

OCCUPATIONAL HEALTH & SAFETY TRAINING GUIDELINES

Authorised By: COUNCIL

Date Authorised: 01/09/1990

Effective Date: 01/12/2004

Last Amendment Date: 01/12/2004

Review Due Date: 01/12/2009

TRIM File Number: F. 2001/1152

Related Documents: Occupational Health, Safety And Welfare Policy
Policy for the Management of the Health and Safety of Contractors,
Casuals, Visiting Academics, Volunteers & Service Personnel.
First Aid Policy and Guidelines.

Implementation & Review: Human Resources

Superseded Documents:

Any person who requires assistance in understanding any aspect of this document should contact Human Resources on ext. 35666.

1 PURPOSE OF GUIDELINES

These guidelines are designed to provide a clear and simple process for all aspects of OH&S Training. They provide good practical advice and should be followed unless an equally effective, alternative approach, which complies with the Policy, can be demonstrated. Before any alternative approach is used it is advised that advice from Human Resources (HR) is sought in the first instance.

2 SCOPE

2.1 All staff of the University of Adelaide, all students and where appropriate, visiting academics, contractors and volunteers of the University.

3 UNIVERSITY REQUIREMENTS FOR TRAINING

3.1 The University will provide staff and students with the following OHS training:-

- All University personnel (ie staff *and* students) must receive basic information on emergency/evacuation procedures when commencing at the University and must participate in any emergency drill when required.
- All staff must receive basic induction in OHS for, as soon practicable after commencement at the University. This will comprise:-
- Face-to-face induction into hazards and OH&S-related policies and procedures pertinent to their area of the University and
- Completion of the on-line OH&S Induction for Staff course (available on MyUni) during their probationary period;
- All students should receive basic OH&S awareness training (including first aid and emergency), as part of their undergraduate training program;

- Managers and Supervisors should receive training in the knowledge and skills which they need to effectively maintain the University OH&S management systems (eg Hazard Management and Risk Assessment);
- All staff and students exposed to significant hazards should receive additional hazard-specific training (eg in Noise, Chemical Safety Management, Electrical Safety, Manual Handling, Office Ergonomics);
- Where necessary, staff should receive prescribed training for licensing (eg boat, motorcycle, heavy vehicle, forklift, radiation worker licenses, scuba diving etc.);
- Staff assigned additional OH&S-related roles or responsibilities should also receive training in these roles and responsibilities (eg Health & Safety Representatives, Emergency Wardens, First Aiders).

3.2 In addition, the University will ensure that all contractors receive an adequate induction into their OH&S responsibilities whilst working at the University (consistent with their work) and have been adequately trained in OH&S. Contracts may need to identify where necessary OH&S training is to be provided to contractors by their employer or by the University.

4 RESPONSIBILITIES

Role	Responsibility
Senior Managers	Are responsible for ensuring the University meets all of its obligations in the area of OH&S management and in particular the area of training.
OH&S Unit	<ul style="list-style-type: none"> • To provide or coordinate most OHS training courses • Regularly review current provisions and will endeavour to integrate new training approaches wherever practicable. • Will provide current training information via the OHS training web site. • Will keep appropriate records of all courses they provide, including training provided externally for designated first aiders, chief wardens and health and safety representatives.
Property Services	Will ensure fire safety training for chief wardens and floor wardens is provided.
Head of School or Manager, Administrative Unit	<ul style="list-style-type: none"> • Will ensure that all staff in areas under their control are provided with adequate OHS training to keep them safe from injury and risks to health. • Will ensure their own knowledge of OHS requirements is kept up to date by regular attendance at OHS training and/or information sessions. • Will ensure that adequate funding is allocated for OHS training in annual School/Branch budgets. • Must ensure that contractors, casuals, visiting academics and commercial service providers have adequate OH&S awareness and/or training to work safely and that they receive adequate induction into the OH&S requirements of the University. • Must provide evacuation information to their staff and students. <i>Note: Alternative arrangements may be required for</i>

	<p><i>University workers located in some off-campus buildings that are managed by external bodies.</i></p> <ul style="list-style-type: none"> Training Needs Analysis To ensure training is provided to ALL employees each School/Branch, Heads should conduct an annual training needs analysis, which identifies staff who need of particular training (or refresher training) to perform their current role effectively. Training needs may also be identified through a review of accident/incident data within a specific work area. The resultant training plan should be incorporated into the School/Branch OHS Plan and should be monitored regularly, to ensure it is implemented. Training Records It is essential to maintain accurate training records for all personnel within each School/ Branch.
Supervisor or delegate	<ul style="list-style-type: none"> Must ensure that their own knowledge of OHS requirements is kept up to date by regular attendance at OHS training and/or information sessions. Adequate funding must be allocated for OHS training in annual School/Branch budgets.
Health and Safety Representatives	<ul style="list-style-type: none"> Are entitled to receive up to 5 days of approved training (with pay) each year. Are responsible for arranging their own training that is to be funded by their School/Branch. Should arrange such training (in consultation with their supervisor) with an approved provider, at a time convenient to the University.
Staff and Students	<ul style="list-style-type: none"> Are required to seek adequate information and training on tasks that have been assigned to them. Must attend and participate in any training courses arranged for them by their School/ Branch.