

**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		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>	<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 workers are required to receive information on the control measures including safe operating procedures (where applicable).</li> <li>The Risk Assessment does not require a level of proficiency or competency before undertaking the task.</li> </ul>	<ul style="list-style-type: none"> <li><b>A level of proficiency is required before undertaking the task or</b></li> <li><b>The worker is required to work with, or access an area containing <a href="#">Hazardous Chemicals</a>; or</b></li> <li><b>The activity is risk assessed as "High" residual risk.</b></li> </ul>	<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.)</p> <p>For further guidance refer to Appendix B.</p>
<p style="text-align: center;"><b>Records</b></p> <ul style="list-style-type: none"> <li>Provision of level 1 information does not need to be tracked on the Training Plan or equivalent local tracking tool (e.g. log book).</li> <li>Attendance records are not required.</li> </ul> <p>However, Schools/Branches must be able to demonstrate that there is a system (or systems) in place for providing suitable and adequate HSW information when a person commences work. Refer to the <a href="#">HSW Induction/Orientation FAQs</a> for further guidance.</p>	<p style="text-align: center;"><b>Records</b></p> <ul style="list-style-type: none"> <li>Individual records are required and a copy (hard/electronic) is to be kept on file and retrievable on request.</li> </ul>	<p style="text-align: center;"><b>Records</b></p> <ul style="list-style-type: none"> <li>Individual proficiency records need to be tracked on the Training Plan or equivalent local tracking tool (e.g. log book).</li> </ul> <p><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.)</p>	<p style="text-align: center;"><b>Records</b></p> <ul style="list-style-type: none"> <li>Training needs to be tracked on the Training Plan or equivalent tracking tool.</li> <li>Certificates of competency and/or licences/qualifications are required and a copy (hard/electronic) is to be kept on file and retrievable on request.</li> </ul>

(Extract from [Provision of HSW information, instruction and training](#) chapter.)

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