

# Health Safety and Wellbeing (HSW) Training Plan

## IMPLEMENTATION

### Aim

To prescribe the responsibilities and actions required for the identification and planning for delivery of appropriate HSW instruction and training prior to the activity being undertaken, to ensure the University meets the requirements of:

- the Health, Safety and Wellbeing (HSW) Policy;
- the relevant sections of the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#), [WHS Regulations 2012 \(SA\)](#); and
- [Return to Work SA Performance Standards for Self-Insured Employers](#).

### 1 Objectives

- 1.1 All supervisors will ensure that any activity that requires specific instruction or training is not undertaken by anyone who has not been instructed or trained.
- 1.2 All workers identified in the scope (Section 2.1) will have:
  - specific instruction and training delivered prior to being permitted to undertake activities that require the provision of instruction or training whether legislated or based on risk; and
  - their completed instruction or training recorded in [Staff Services Online](#) (SSO) for those items enabled in the HR System - prior to undertaking work that requires the instruction or training;
  - their completed instruction or training recorded in a local record for level 2 instruction (where required) and level 3 training (see [Definitions](#)) for those items not enabled in SSO, which is monitored by the worker's Supervisor or designated supervisor for the area of work/activity.

### 2 Scope

#### 2.1 Inclusions

This process applies to:

- University staff (i.e. full time, part-time and casuals), volunteers and titleholders; and
- any other person where the supervisor/person in control of the area/activity requires they be instructed and/or trained.

Please note: this chapter provides information on the planning process.

Requirements for the implementation of HSW information, instruction and training are covered in a separate chapter of the HSW handbook – [Provision of HSW Information, Instruction and Training](#).

#### 2.2 Exclusions

- Refer to the [Contractor Safety Management](#) Handbook chapter for the responsibilities and requirements for the provision of HSW information, instruction and training to Contractors. Contractors are not permitted to commence activity until the requirements are met.

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### 3 Process: Identify and communicate activities that require instruction or training

Person Responsible		Actions
3.1	Supervisor/Person in control of the area/activity	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify any activities under your control that will require instruction or training prior to being undertaken (refer to <a href="#">Appendix A</a> and <a href="#">Appendix D</a> to assist in identifying training requirements);</li> <li><input type="checkbox"/> Communicate to all relevant staff and students any activities that they cannot undertake until provided instruction and training; this may take the form of: <ul style="list-style-type: none"> <li><input type="checkbox"/> a list of particular processes, equipment or activities within a laboratory or workshop that require specific instruction or training; and/or</li> <li><input type="checkbox"/> risk assessments or safe operating procedures containing any instruction or training required for specific activities; and/or</li> <li><input type="checkbox"/> information provided to workers prior to commencing work in an area or prior to commencing an activity; and/or</li> <li><input type="checkbox"/> restricted access (lock out processes); and/or</li> <li><input type="checkbox"/> signage.</li> </ul> </li> </ul> <p>Note: refer to <a href="#">Appendix B</a> for an explanation of this approach to identifying, planning and delivering information, instruction and training through managing access to areas, equipment and tasks until delivered and recorded.</p>
3.2	Workers identified as requiring level 2 and/or 3 training	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do not undertake any activity that has been identified and communicated to you as requiring instruction or training until you have received the instruction or training, and it has been recorded.</li> <li><input type="checkbox"/> Participate/attend the relevant level 2 or level 3 training course to ensure your proficiency/training remains current, when directed by your Supervisor.</li> <li><input type="checkbox"/> Record your training for any <u>level 3 training</u> that can be recorded by you in SSO: <ul style="list-style-type: none"> <li><input type="checkbox"/> Log into and record your training competency in <a href="#">Staff Services Online</a> (SSO) by selecting the Profile tile and selecting the relevant licence/certification.</li> <li><input type="checkbox"/> Attach your training certificate of competency in SSO for University records.</li> </ul> </li> </ul>

### 4 Process: Establish a process to capture records related to training needs prior to commencement of the activity

Person Responsible		Actions
4.1	Supervisor/Person in control of the area/activity	<ul style="list-style-type: none"> <li><input type="checkbox"/> Where the need for instruction or training for an activity has been identified ensure that workers understand that they are not permitted to undertake the activity until they have received the instruction or training.</li> <li><input type="checkbox"/> Where the instruction or training can be recorded in SSO ensure that it is captured before the activity is undertaken.</li> <li><input type="checkbox"/> Establish as log book, lab folder, or other record system to record the delivery of required instruction or training that cannot be recorded in SSO; and ensure a record is captured prior to the activity being undertaken.</li> </ul> <p>Refer to <a href="#">Appendix C</a> for suggested training plan format in the form of a Laboratory/Workshop Log Book.</p>

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## 5 Process: Training Plan maintenance and gap analysis

Person Responsible	Actions
5.1 Director HSW	<ul style="list-style-type: none"> <li>□ Ensure quarterly Level 3 training reports from Staff Services Online (SSO) are generated by HR Branch.</li> <li>□ Provide copies of the quarterly reports to relevant Executive Deans/Divisional Heads and ensure copies of the reports are attached to the Faculty/Division HSW Committees HSW Advisor reports for review/dissemination (as applicable).</li> </ul>
5.2 Supervisor/Person in control of the area/activity	<ul style="list-style-type: none"> <li>□ Review at regular intervals your arrangements for the: <ul style="list-style-type: none"> <li>□ identification of activities under your control requiring instruction or training prior to being undertaken (as per section 3.1);</li> <li>□ methods to prevent access / use (as per section 3.1);</li> <li>□ record keeping (as per section 4.1).</li> </ul> </li> </ul>

## 6 Process: Records management

Person Responsible	Actions
<p>6.1 All persons establishing an instruction or training record system (log book, lab folder, etc) under 4.1</p> <p>(e.g. Supervisor/Person in control of the area/activity, <a href="#">Faculty HSW Officer</a> or <a href="#">Branch HSW Officer</a>, Laboratory Manager)</p>	<ul style="list-style-type: none"> <li>□ Ensure that the records are easily accessible and can be easily retrieved i.e. <ul style="list-style-type: none"> <li>□ in the event of a Notifiable or significant incident; (See the HSW Handbook chapter <a href="#">Incident Reporting and Investigation</a> for further information); or</li> <li>□ for HSW Internal Audit purposes.</li> </ul> </li> <li>□ Ensure there is a system for retaining relevant records in accordance with the State Records of SA, General disposal <a href="#">Schedule No 30</a> issued under the State Records Act 1997. (Contact the University's <a href="#">Records Management Office</a> for further assistance/information if required).</li> </ul>

## 7 Definitions

### Asbestos

Means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals as defined under the [WHS Regulations](#).

### Asbestos contaminated dust or debris (ACD)

Means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

### Competency (for the purposes of University Training)

Achievement of a Licence, Qualification or Statement of Attainment following formal training against specific assessment criteria by an authorised or Nationally Recognised Training Organisation.

### Contractors

- Temporary/Agency personnel (e.g. through a recruitment or labour hire agency where payment is made to the Agency).
- Consultants (e.g. people providing professional advice or services for a fee, including teachers and lecturers, who are paid upon invoice).

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- Contractors performing services in relation to a purchase agreement (e.g. service technicians, deliverers of goods).
- Contractors, including sub-contractors, engaged for maintenance (e.g. plant/equipment, teaching/research equipment) or events management (e.g. erection of marquees, open day activities, catering services) or other 3<sup>rd</sup> party arrangements.
- Contractors engaged by Infrastructure Branch or Technology Services Branch for construction/capital work/projects.
- All contractors engaged by Infrastructure or Technology Services for managed services (e.g Maintenance Contracts, Service Level Agreements, Trade Contracts).

### Hazardous chemical

Is a substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) including a classification referred to in Schedule 6 Work Health and Safety Regulations 2012 (SA), but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes:

- acute toxicity – oral – category 5
- acute toxicity – dermal – category 5
- acute toxicity – inhalation – category 5
- skin corrosion/irritation – category 3
- serious eye damage/irritation – category 2b
- aspiration hazard – category 2
- flammable gas – category 2
- acute hazard to the aquatic environment – category 1, 2 and 3
- chronic hazard to the aquatic environment – category 1, 2, 3 and 4
- hazardous to the ozone layer.

### Level 2 – Proficiency required before undertaking the task; and

### Level 3 – Competency/licence/qualification required

Refer to the HSW Handbook chapter [Provision of HSW information, instruction and training](#) for specific criteria for each level.

### Proficiency (for the purposes of University Training)

Achievement of a level of demonstrable knowledge, ability or skill acquired through training, which enables the operator to complete the activity safely and without supervision.

### Supervisor

In the context of this chapter the supervisor has two meanings:

1. The line manager of a staff member or the principle supervisor of a higher degree research student, except where the worker's activity is supervised by someone as described in the second meaning below.
2. Any other individual who (separate to the line manager/principle supervisor) has control of a laboratory, clinic, workshop, field activity or other activity in which the worker is participating or working. For example a workshop manager who has control of what is undertaken and/or who determines which workers may/may not work within the workshop they control. (Note: Control means that these individuals have the right to deny access to or stop any activity until they are satisfied that the activity can occur safely.)

### Volunteer [\[University Volunteer Policy\]](#)

Someone who freely gives his or her time and expertise in order to contribute to an aspect of the University of Adelaide community. Volunteers may include members, students, alumni and members of the public.

## 8

### Performance Measures

HR Branch will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

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9 Useful information and resources

9.1	<b>University related documents and policies</b> <a href="#">HSW Policy</a> HSW Handbook chapter <a href="#">Provision of HSW Information, Instruction and Training</a> HSW Handbook chapter <a href="#">Contractor Safety Management</a> <a href="#">HSW Induction – Information sheet</a> (FAQs)
9.2	<b>Related legislation and Australian Standards</b> <a href="#">Return to Work SA – Code of conduct for self insurers</a>
9.3	<b>Useful Web-links</b> <a href="#">HSW – On-line Information Sessions</a> <a href="#">SafeWork SA</a> licensing requirements (Hazardous Work)

# IDENTIFYING & PLANNING LEVELS OF HSW INFORMATION, INSTRUCTION AND TRAINING & RECORDS MANAGEMENT

## Appendix A

The higher the risk - The higher the level of training is required

Level 1: Information (Provision of general safety information or information/instruction on a task risk assessment)	Level 2: Instruction • A level of proficiency is required before undertaking the task or • The worker is required to work with/access an area containing <a href="#">Hazardous Chemicals</a> ; or • The activity is risk assessed as “High” residual risk.	Level 3: Training (Competency/licence/qualification is required before undertaking the task/role)	
<ul style="list-style-type: none"><li>• The activity doesn't require a risk assessment i.e. there is no expectation that an injury/illness will occur.</li><li>• Information is considered “Need to know” when working in or entering the work area (includes induction/orientation).</li><li>• No proficiency, qualification or licence is required.</li></ul>	<div><div><b>Hazardous Chemicals</b> All workers using Hazardous Chemicals (including radiation) and/or entering a Chemical Laboratory containing Hazardous Chemicals are to be provided with specific information and instructions before entering or working in the area e.g. lab rules, emergency procedures.</div><div><b>Asbestos - minerals</b> Where research is being undertaken in a known asbestos area or on asbestos samples.</div><div><b>Activities risk assessed as “High” residual risk</b> (with the exception of High Risk Travel). <b>Not permitted to access area, use the equipment or undertake the activity until instruction provided.</b></div></div>	<div><div><b>Proficiency</b><ul style="list-style-type: none"><li>• The activity requires a formal risk assessment in accordance with the <a href="#">Hazard Management Risk Assessment Decision Tool</a> and the control measures require the worker to be proficient before completing the task unsupervised.</li></ul>(Examples may include working with hazardous chemicals, certain hazardous plant (e.g. microtomes, autoclaves), or certain hazardous manual activities (e.g. large animal handling). <b>Not permitted to use the equipment or undertaking of the activity until proficient.</b></div></div>	<ul style="list-style-type: none"><li>• The WHS Legislation requires the worker to be assessed as competent (i.e. formal training by an authorised or Nationally Recognised Training Organisation who will provide them with a statement of attainment, qualification or licence following the successful completion of the training).</li></ul> <p>(e.g. boating; diving; use or handling of a radioactive substance/apparatus; confined space entry; electrical work; first aid; forklift operation; work associated with rigging, cranes, hoists, work at height; operation of powered load-shifting equipment, removal of Asbestos). For further guidance refer to <a href="#">Appendix D</a>. <b>Not permitted to undertake the activity until trained.</b></p>
<div><div><b>Training Records</b><ul style="list-style-type: none"><li>• Provision of level 1 information does not need to be recorded.</li><li>• Training attendance records are not required.</li></ul>However, Supervisors/Person in control of the area/activity must be able to demonstrate:<ul style="list-style-type: none"><li>• that there is a system (or systems) in place for providing suitable and adequate HSW information when a person commences work;</li><li>• process is in place to restrict access until information is provided.</li></ul>Refer to the <a href="#">HSW Induction FAQs</a> for further guidance.</div></div>	<div><div><b>Training Records</b><ul style="list-style-type: none"><li>• Training attendance records are required and a copy (hard/electronic) is to be kept on file and retrievable on request.</li></ul>Supervisors/Person in control of the area/activity must be able to demonstrate a process is in place to restrict access / use of equipment or undertaking the activity until instruction is provided.</div></div>	<div><div><b>Training Records</b><ul style="list-style-type: none"><li>• Individual proficiency records need to be recorded either hard copy or electronic (e.g. log book) and retrievable on request.</li></ul><b>Exception for a proficiency record</b> The worker holds an appropriate degree or formal qualification in the relevant activity and has 3 years practical experience. (This exception does not apply if the worker is working in a Lab containing hydrofluoric acid (HF) where a proficiency record is mandatory).</div><div>Supervisors/Person in control of the area/activity must be able to demonstrate a process is in place to restrict the use of equipment or undertaking the activity until proficiency is achieved</div></div>	<div><div><b>Training Records</b><ul style="list-style-type: none"><li>• Certificates of competency and/or licences/qualifications need to be recorded on SSO where enabled or where not then locally either hard copy or electronic and retrievable on request.</li></ul>Supervisors/Person in control of the area/activity must be able to demonstrate a process is in place to restrict undertaking the activity until trained.</div></div>

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## HOW THE UNIVERSITY PLANS FOR THE PROVISION OF INFORMATION INSTRUCTION AND TRAINING

The University is complex environment consisting of a myriad of teaching and research spaces that may be used by large groups or by very few people as is often the case with specific research facilities. The need to have access to specific facilities varies across discipline areas and will vary over the life of research or teaching activities. For these reasons the University operates a 'Just In Time' approach to the provision of information, instruction and training (IIT) – with supervisors ensuring that staff and students do not have access to hazardous plant, equipment or materials until they have been provided with sufficient information, instruction and training to enable them to stay safe.

### Level 1 IIT – provision of generic safety information – to all persons

- > To assist staff and others in the workplace to understand the University's safety systems including how to report safety issues and where to access information and support.

### Level 1 IIT – where local safety information is required (e.g. laboratories/workshops)

- > Information on local safety rules and processes.
  - **NO ACCESS TO AREA** until this is provided.

### Level 2 IIT – areas with hazardous chemicals

- > Information on the types of hazardous chemicals in the area, the safety expectations regarding these chemicals and how to access information on safe handling of the chemicals.
  - **NO ACCESS TO AREA** until this is provided.

### Level 2 IIT – activities requiring a proficiency to ensure safe operation or handling

- > Being taught to undertake the activity safely against a documented process and being able to demonstrate that you are proficient in the process.
  - **NOT PERMITTED TO USE THE EQUIPMENT OR UNDERTAKE THE ACTIVITY** until proficiency is achieved.

### Level 3 IIT – where training and certification must be provided by an external provider (e.g. Registered Training Organisation)

Where a licence or certificate is required; such as a forklift licence, boat licence, etc.

- **NOT PERMITTED TO UNDERTAKE THE ACTIVITY until trained.**

### Contractor IIT

Provision of safety information, instruction or training to contractors prior to them entering an area or undertaking an activity where they will or may be exposed to safety hazards.

**NOT PERMITTED TO ACCESS AREA OR UNDERTAKE THE ACTIVITY** until required IIT is provided.

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## TRAINING PLAN FORMAT

### Laboratory/Workshop Log Books – format of content

If your area has implemented a log book process for the provision of information, instruction and training, the content of a Laboratory/Workshop Log book could be divided into the following sections to provide a systematic approach. (Note – it is assumed that all templates used by the area meet the requirements of the Hazard Management chapter and Provision of HSW Information, Instruction and Training chapter as applicable.)

<b>Section 1</b>	<ul style="list-style-type: none"> <li>A list of all activities where a risk assessment is required and the activity is performed in the same manner over time. (In accordance with the <a href="#">Hazard Management</a> Handbook chapter e.g. Single or Multiple task risk assessments).</li> </ul>
<b>Section 2</b>	<ul style="list-style-type: none"> <li>Copies of each risk assessment</li> </ul>
<b>Section 3</b>	<ul style="list-style-type: none"> <li>Induction checklist template for the laboratory which includes provision for sign off for each individual.</li> <li>Completed induction records. (The records are to be kept on file (electronically or hard copy) and retrievable on request.)</li> </ul>
<b>Section 4</b>	<ul style="list-style-type: none"> <li>A summary sheet for each individual which lists all the proficiencies completed by that individual.</li> <li>Proficiency template(s) which must: <ul style="list-style-type: none"> <li>identify the task/activity assessed;</li> <li>identify the Safe Operating Procedure/Process or other documented criteria that the worker's proficiency is being assessed against. (Note – Supervisors have the option of attaching the relevant document or alternatively creating a specific proficiency template which defines the assessment criteria);</li> <li>include the names and signatures of the worker and the assessor;</li> <li>include a date of completion;</li> <li>indicate if the proficiency has been achieved;</li> <li>be able to be retrieved on request (e.g. during an internal audit, self-insurance evaluation, injury).</li> </ul> </li> <li>Completed proficiency records. (The records are to be kept on file (electronically or hard copy) and retrievable on request.)</li> </ul>
<b>Section 5</b>	<ul style="list-style-type: none"> <li>Safe Operating Procedures (SOP) (Depending on how many SOPs exist, it may be beneficial to include an index.)</li> </ul>
<b>Section 6</b>	<ul style="list-style-type: none"> <li>Any other laboratory/workshop specific or information (if required).</li> </ul>

**If you require any further information on Training Plan formats  
please contact your [Local HSW Contact](#)**

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## HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS FOR LEVEL 3 TRAINING

This Appendix aims to assist Schools/Branches in the identification of required Level 3 training in accordance with [Appendix A](#) "Identifying and planning levels of HSW information, instruction and training and records management".

Please note there may be additional Legislative requirements other than those specified in the tables below (i.e. in addition to WHS Legislation). If you are unsure please contact your [HSW Contact](#).

Legislative requirement	Evidence
<p><b>Abrasive blasting</b> [<a href="#">Approved Code of Practice – Abrasive Blasting</a> <a href="#">(WHS Regulations Section 5</a> - means propelling a stream of abrasive material at high speed against a surface using compressed air, liquid, steam, centrifugal wheels or paddles to clean, abrade, etch or otherwise change the original appearance or condition of the surface). If this activity is conducted in your area please review the legislative requirements. Competency is required.</p>	<p>Relevant competency based training needs to be recorded in SSO</p> <p>A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>
<p><b>Asbestos removalist is licensed</b> [<a href="#">WHS Regulations Section 458</a>]</p> <ol style="list-style-type: none"> <li>A person conducting a business or undertaking that commissions the removal of asbestos must ensure that the asbestos removal work is carried out by a licensed asbestos removalist who is licensed to carry out the work.</li> <li>Subregulation (1) does not apply if the asbestos to be removed is: <ol style="list-style-type: none"> <li>10 square metres or less of non-friable asbestos or asbestos-contaminated dust or debris (ACD) associated with the removal of that amount of non-friable asbestos; or</li> <li>ACD that is not associated with the removal of friable or non-friable asbestos** and is only a minor contamination.</li> </ol> </li> <li>If subregulation (2) applies, the person conducting the business or undertaking that commissions the asbestos removal work must ensure that the work is carried out by a competent person who has been trained in accordance with regulation 460.</li> </ol> <p><b>** friable asbestos</b> means material that (a) is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry; and (b) contains asbestos.</p> <p><b>non-friable asbestos</b> means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.</p>	<p>Ensure that any work involving the potential disturbance or removal of asbestos is only conducted under the overall management of Infrastructure Branch (phone 831 34008).</p>
<p><b>Confined spaces</b> [<a href="#">WHS Regulations, Part 376 Sections 66 – 76</a>]</p> <p>A person conducting a business or undertaking must ensure that relevant workers are provided with suitable and adequate information, instruction and training in relation to the nature of all hazards relating to a confined space. (Includes the need for, and the appropriate use or control measures to control risks associated with those hazards, the selection, fit, use, wearing, testing, storage and maintenance of any personal protective equipment. the contents of any confined space entry permit that may be issued in relation to work carried out by the worker in a confined space and emergency procedures.</p> <p><b>WHS Legislative requirements are also outlined in</b>  <a href="#">Approved Code of Practice – Confined Spaces;</a>  <a href="#">AS 2865 - Confined spaces</a></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>A risk assessment is to be conducted by a <u>competent</u> person.</li> <li>A confined space entry permit must be completed by a <u>competent</u> person.</li> <li>An acknowledgement that work in the confined space has been completed and that all persons have left the confined space must be completed by a <u>competent</u> person.</li> </ul>	<p>Competency based training needs to be recorded in SSO</p> <p>A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>

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## HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS FOR LEVEL 3 TRAINING

Legislative requirement	Evidence
<p><b>Construction work</b>  <a href="#">[WHS Regulations, Chapter 6 – Construction work]</a>            A person conducting a business or undertaking must not direct or allow a worker to carry out construction work unless—            (a) the worker has successfully completed general construction induction training; and            (b) if the worker completed the training more than 2 years previously—the worker has carried out construction work in the preceding 2 years.</p> <p>See <a href="#">Contractor Management</a> chapter of the HSW Handbook for the definition of Construction work.</p>	<p>Competency based training needs to be recorded in SSO</p> <p>A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p> <p>For contractors            As specified in the <a href="#">Contractor Management</a> chapter of the HSW Handbook.</p>
<p><b>Diving</b>  <a href="#">[WHS Regulations, Part 8]</a></p> <p><b>171—Competence of worker—general diving work—general qualifications</b>            (1) A person must not carry out any type of general diving work unless the person holds a certificate for general diving work, issued by a training organisation, that demonstrates that the person has acquired the relevant competencies for that type of general diving work.            (2) This regulation does not apply in relation to incidental diving work or limited scientific diving work.            (3) In subregulation (1)— <b>relevant competencies</b> means the competencies specified in AS/NZS 4005.2:2000 (<i>Training and certification of recreational divers</i>) or AS/NZS 2815 (<i>Training and certification of occupational divers</i>) that are relevant to the type of general diving work to which subregulation (1) applies.  <b>Note</b>—See section 44 of the Act.</p> <p><b>171A—Competence of worker—general diving work—additional knowledge and skill</b>            (1) In addition to regulation 171, a person must not carry out general diving work unless the person has, through training, qualification or experience, acquired sound knowledge and skill in relation to the following:            (a) the application of diving physics;            (b) the use, inspection and maintenance of diving equipment (including emergency equipment) and air supply of the type to be used in the proposed general diving work;            (c) the use of decompression tables or dive computers;            (d) dive planning;            (e) ways of communicating with another diver and with persons at the surface during general diving work;            (f) how to safely carry out general diving work of the type proposed to be carried out;            (g) diving physiology, emergency procedures and first aid.            (2) This regulation does not apply in relation to incidental diving work or limited scientific diving work.  <b>Note</b>—See section 44 of the Act.</p> <p><b>172—Competence of worker—incidental diving work</b>            (1) A person must not carry out incidental diving work unless the person—            (a) has the training, qualification or experience referred to in regulation 171A; and            (b) has relevant diving experience; and            (c) is accompanied and supervised in the water by a person who has the competencies referred to in regulation 171.</p>	<p>The School/Faculty Dive Officer should be made aware of any planned diving work and provided with copies of diving training certificates prior to any activity commencing.            The School/Faculty Diving Officer should ensure a record of all School/Faculty divers and their dive competencies.</p> <p>A copy of the training record is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>

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Legislative requirement	Evidence
<p><b>Diving (Continued)</b></p> <p>(2) In this regulation, a person has <b>relevant diving experience</b> if the person has logged at least 15 hours of diving, of which at least 8 hours and 20 minutes were spent diving between 10 metres above and any depth below the maximum depth at which the diving work is to be carried out.</p> <p><b>173—Competence of worker—limited scientific diving work</b>            (1) A person who is not permanently resident in Australia must not carry out limited scientific diving work unless the person has—            (a) the training, qualification or experience referred to in regulation 171A; and            (b) relevant diving experience, including relevant diving experience obtained outside Australia.  <b>Note—</b> See section 44 of the Act.</p> <p>(2) In this regulation, a person has <b>relevant diving experience</b> if the person has logged at least 60 hours diving of which at least 8 hours and 20 minutes were spent diving between 10 metres above and any depth below the maximum depth at which the limited scientific diving work is to be carried out.</p> <p><b>174—Competence of competent person supervising general diving work</b>            A person appointed under regulation 177 must not perform any function associated with that appointment unless the person has—            (a) the qualification specified in regulation 171; and            (b) experience in the type of diving work to be supervised.  <b>Note—</b> See section 44 of the Act.</p> <p><b>175—Evidence of competence—duty of person conducting business or undertaking</b>            (1) A person conducting a business or undertaking at a workplace must not direct or allow a worker to carry out general diving work unless the person sees written evidence provided by the worker that the worker has the relevant competence required under this Division.            (2) A person conducting a business or undertaking at a workplace must not direct or allow a person appointed under regulation 177 to perform any of the functions associated with that appointment unless the person conducting the business or undertaking sees written evidence provided by the person appointed that the person appointed has the competence required under regulation 174.            (3) A person conducting a business or undertaking must keep the written evidence given to the person—            (a) under subregulation (1)—for at least 1 year after the diving work is carried out;            (b) under subregulation (2)—for at least 1 year after the last occasion on which the person performs a function associated with the appointment.</p> <p>Refer to the HSW Handbook chapter – <a href="#">Diving safety management</a> for further information.</p>	
<p><b>Drones</b>            See the HSW <a href="#">Drone Safety Management</a> for specific University requirements            There are requirements for licencing under the Civil Aviation Act and Regulations.            (Additional information is also available on the <a href="#">Legal and Risk website</a>.)</p>	<p>Licence is required.            The Chief Remote Pilot to ensure that any drone activity that is approved involves an appropriately trained pilot and that URAF is keeping a record of the training of all pilots.</p>

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Legislative requirement	Evidence
<p><b>Emergency Facilities and Procedures</b>  <a href="#">[WHS Regulations Section 43]</a>            Ensure that information, training and instruction are provided to relevant workers on the implementation of the University's emergency procedures and plan. This includes response to an emergency, evacuation procedures, effective communication between those co-ordinating the emergency response and all persons at the workplace.</p> <p><a href="#">Australian Standard AS 3745 "Planning for emergencies in facilities"</a>            All <b>Emergency Control Organisation</b> members (e.g. Chief Warden, Deputy Chief Warden, Wardens and Incident Response Team members) <b>shall</b> be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures. Includes duties, procedures, communication (including communication equipment), building fire safety provisions (e.g. fire doors, emergency lights, exit-signage).</p> <p>The training <b>shall</b> include exercises and assessment, actions for the specific emergencies in the procedures and first attack firefighting equipment.</p>	<p>Competency based training needs to be recorded in SSO</p> <p>A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p> <p><b>Security Branch</b>            Maintains the records in consultation with the Emergency Management Service Provider. The records are kept on file and retrievable on request. 8313 4505.</p>
<p><b>Firearms licence</b>            Refer to the <a href="#">HSW Handbook Firearms Safety Management</a> for requirements.</p>	
<p><b>First Aid</b>  <a href="#">[WHS Regulations Section 42]</a>  <a href="#">Approved Code of Practice for First Aid in the Workplace</a>            Each School/Branch is to ensure an adequate number of workers are trained to administer first aid at the workplace.</p> <p>The HSW Handbook chapter <a href="#">"First Aid Management"</a> Appendix D sets out the various training requirements.</p> <p><b>Additional Training for First Aiders</b>            Supervisors/person in control of the area/activity should consider if first aiders should attend additional training to refresh their first aid knowledge and skills e.g. refresher training in CPR annually if the workplace exposes workers to high risk hazards that could result in serious injury/illness.</p>	<p>Competency based training needs to be recorded in SSO</p> <p>A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p> <p>A copy of the competency is required and a copy (electronic) is to be kept on file and retrievable on request.</p>
<p><b>Health and Safety Representative</b>  <a href="#">[WHS Act Section 72]</a>            A health and safety representative is entitled to attend any course of training approved by the regulator under this regulation and 5 days training under section 72(9)(a) of the Act will constitute initial training for the purposes of sections 85(6) and 90(4) of the Act.</p> <p><a href="#">[WHS Regulations Section 21]</a>            The University is required to arrange training with a recognised training organisation <u>within 3 months of a request being received by a HSR.</u>            (The School/Branch is required to pay the course fees and any other reasonable costs associated with the training.)</p> <p>Note - During the:</p> <ul style="list-style-type: none"> <li>first year of the health and safety representative's term of office – 5 days</li> <li>second year of the health and safety representative's term of office – 3 days</li> <li>third year of the health and safety representative's term of office – 2 days.</li> </ul>	<p>HSR's are entitled to training as stipulated in the WHS legislation. Where this training is requested it must be provided.</p> <p>Records must be kept locally on file and retrievable on request.</p>

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Legislative requirement	Evidence
<p><b>Health and Safety Representative</b>  <a href="#">[WHS Act Section 72]</a>  A health and safety representative is entitled to attend any course of training approved by the regulator under this regulation and 5 days training under section 72(9)(a) of the Act will constitute initial training for the purposes of sections 85(6) and 90(4) of the Act.</p> <p><a href="#">[WHS Regulations Section 21]</a>  The University is required to arrange training with a recognised training organisation <u>within 3 months of a request being received by a HSR.</u>  (The School/Branch is required to pay the course fees and any other reasonable costs associated with the training.)</p> <p>Note - During the:</p> <ul style="list-style-type: none"> <li>• first year of the health and safety representative's term of office – 5 days</li> <li>• second year of the health and safety representative's term of office – 3 days</li> <li>• third year of the health and safety representative's term of office – 2 days.</li> </ul>	<p>HSR's are entitled to training as stipulated in the WHS legislation. Where this training is requested it must be provided.</p> <p>Records must be kept locally on file and retrievable on request.</p>
<p><b>High risk work license</b>  <a href="#">[WHS Act, Section 43, [WHS Regulations Section 81, Schedule 3 and 4]</a>  A licence is required for the following:</p> <ul style="list-style-type: none"> <li>• Boom type elevating work platform</li> <li>• Scaffolding work</li> <li>• Dogging and rigging work (e.g. work associated with hoists, cranes, conveyors, dredges, excavators)</li> <li>• Crane and hoist operation (e.g. tower crane, bridge and gantry crane, vehicle loading crane, personnel and materials hoists, boom-type elevating work platform)</li> <li>• Reach stacker</li> <li>• Forklift operation (truck)</li> <li>• Pressure equipment operation (e.g. boiler, turbine operation).</li> </ul> <p>Refer to <a href="#">WHS Regulations</a> Schedule 3 and 4 for all high risk work licences and descriptions of class of high risk work or contact SafeWork SA for clarification.</p> <p><b>Exception under WHS Regulations Section 82</b>  A person who carries out high risk work is not required to be licensed:</p> <ul style="list-style-type: none"> <li>• if the work is carried out under the supervision of a person who is licensed to carry out the high risk work;</li> <li>• if the work involves plant and the work is carried out at a workplace solely for the purpose of the manufacture, testing, trialling, installation, commissioning, maintenance, servicing, repair, alteration, demolition or disposal of the plant at the workplace or moving the plant while unloaded within the workplace; and the plant is operated or used without a load except when standard weight loads with predetermined fixed points are used for calibration of the plant.</li> <li>• If work is limited to setting up or dismantling a crane or hoist and the person carrying out the work holds a licence in relation to rigging, which qualifies the person to carry out the work.</li> </ul> <p><b>If your area conducts any of the high risk activities listed above, please review the specific requirements of this Regulation as there may be additional information which relates to your activities which have not been provided here.</b></p> <p><b>Frequency of training</b>  Licences must be renewed every 5 years unless a specific frequency is mandated under the legislation.</p>	<p>Competency based training needs to be recorded in SSO</p> <p>A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p> <p>A copy of the licence is required and a copy (electronic) is to be kept on file and retrievable on request.</p>

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Legislative requirement	Evidence
<b>Personal protective equipment</b> <a href="#">[WHS Regulations, Division 5, Section 44]</a> Where PPE is a control measure, and a competency/licence is required (e.g. for Breathing Apparatus for confined space entry where applicable).  The person who directs the carrying out of work <b>must</b> provide the worker with information, training and instruction in the: (a) proper use and wearing of personal protective equipment; and (b) storage and maintenance of personal protective equipment.	Competency based training needs to be tracked on the Training Plan or equivalent local tracking tool.  A Statement of Attainment is required and a copy (hard/electronic) is to be kept on file and retrievable on request.
Legislative requirement	Evidence
<b>Radiation</b> <a href="#">[Radiation Protection and Control Act 1982, Section 31]</a> A person must not: <ul style="list-style-type: none"> <li>operate ionising radiation apparatus of a prescribed class;</li> <li>be in possession of a radiation source</li> </ul> unless the person holds a licence or temporary licence under this section.  See the <a href="#">Radiation Safety Management</a> chapter for further information.	Competency based training needs to be recorded in SSO  <b>HSW Team – Human Resources</b> Track training/licences and records on the Radiation database.
<b>Working at height</b> <a href="#">[WHS Regulations, Section 79, Approved Code of Practice “Managing the risk of falls at Workplaces”]</a> Work positioning systems, fall arrest systems, safety harness system.  Also refer to the requirements for High Risk Work <a href="#">[WHS Regulations Section 81, Schedule 3 and 4]</a> as a licence for high risk work may also be required.	<b>School/Branch</b> Competency based training needs to be recorded in SSO  A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request. local tracking tool.  A Statement of Attainment is required and a copy (hard/electronic) is to be kept on file and retrievable on request.

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