

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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