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

### Level 1: Information
(Provision of general safety information or information/instruction on a task risk assessment)

- The activity doesn’t require a risk assessment i.e. there is no expectation that an injury/illness will occur.
- Information is considered “Need to know” when working in or entering the work area. (includes induction/orientation).
- No proficiency, qualification or licence is required.

### Level 2: Instruction

- A level of proficiency is required before undertaking the task or
- The worker is required to work with, or access an area containing Hazardous Chemicals; or
- The activity is risk assessed as “High” residual risk.

#### Hazardous Chemicals
All workers using Hazardous Chemicals 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. (Includes radiation)

#### Asbestos - minerals
Where research is being undertaken in a known asbestos area or on asbestos samples.

#### Activities risk assessed by the School/Branch as “High” residual risk
(With the exception of High Risk Travel.)

### Level 3: Training
(Competency/licence/qualification is required before undertaking the task/role.)

- 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).
  
  (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 Appendix B.

### Records
- Provision of level 1 information does not need to be tracked on the Training Plan or equivalent local tracking tool (e.g. log book).
- Attendance records are not required.

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 HSW Induction/Orientation FAQs for further guidance.

- Individual records are required and a copy (hard/electronic) is to be kept on file and retrievable on request.
- Individual proficiency records need to be tracked on the Training Plan or equivalent local tracking tool (e.g. log book).

**Exception for a proficiency record**
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.)

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

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**HSW Handbook**

**2.3 HSW Training Plan**

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