

LEVELS OF HSW INFORMATION, INSTRUCTION AND TRAINING & RECORDS MANAGEMENT

HSW information, instruction and training may be divided into three levels with the level and the nature of the information, instruction and training to be provided being based on the risks associated with the work. Generally the higher the risk the higher the level of training required.

Requirements may be determined by the Supervisor based on:

- a risk assessment where a proficiency is identified as a control measure or the residual risk is high or very high (excluding travel);
- a legislative/licence requirement - such as confined space, first aid, forklift operation, high risk work etc;
- University policy/procedures.

The information, instruction and training must, so far as is reasonably practicable, be provided to a worker in a way that is readily understandable.

Level 1	<p>Information</p> <p>This type of training is suitable where <u>no proficiency, qualification or licence is required</u>, and provides general information to participants.</p> <p>Level 1 training includes:</p> <ul style="list-style-type: none"> • general safety information; • information provided to a worker during their local induction/orientation to their role/area of work (e.g. local fire and emergency procedures, location of safety registers/websites); • information on hazards in the area of work and any relevant task risk assessments and control measures; • information provided when there is new information that needs to be conveyed because a worker is relocated, has changed their role or returned from an extended leave of absence. (Note – if there is no new information to be conveyed and the worker is not seeking to be provided with reminder information then this is not required.) <p>Information can be delivered on a one-on-one basis or as a group (e.g. lecture), on-line, email, brochure and/or website:</p> <ul style="list-style-type: none"> • where workers are required by the Supervisor/Head of School/Branch/University to be informed on legislative/local/University HSW requirements; or • prior to workers undertaking a low/medium risk activity, where the provision of information is identified on the risk assessment as a control measure. <p><u>Corporate HSW training</u></p> <p>The HSW Training courses provided by the Human Resources (HR) Branch to the University are for “general information”.</p> <p>They are offered to Schools/Branches to assist workers to understand the University’s HSW management system and the legislation. The courses are not appropriate to be the only training/information the worker receives if they are working in a high risk area or conducting a hazardous work activity.</p> <p><u>Required attendance records for Level 1 Information (including Corporate HSW training)</u></p> <p>Individual training records are not required and training does not need to be tracked on the School/Branch training plan.</p> <p>Schools/Branches must be able to demonstrate the local arrangement/system for how and what information is provided in the event of an incident or audit. e.g. being able to demonstrate that specific information is provided to a select group of people having regard for the nature of the work carried out by the worker(s).</p>
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<p>Level 2</p>	<p>Instruction</p> <ul style="list-style-type: none"> • A level of proficiency is required before completing 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” or “very high” residual risk (excluding travel).
	<p>Proficiency</p> <p>This type of training is suitable where there is a higher level of skill and/or risk associated with the activity. It will generally have a practical component to enable the trainee to observe the process from beginning to end, and then demonstrate back to their trainer/assessor that they are proficient/skilled to undertake the task or operate the equipment without supervision. It may also include emergency procedures where relevant.</p> <p>This type of training is required prior to workers undertaking an activity where proficiency training has been identified as a control measure on the risk assessment. A proficiency may be mapped against a Safe Operating Procedure, or could be via a log book or series of supervised training sessions/courses.</p> <p>Examples of this type of training include:</p> <ul style="list-style-type: none"> • operation of specific items of workshop plant/machinery, or • a requirement to conduct hazardous chemical activities where a level of skill and understanding is required before the operator can complete the task without supervision. <p>Note: A PhD, Honours, other University degree or similar qualification may constitute an attainment of a proficiency where the degree provided the training and experience that is directly applicable to the work being undertaken. For example a new professor in a chemistry discipline with degrees in chemistry and experience in the use of hazardous chemicals could be deemed to be proficient. It is important to note however that a new worker’s supervisor should discuss with the worker their qualifications and previous practical experience as it is possible to attain degrees without the relevant practical experience. e.g. In the case of a worker in a laboratory containing hydrofluoric acid, a qualification and a proficiency is always required.</p> <p>Exception for a proficiency record</p> <p>The worker holds a degree or qualification in the relevant activity and has 3 years practical experience. (This exception does not apply if the worker is working in a laboratory containing hydrofluoric acid (HF) where a proficiency record is mandatory.)</p> <p>Required records for this type of training</p> <p>Evidence that the proficiency training has been completed must be either:</p> <ul style="list-style-type: none"> • recorded locally on the School/Branch Training Plan (or equivalent); or • recorded in a laboratory/workshop based training log book/folder (or equivalent). <p>The completed proficiency record must:</p> <ul style="list-style-type: none"> • identify the task/activity assessed; • identify the Safe Operating Procedure/Process or other documented criteria that the worker’s proficiency is being assessed against. (Note – Schools/Branches have the option of attaching the relevant document or alternatively creating a specific proficiency template which defines the assessment criteria); • include the names and signatures of the worker and the assessor; • include a date of completion; • indicate if the proficiency has been achieved; • be able to be retrieved on request (e.g. during an internal audit, self-insurance evaluation, injury). <p>An example template for a proficiency based training record is attached in Appendix C.</p> <p>Retention of training records and records management</p> <p><u>For proficiencies</u> - The record is to be kept on file (electronically or hard copy). Where proficiency is deemed on the basis of an individual’s qualifications this should be noted on the proficiency training record.</p> <ul style="list-style-type: none"> • Either forward a copy of the training record to the person who maintains the training records for your School/Branch or otherwise retain the record in a lab/workshop log book in the local area • The designated staff member will maintain the record on file (hard copy or electronic) and ensure they are retrievable if required (e.g. internal audit, self-insurance evaluation) and record the training on the Training Plan. <p><u>For other Level 2 training</u> – The record is to be kept on file (electronically or hard copy) and retrievable on request.</p>

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Level 3	<p>Training</p> <p>Certificate of competency or qualification or licence This type of training is required where the operator must attend formal training by an authorised or Nationally Recognised Training Organisation who will provide them with a statement of attainment, qualification or licence following successful completion of the training.</p> <p>Examples may include: first aid training, forklift training, work associated with rigging, cranes, hoists, confined space entry, scaffolding, dogging, work at height, operation of powered load-shifting equipment, electrical works, asbestos removal, Licence to use or handle a radioactive substance/apparatus.</p> <p>Record of competency, qualification or licence: The record is to be kept on file (electronically or hard copy). (Note - For Radiation, the licences are maintained centrally by the HSW Team. Refer to the Radiation HSW Handbook chapter or contact your Senior HSW Advisor for additional information.)</p> <p>Certificate of Attendance Where the WHS Regulations require training to be provided by a recognised training authority, a Certificate of Attendance will be issued. For example training for the elected Health and Safety Representatives (should they wish to attend a recognised course).</p> <p>Retention of training records and records management</p> <ul style="list-style-type: none"> • Forward a copy of the training record to the person who maintains the training records for your School/Branch. • The designated staff member will maintain the record on file (hard copy or electronic) and ensure they are retrievable if required (e.g. internal audit, self-insurance evaluation).
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