

HSW online information sessions – a guide for Supervisors

Information contained here has been drawn from a range of sources to provide some clear guidance to supervisors on how they can use the HSW online information sessions currently provided centrally by the HSW Team.

All online HSW information sessions can be found on the “[HSW Training and Induction](#)” webpage. These information sessions generally fall into one of three categories

Information to understand requirements of a University HSW procedure	General information sessions for those with specific roles	General information sessions for those who may be coordination certain HSW activities or tasks
<ul style="list-style-type: none"> • Biological Safety Management • Chemical Safety Management • Hazard Management • Information Instruction and Training • Manual Handling • Plant/Equipment Safety Management • Radiation Safety Management • Reporting a Safety Issue 	<ul style="list-style-type: none"> • Due Diligence for Officers • HSW for Supervisors • Incident Reporting and Investigation for Supervisors 	<ul style="list-style-type: none"> • Chemwatch • Events Safety Management • Off Campus Activities

How a supervisor could use HSW online information sessions

A supervisor could use these information sessions as part of a standard onboarding process for a new starter. For example, a new starter that needs to operate in a lab or workspace where hazardous chemicals are present. The supervisor could require the worker complete the online information sessions for

- Chemical Safety Management - this would cover a lot of the basic knowledge required to understand terminology, labelling, storage, transport, emergency response and disposal of chemicals.
- Hazard Management - This would familiarise them with the use of the risk assessment tools including, short form/single task/multiple task risk assessment and the process for completing task specific risk assessments
- Reporting a Safety Issue - this provides direction on the use of UniSafe the University’s Safety Issue reporting system.

The Information sessions designed by the central HSW team can be used to provide general HSW information about a hazard or requirements of HSW procedures. They should not be viewed as, once completed, giving a person the ability to carry out a hazardous task safely. The appropriate level of Information Instruction and Training (IIT) MUST be determined by the local supervisor by ensuring the IIT for the activities undertaken by the worker are appropriate to the individual’s ability and/or disability and the level of risk.

The general online HSW information sessions can provide a base level of understanding for a worker so that when the local supervisor comes to making their assessment, on the level of IIT they need to commence a task, the worker is more aware of the basics.

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