

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Work Health and Safety Training and Induction Procedures

Establishment: Vice-Chancellor, March 2009

Last Amended: Vice-President (Corporate Services), 24 August 2016

Nature of Amendment: Updated in line with current legislation

Date Last Reviewed:

Responsible Officer: Director, People and Culture

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1. Purpose

These procedures outline the requirements for Work Health and Safety (WHS) training. This includes induction and other competencies or training that may be needed to perform work, study and research tasks in a way that eliminates or minimize risks arising from those activities and to provide safe systems of work. It is designed to help in identifying training needs so the relevant training plans can be implemented to ensure that the person has the necessary skill, knowledge and qualifications to carry out their activities in a safe manner.

The WHS Act and Regulations have specific requirements to ensure that information, training and instruction is provided to a worker and that training is suitable and adequate having regard to the nature of the work, the nature of the risks associated with that work and the control measures implemented.

2. Scope

This procedure applies to all Flinders University workers, students and visitors.

3. Definitions

For the purpose of these procedures the following definitions apply:

Officers	Members of University Council, Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellor, Vice-President (Corporate Services), Vice-President and Executive Deans of College, Division Directors, Directors of College Services, Deans (People and Resources) and other staff appointed at Director level.
Training Needs Analysis (TNA)	The process of identifying and assessing the training requirements of an individual
Training Plan	Annual schedule of available training that can be used to develop individual training plans.
University worker who engages Contractors	University staff members responsible for arranging contractors to perform work, or service (e.g. of equipment), or set up events or infrastructure etc.
Worker	A person who carries out work in any capacity for the University including academic and professional staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, Research higher degree students, students gaining work experience and volunteers.
Others	Undergraduate students, visitors

4. Responsibilities

Vice-Chancellor, Deputy Vice-Chancellor (Students), Deputy Vice-Chancellor (Research), Vice-President and Pro Vice-Chancellor (International), Vice-President	Responsible for ensuring that <ul style="list-style-type: none">these procedures are implemented in their Faculty/Portfolio;
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(Corporate Services), Vice-Presidents and Executive Deans of College	<ul style="list-style-type: none"> • that there are adequate resources for WHS training and • that managers and supervisors undertake training relevant to their health and safety responsibilities.
Managers and Supervisors	<p>Responsible for</p> <ul style="list-style-type: none"> • ensuring that, before work, study or research begins, workers and students under their supervision, (including contractors, sub-contractors and their workers, volunteers and visitors) have the information, instruction and training to perform their work, study or research in a safe manner and without risks to health and safety. • implementation of these procedures in their area of responsibility; • identifying WHS training needs, in consultation with workers; • 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 training relevant to their health and safety responsibilities, including the mandatory WHS supervisor and manager training.
University worker who engages Contractors	<p>Responsible for</p> <ul style="list-style-type: none"> • giving contractors, sub-contractors and their workers local area induction; and • ensuring that the contractor, sub-contractors and their workers have undertaken the University Contractor Induction.
Workers and Students	<p>Responsible for</p> <ul style="list-style-type: none"> • participating in identification of training needs; • completing relevant health and safety training as directed by their supervisor.

5. Mandatory WHS Training

5.1 Staff

- All staff are required to undertake a local WHS induction, which must cover job specific WHS information.
- All permanent and fixed-term staff must also complete the online new staff induction available in Flinders Learning Online (FLO).

5.2 Managers and Supervisors of Workers

All managers and supervisors of workers are required to undertake the WHS on-line training package for managers and supervisors, and other relevant health and safety training as determined by the TNA.

New managers and supervisors should where possible complete the WHS 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 WHS on-line training as a refresher every 5 years.

5.3 Supervisors of Students

All supervisors of students must undertake the WHS on-line training package for managers and supervisors and any additional training determined by their College Vice-President and Executive Dean using the TNA process. The level of health and safety training required will vary according to the level of risk the students face and the level of supervision, instruction and training the students require.

5.4 Students

All students must receive information about emergency procedures. This must be done by staff providing emergency procedures information at the first classes of each Semester or via an alternative process. Students may also require additional WHS training relevant to their study.

Higher Degree Research students (HDR) must have a local WHS induction, which must cover job specific WHS information and have their training needs assessed and they must receive the relevant training to address any identified risks prior to their project commencing.

5.5 Other workers

Other workers, including labour hire company employees, trainees, and students gaining work experience, must receive information about emergency procedures and local WHS induction, which must cover job specific WHS information.

5.6 Visitors

Workers who are hosting visitors to the University must inform those visitors about emergency procedures.

Event organizers must make information about safety available to anyone attending events on University premises. This should cover emergency procedures and any other hazard-related information specific to that event. Provision of the information can be achieved by a number of methods.

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 may be required if exposure due to observing or working may expose them to a hazard.

5.7 Contractors

Staff who engage contractors are responsible for providing a local site-specific / work area induction and ensuring that contractors are provided with information about potential known hazards of the environment in which they will work.

Records of the induction must be kept. Contractor competency or licenses must also be recorded when they are engaged.

Contractors are however not required to have a University training plan or TNA.

For more information around contractor inductions please see the Contractor Policy.

5.8 Specialised training

Additional more specialised training for particular workers should be identified through the training needs analysis, and may include hazard-specific training (e.g. hazardous chemicals, electrical safety, manual

handling, confined spaces), prescribed training for licensing requirements (e.g. ionizing radiation, diving, forklift) or WHS responsibilities training (e.g. health & safety representatives, first aiders, emergency control personnel).

5.9 Officers

As part of their due diligence requirements, Officers are required to take reasonable steps to acquire and update their knowledge on WHS matters which includes attending Officer WHS briefing/training.

Staff who hold a position as deputy to an Officer, or who are appointed in an acting capacity are also required to undertake Officer training/briefing.

6. Identifying health and safety competencies required for a position

Managers and supervisors need to determine the health and safety competencies required for positions reporting to them, taking into account the following:

- the level of responsibility of the position (e.g. staff member, supervisor, manager, senior manager etc.) -generic health and safety competencies;
- the environment in which the person will be working (e.g. laboratory, office, animal house, workshop, garden etc.) -hazard specific competencies;
- specific tasks and activities required to be undertaken - task specific competencies.

Appendix A details the training required to obtain both the generic and some hazard specific competencies.

As part of training needs analyses, local areas must identify task specific competencies required to perform the work safely.

7. Training Needs Analysis

Managers and supervisors must determine the WHS training required for workers under their supervision to fill the gap between current knowledge and skills of each person and the training required to satisfy generic, any applicable hazard and task specific competencies.

Other requirements for the position such as legislative requirements, including license requirements (e.g. radiation user's license, high risk work license) must also be identified.

The training needs should be incorporated into individual Staff Performance Review & Development plans.

All students involved in higher degree research projects must have their WHS training needs identified by their nominated supervisor. Any required training must be completed before the parts of the research project which present a WHS risk begin and supervisors must check that students are following agreed procedures.

Anyone deemed as being not yet competent to undertake their tasks safely must have an appropriate level of supervision.

8. Training Plan

Managers and supervisors must develop, implement and monitor a training plan for their workers based on the outcome of the TNA.

Training plans must be reviewed regularly to ensure that they are up to date and current. WHS training should be scheduled and prioritized 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 risk management, this training must

be provided before the process or activity begins.

The University has a generic Training Plan that can be used to develop individual training plans.

9. Refresher training

Refresher training is required in some instances as specified in Appendix A. Areas may offer more frequent refresher training if they determine that the subject matter, hazard, the location of the role or any change or observation may warrant refresher training.

10. Training Records

Training records must be maintained as evidence of training delivery and assessment of competence.

The WHS Unit only maintains records of training organized through the Unit.

Local areas are required to maintain induction and training records for their workers and research higher degree students in their area, including site/task/work specific training records.

Records must be kept for 30 years unless otherwise specified.

11. Legal & Policy Framework

[Work Health and Safety Policy \(PDF\)](#)

[Work Health and Safety Management System](#)

[Contractor Safety Policy](#)

[Emergency Management Procedures](#)

South Australia

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[Code of Practice: How to manage work health and safety risks](#)

Northern Territory

[Work Health and Safety \(National Uniform Legislation\) Act 2011](#)

[Work Health and Safety \(National Uniform Legislation\) Regulations](#)

[Code of Practice: How to manage work health and safety risks](#)

Victoria

[Occupational Health and Safety Act 2004](#)

[Occupational Health and Safety Regulations 2007](#)

Flinders University policies which apply regardless of location:

[Work Health and Safety Policy \(PDF\)](#)

[WHS Risk Management Policy](#)

[Contractor Safety Policy](#)

12. Review

These procedures are reviewed at least every 4 years to ensure they remain effective, relevant and appropriate to the University, and reflect current legislative requirements.

[Appendix A](#)