# HEALTH, SAFETY & WELLBEING TRAINING PLAN 2016

## 1. Details of Courses

<table>
<thead>
<tr>
<th>TITLE OF COURSE</th>
<th>CONTENT</th>
<th>SUITABLE</th>
<th>DURATION</th>
</tr>
</thead>
</table>
| Biological safety management    | **Course Aim:** To provide participants with a general knowledge of the requirements for biological management.  
**Course Content:**  
- Responsibilities of managers and employees  
- Laboratory-based work  
- Biosafety cabinets  
- Labelling & Storage  
- Transport  
- Disposal  
- Working with people  
- Working with animals  
- Hazard Management  
- Emergency contingencies | Staff and post graduate students who use biologicals in work/study.  
Online – available from 1 Feb 2016 through MyUni  
https://myuni.adelaide.edu.au/webapps/login/ |
| Chemical safety management      | **Course Aim:** To provide participants with a general knowledge of the requirements for correct chemical management.  
**Course Content:**  
- Legislation and responsibilities  
- Terminology  
- Safety data sheets (SDS)  
- Hazard management  
- Storage/Labelling/Transport/Emergencies  
- Disposal | All staff and postgraduate students who use chemicals, including laboratory and workshop managers.  
Online through MyUni  
https://myuni.adelaide.edu.au/webapps/login/ | 1.5 hrs face to face |
| Ergonomics and Manual Handling  | **Course Aim:** To provide participants with basic knowledge of ergonomic and manual handling hazards.  
**Course Content:**  
- TBA | Managers, HSO’s, and all staff involved in office based work.  
Online – available from 1 May 2016 through MyUni  
https://myuni.adelaide.edu.au/webapps/login/ | Online – available from 1 May 2016 through MyUni  
https://myuni.adelaide.edu.au/webapps/login/ |
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<tbody>
<tr>
<td>First aid</td>
<td>External Providers 1. St John Ambulance (08) 8306 6900 2. Red Cross (08) 8293 9200</td>
<td>Designated first aid officers, staff or students carrying out remote field work.</td>
<td>Please contact the providers directly</td>
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</tbody>
</table>
| Hazard Management                      | **Course Aim:** To provide participants with a basic understanding of the workplace hazard management process. **Course Content:**  
  - Overarching Legal Requirements  
  - Corporate Responsibilities  
  - What is Hazard Management  
  - Hazard Identification  
  - Risk Assessment  
  - Control | All staff and higher degree students. | Online through [MyUni](https://myuni.adelaide.edu.au/webapps/login/), 30 mins face to face |
| HSR Training                           | Business SA  
  Phone 8300 0104 [http://business-sa.com/training-courses](http://business-sa.com/training-courses)  
  Adelaide Training and Employment Centre Phone 8444 1608 [http://www.atec.asn.au](http://www.atec.asn.au) | Health and Safety Representatives | |
### Plant Safety Management

**Course Aim:** To provide participants with the basic understanding of the requirements for effective plant safety management.

**Course Content:**
- Legislation, compliance and responsibilities
- Plant decision tree
- Hazard management
- Plant guarding
- Safe operating procedures (SOPs) and Tag-out procedures
- "Notifiable" occurrences and reporting
- Plant design and manufacture

**Suitable:** Staff and post graduate students who work with plant and equipment.

**Duration:** Online – available from 1 August 2016 through MyUni https://myuni.adelaide.edu.au/webapps/login/

### Radiation Safety

**Course Aim:** To provide participants with a basic understanding of the concepts of radiation and radiation protection principles.

**Course Content:**
- Policy and legal requirements/legislation
- Basic concepts of radiation
- Biological effects of radiation
- Basic radiation protection
- Radiation protection in laboratories
- Emergency procedures
- Radioactive waste disposal

**Suitable:** Staff and post graduate students who work with radiation.

**Duration:** 3hrs

### Workplace Bullying

**Topics Covered**
WHS training for individuals on issues and processes covered by the HSW Handbook chapter.
- What is workplace bullying?
- What to do if you think you are being bullied?
- Process for making a complaint of workplace bullying.

**Suitable:** University employees, University contractors, Volunteers, HDR students

**Duration:** Online – available 1 Dec 2016 through MyUni
https://myuni.adelaide.edu.au/webapps/login/

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- Role specific training requirements i.e. Safety Officers/ Heads of School/Branch & Executive staff please contact Faculty/ Divisional HSW Managers
## 1. SCHEDULE

<table>
<thead>
<tr>
<th>Training</th>
<th>Strategies and Legislative Requirements</th>
<th>Mode</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
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<tr>
<td>Biological safety management</td>
<td>Online</td>
<td>Online – available 1 Feb 2016</td>
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<td>Chemical safety management</td>
<td>WHS SA Regulations 2012 Face to face &amp; Online</td>
<td>16 NT</td>
<td>22 NT</td>
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<td>Ergonomics and Manual Handling</td>
<td>WHS SA Regulations 2012 Identified from 2010/11 Incidents External or Online</td>
<td>Online – available 1 May 2016</td>
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<td>Emergency Evacuation including warden training</td>
<td>WHS SA Regulations 2012 External or Online</td>
<td>External</td>
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<td>First aid</td>
<td>WHS SA Regulations 2012 External or Online</td>
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<td>Hazard Management</td>
<td>Strategy from 2008/09 Internal Audit Face to face or Online</td>
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<td>14 NT</td>
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<td>3 NT</td>
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<td>HSR training</td>
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<td>Radiation Safety</td>
<td>Face to face</td>
<td>On demand please contact <a href="mailto:training.hr@adelaide.edu.au">training.hr@adelaide.edu.au</a></td>
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<td>Workplace Bullying</td>
<td>Online</td>
<td>Online – available 1 Dec 2016</td>
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