

This guidance is an extract of the relevant responsibilities for all persons from the University HSW procedure for [HSW Information, Instruction and Training](#) (the provision of). The responsibilities listed below apply to all persons engaging in any task or activity on behalf of the University of Adelaide. Where a person requires advice on how to meet these requirements in their workplaces, they should contact hswteam@adelaide.edu.au.

Process: Provision of information, instruction, training and supervision

- Comply, so far as reasonably able, with any reasonable instruction that is given by your Supervisor/Person in control of the area/activity.
- Do not undertake any activity that has been identified and communicated to you as requiring instruction or training until you have received the instruction or training, and it has been recorded.
- Complete any instruction and training identified by your Supervisor/person in control of the area/activity which is specific to your role/activities before you undertake the activity
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace.
- Consult with your supervisor where you require additional assistance, information and/or training prior to undertaking an activity if you have concerns.

Process: Records management

- Log into and record your training competency in Staff Services Online (SSO) by selecting the Profile tile and selecting the relevant licence/certification.
- Attach your training certificate of competency in SSO for University records.

HSW Advice	All persons – Provision of HSW Information Instruction and training	Effective Date:	August 2022	Version 1.0
Authorised by	HSW Advisory Manager	Review Date:	August 2024	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			