is required as part of hazard management, this training must be provided before the process or operation begins.

8. Training Records
The OHS&W Regulations specify that records must be kept for 5 years in relation to the provision of information, instruction and training where the work involves any plant, workplace substances or activity that is a risk to health or safety.
The OHS Unit will maintain records of training organised through the Unit.

Local areas are required to maintain induction and training records for staff in their area, including site/task/work specific training records.

9. **Legal & Policy Framework**
   South Australian legislation:
   
   *Occupational Health, Safety & Welfare Act 1986*
   *Occupational Health, Safety & Welfare Regulations 2010*

   Where University staff are working in University premises in other States or Territories, the following legislation applies:

   Victoria
   *Occupational Health and Safety Act 2004*
   *Occupational Health and Safety Regulations 2007*

   Northern Territory
   *Workplace Health & Safety Act 2007*
   *Workplace Health & Safety Regulations 2008*

   Flinders University policies (which apply to all University premises, regardless of location):
   *Occupational Health, Safety and Welfare and Injury Management Policy*
   *Contractor Safety Policy*

10. **Forms/Checklists**
    *OHS&IM Training Needs Analysis Table*
    *Local Training Table*

11. **Review**
    These procedures will be reviewed regularly in the light of legislative and organisational changes, and in any case, every four years.