



2.3 Health Safety and Wellbeing (HSW) Training Plan

IMPLEMENTATION

Aim

To prescribe the responsibilities and actions required for the identification of appropriate HSW instruction and training and the development of training plans and/or equivalent School/Branch processes, to ensure the University meets the requirements of:

- the Health, Safety and Wellbeing (HSW) Policy;
- the relevant sections of the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#), [WHS Regulations 2012 \(SA\)](#); and
- [Return to Work SA Performance Standards for Self-Insured Employers](#).

2.3.1 Objectives

2.3.1.1 All workers identified in the scope (Section 2.3.2.1) will have:

- specific instruction and training identified based on the level of risk to the individual and/or their role and/or legislative requirements; and
- a training plan for level 2 training (where required) and level 3 training (see [Definitions](#)), which is monitored by the worker's Manager/Supervisor or designated supervisor for the area of work.

2.3.2 Scope

2.3.2.1 Inclusions

This process applies to:

- University staff (i.e. full time, part-time and casuals), volunteers and titleholders; and
- any other person where the supervisor requires they be instructed and/or trained.

Please note: this chapter provides information on the planning process.

Requirements for the implementation of HSW information, instruction and training are covered in a separate chapter of the HSW handbook – [Provision of HSW Information, Instruction and Training](#).

2.3.2.2 Exclusions

- Contractors do not require inclusion on the School/Branch Training Plan (or equivalent School/Branch process), however evidence of induction is required to be kept in accordance with the HSW Handbook chapter [Contractor Management](#) where required).

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 1 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

2.3.3 Process:

Person Responsible	Actions
<p>2.3.3.1 Head of School/Branch (Any or all of these tasks can be delegated to School/Branch staff or by agreement to the Faculty HSW Team, however the Head of School/Branch must undertake an appropriate level of due diligence to ensure they take place.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Determine if Training Plans are required for your School/Branch/areas. Note: It is possible that some Schools/Branches/areas will not need to maintain a Training Plan. i.e. no level 2 or level 3 instruction/training is required. Refer to Appendix A for clarification on each of the levels (1 – 3) of information, instruction and training and records management requirements. Refer to Appendix B to assist in identifying level 3 training requirements. <p>If required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine a Training Plan format(s) which best meets the needs of your School/Branch. Two examples are provided in Appendices C and D or a Laboratory log book/equivalent may be used. <input type="checkbox"/> Ensure the format for your Training Plans meet the criteria outlined in Appendix E. <input type="checkbox"/> Ensure if the Training Plans are maintained at the: <ul style="list-style-type: none"> <input type="checkbox"/> <u>School/Branch level</u> There is someone nominated to manage the records and Managers/Supervisors are aware they are required to provide this person(s) with the names of staff and the names of the proficiencies/competencies/licences etc required for inclusion on the Training plan; or <input type="checkbox"/> <u>Laboratory level</u> There is a Laboratory Manager/Supervisor nominated to manage the records and the Laboratory Manager/Supervisor is aware of their responsibilities and requirements of this chapter. <input type="checkbox"/> Allocate appropriate resources to meet identified level 2 and level 3 instruction and training requirements.
<p>2.3.3.2 Supervisor</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Identify: <ul style="list-style-type: none"> <input type="checkbox"/> What instruction (level 2) and training (level 3) workers you supervise will need, in order to conduct their activities safely, having regard to: <ul style="list-style-type: none"> <input type="checkbox"/> the nature of the work carried out by the worker; and <input type="checkbox"/> the nature of the risks associated with the work; and <input type="checkbox"/> the control measures to be implemented. (Including where a proficiency/competency is required by WHS Legislation or the risk assessment); and <input type="checkbox"/> their responsibilities under the WHS or other relevant legislation; and <input type="checkbox"/> instruction and training that is required by the University/Legislation. <p style="text-align: right;">Continued</p>

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 2 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

2.3.3 Process:

Person Responsible	Actions
<p>2.3.3.2 Supervisor (Continued)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the names of the individuals who need level 2 and/or level 3 (instruction/training) and the required instruction/training are recorded on the Training Plans Laboratory log book/equivalent in consultation with the person nominated by the Head of School/Branch (delegate) to manage the records. [Note: You can add to/amend the training plans/Laboratory log book/equivalent as additional training is identified], <input type="checkbox"/> Determine how often the training is required and that there is a system in place to indicate when training is due/complete on the Training Plan/Laboratory log book/equivalent in accordance with Appendix E. This will be based on the level of risk, the role, legislative and/or University requirements. <p>For persons taking on a new role or new activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure where a person undertakes a new activity that requires further level 2/3 instruction/training that the Training Plan (Laboratory log book/equivalent process/system) is updated as required, in consultation with the person nominated by the Head of School/Branch (delegate) to manage the records. <p>For persons transferring from another School/Branch/University</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the appropriate level of induction/orientation in accordance with School/Branch arrangements. <input type="checkbox"/> Check with the worker what level 2 and level 3 instruction/training has been provided in their previous role and determine what additional instruction/training (if any) is required. <input type="checkbox"/> Obtain copies of any applicable proficiencies, current competencies from the worker or contact the previous Faculty/Division/School/Branch HSW Contact/Manager/Supervisor if relevant to their new role. <p>The Training Plans/Laboratory log book/equivalent now outlines the current training plan for each worker (where required).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure individuals attend training in accordance with the Training Plan/Laboratory log book/equivalent. <input type="checkbox"/> Record training attendances on the Training Plan/Laboratory log book/equivalent. <input type="checkbox"/> Ensure the progressive recording of Level 2 instruction (where required) and Level 3 training as completed (e.g. from training attendance records or when copies of statements of attainment/competency/licences are received) onto the Training Plan/Laboratory log book/equivalent. <input type="checkbox"/> Ensure the monitoring of each individual's progress against the Training Plan at least quarterly) in consultation with the person nominated by the Head of School/Branch to manage the Training Plan(s) where applicable. <p style="text-align: right;">Continued</p>

2.3.3 Process:

Person Responsible	Actions
<p>2.3.3.3 Person nominated by the Head of School/Branch to manage the Training Plan(s)</p> <p>(e.g. Faculty HSW Officer or Branch HSW Officer, Laboratory Manager)</p>	<p>Training Plan records management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain School/Branch Training Plans/Laboratory log books/equivalent where they can be easily retrieved i.e. <ul style="list-style-type: none"> <input type="checkbox"/> in the event of a Notifiable or significant incident; (See the HSW Handbook chapter Incident Reporting and Investigation for further information); or <input type="checkbox"/> for HSW Internal Audit purposes.

2.3.4 Definitions

Asbestos

Means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals as defined under the [WHS Regulations](#).

Asbestos contaminated dust or debris (ACD)

Means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

Competency (for the purposes of University Training)

Achievement of a Licence, Qualification or Statement of Attainment following formal training against specific assessment criteria by an authorised or Nationally Recognised Training Organisation.

Hazardous chemical

Is a substance, mixture or article that satisfies the criteria for a hazard class in the [Globally Harmonised System of Classification and Labelling of Chemicals](#) (GHS) including a classification referred to in Schedule 6 Work Health and Safety Regulations 2012 (SA), but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes:

- (a) acute toxicity – oral – category 5
- (b) acute toxicity – dermal – category 5
- (c) acute toxicity – inhalation – category 5
- (d) skin corrosion/irritation – category 3
- (e) serious eye damage/irritation – category 2b
- (f) aspiration hazard – category 2
- (g) flammable gas – category 2
- (h) acute hazard to the aquatic environment – category 1, 2 and 3
- (i) chronic hazard to the aquatic environment – category 1, 2, 3 and 4
- (j) hazardous to the ozone layer.

Level 2 – Proficiency required before undertaking the task; and

Level 3 – Competency/licence/qualification required

Refer to the HSW Handbook chapter [Provision of HSW information, instruction and training](#) for specific criteria for each level.

Proficiency (for the purposes of University Training)

Achievement of a level of demonstrable knowledge, ability or skill acquired through training, which enables the operator to complete a high risk activity safely and without supervision.

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 4 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

2.3.4 Definitions (Continued)

Supervisor

In the context of this chapter the supervisor has two meanings:

1. The line manager of a staff member or the principle supervisor of a higher degree research student, except where the worker’s activity is supervised by someone as described in the second meaning below.
2. Any other individual who (separate to the line manager/principle supervisor) has control of a laboratory, clinic, workshop, field activity or other activity in which the worker is participating or working.
For example a workshop manager who has control of what is undertaken and/or who determines which workers may/may not work within the workshop they control. (Note: Control means that these individuals have the right to deny access to or stop any activity until they are satisfied that the activity can occur safely.)

Volunteer [University Volunteer Policy]

Someone who freely gives his or her time and expertise in order to contribute to an aspect of the University of Adelaide community. Volunteers may include members, students, alumni and members of the public.

2.3.5 Performance Measures

HR Branch will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

2.3.6 Useful information and resources

2.3.6.1	<p>University related documents and policies</p> <p>HSW Policy HSW Handbook chapter Provision of HSW Information, Instruction and Training HSW Handbook chapter Contractor Safety Management HSW Induction – Information sheet (FAQs)</p>
2.3.6.2	<p>Related legislation and Australian Standards</p> <p>WorkCover Code of Conduct for Self-Insured employers</p>
2.3.6.3	<p>Useful Web-links</p> <p>HSW – On-line Information Sessions SafeWork SA Licencing etc</p>

LEVELS OF HSW INFORMATION, INSTRUCTION AND TRAINING & RECORDS MANAGEMENT

The higher the risk - The higher the level of training is required

Level 1 : Information (Provision of general safety information or information/instruction on a task risk assessment)	Level 2 : Instruction	Level 3 : Training (Competency/licence/qualification is required before undertaking the task/role.)
<ul style="list-style-type: none"> The activity doesn't require a risk assessment i.e. there is no expectation that an injury/illness will occur. Information is considered "Need to know" when working in or entering the work area. (includes induction/orientation). No proficiency, qualification or licence is required. 	<ul style="list-style-type: none"> A level of proficiency is required before undertaking 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" residual risk. 	<ul style="list-style-type: none"> The WHS Legislation requires the worker to be assessed as competent (i.e. formal training by an authorised or Nationally Recognised Training Organisation who will provide them with a statement of attainment, qualification or licence following the successful completion of the training). <p>(e.g. boating; diving; use or handling of a radioactive substance/apparatus; confined space entry; electrical work; first aid; forklift operation; work associated with rigging, cranes, hoists, work at height; operation of powered load-shifting equipment, removal of Asbestos.)</p> <p>For further guidance refer to Appendix B.</p>
<p style="text-align: center;">Records</p> <ul style="list-style-type: none"> Provision of level 1 information does not need to be tracked on the Training Plan or equivalent local tracking tool (e.g. log book). Attendance records are not required. <p>However, Schools/Branches must be able to demonstrate that there is a system (or systems) in place for providing suitable and adequate HSW information when a person commences work. Refer to the HSW Induction/Orientation FAQs for further guidance.</p>	<p style="text-align: center;">Records</p> <ul style="list-style-type: none"> Individual records are required and a copy (hard/electronic) is to be kept on file and retrievable on request. 	<p style="text-align: center;">Records</p> <ul style="list-style-type: none"> Individual proficiency records need to be tracked on the Training Plan or equivalent local tracking tool (e.g. log book). <p>Exception for a proficiency record The worker holds an appropriate degree or formal qualification in the relevant activity and has 3 years practical experience. (This exception does not apply if the worker is working in a Lab containing hydrofluoric acid (HF) where a proficiency record is mandatory.)</p>
<p style="text-align: center;">Records</p> <ul style="list-style-type: none"> The activity requires a formal risk assessment in accordance with the Hazard Management Risk Assessment Decision Tool and workers are required to receive information on the control measures including safe operating procedures (where applicable). The Risk Assessment does not require a level of proficiency or competency before undertaking the task. 	<p style="text-align: center;">Proficiency</p> <ul style="list-style-type: none"> The activity requires a formal risk assessment in accordance with the Hazard Management Risk Assessment Decision Tool and the control measures require the worker to be proficient before completing the task unsupervised. <p>(Examples may include working with hazardous chemicals certain hazardous plant (e.g. microtomes, autoclaves), or certain hazardous manual activities (e.g. large animal handling).)</p>	
	<p style="text-align: center;">Hazardous Chemicals</p> <p>All workers using Hazardous Chemicals and/or entering a Chemical Laboratory containing Hazardous Chemicals are to be provided with specific information and instructions before entering or working in the area. e.g. lab rules, emergency procedures. (Includes radiation)</p>	
	<p style="text-align: center;">Asbestos - minerals</p> <p>Where research is being undertaken in a known asbestos area or on asbestos samples.</p>	
	<p style="text-align: center;">Activities risk assessed by the School/Branch as "High" residual risk</p> <p>(With the exception of High Risk Travel.)</p>	
		<p>(e.g. boating; diving; use or handling of a radioactive substance/apparatus; confined space entry; electrical work; first aid; forklift operation; work associated with rigging, cranes, hoists, work at height; operation of powered load-shifting equipment, removal of Asbestos.)</p>

(Extract from [Provision of HSW information, instruction and training](#) chapter.)

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 6 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS FOR LEVEL 3 TRAINING

This Appendix aims to assist Schools/Branches in the identification of required Level 3 training in accordance with [Appendix A](#) “Levels of HSW information, instruction and training and Records Management”.

Please note there may be additional Legislative requirements other than those specified in the tables below (i.e. in addition to WHS Legislation). If you are unsure please contact your [HSW Contact](#).

Legislative requirement	Evidence
<p>Abrasive blasting [Approved Code of Practice – Abrasive Blasting (WHS Regulations Section 5 - means propelling a stream of abrasive material at high speed against a surface using compressed air, liquid, steam, centrifugal wheels or paddles to clean, abrade, etch or otherwise change the original appearance or condition of the surface). If this activity is conducted in your area please review the legislative requirements. Competency is required.</p>	<p>School/Branch/Area Relevant competency based training needs to be tracked on the Training Plan or equivalent local tracking tool.</p> <p>A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>
<p>Asbestos removalist is licensed [WHS Regulations Section 458]</p> <p>(1) A person conducting a business or undertaking that commissions the removal of asbestos must ensure that the asbestos removal work is carried out by a licensed asbestos removalist who is licensed to carry out the work.</p> <p>(2) Subregulation (1) does not apply if the asbestos to be removed is:</p> <ol style="list-style-type: none"> a) 10 square metres or less of non-friable asbestos or asbestos-contaminated dust or debris (ACD) associated with the removal of that amount of non-friable asbestos; or b) ACD that is not associated with the removal of friable or non-friable asbestos** and is only a minor contamination. <p>(3) If subregulation (2) applies, the person conducting the business or undertaking that commissions the asbestos removal work must ensure that the work is carried out by a competent person who has been trained in accordance with regulation 460.</p> <p>** friable asbestos means material that (a) is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry; and (b) contains asbestos. non-friable asbestos means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.</p>	<p>Schools/Branches Ensure that any work involving the potential disturbance or removal of asbestos is only conducted under the overall management of Infrastructure Branch (phone 831 34008).</p>
<p>Confined spaces [WHS Regulations, Part 376 Sections 66 – 76]</p> <p>A person conducting a business or undertaking must ensure that relevant workers are provided with suitable and adequate information, instruction and training in relation to the nature of all hazards relating to a confined space. (Includes the need for, and the appropriate use or control measures to control risks associated with those hazards, the selection, fit, use, wearing, testing, storage and maintenance of any personal protective equipment. the contents of any confined space entry permit that may be issued in relation to work carried out by the worker in a confined space and emergency procedures.</p> <p>WHS Legislative requirements are also outlined in Approved Code of Practice – Confined Spaces; AS 2865 - Confined spaces</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> • A risk assessment is to be conducted by a <u>competent</u> person. • A confined space entry permit must be completed by a <u>competent</u> person. • An acknowledgement that work in the confined space has been completed and that all persons have left the confined space must be completed by a <u>competent</u> person. 	<p>School/Branch/Area Competency based training needs to be tracked on the Training Plan or equivalent local tracking tool.</p> <p>A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 7 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS FOR LEVEL 3 TRAINING

Legislative requirement	Evidence
<p>Construction work [WHS Regulations, Chapter 6 – Construction work] A person conducting a business or undertaking must not direct or allow a worker to carry out construction work unless—</p> <ul style="list-style-type: none"> (a) the worker has successfully completed general construction induction training; and (b) if the worker completed the training more than 2 years previously—the worker has carried out construction work in the preceding 2 years. <p>See Contractor Management chapter of the HSW Handbook for the definition of Construction work.</p>	<p>School/Branch A copy of the training record is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p> <p><u>For contractors</u> As specified in the Contractor Management chapter of the HSW Handbook.</p>
<p>Diving [WHS Regulations, Part 8]</p> <p>171—Competence of worker—general diving work—general qualifications (1) A person must not carry out any type of general diving work unless the person holds a certificate for general diving work, issued by a training organisation, that demonstrates that the person has acquired the relevant competencies for that type of general diving work. (2) This regulation does not apply in relation to incidental diving work or limited scientific diving work. (3) In subregulation (1)— relevant competencies means the competencies specified in AS/NZS 4005.2:2000 (<i>Training and certification of recreational divers</i>) or AS/NZS 2815 (<i>Training and certification of occupational divers</i>) that are relevant to the type of general diving work to which subregulation (1) applies. Note—See section 44 of the Act.</p> <p>171A—Competence of worker—general diving work—additional knowledge and skill (1) In addition to regulation 171, a person must not carry out general diving work unless the person has, through training, qualification or experience, acquired sound knowledge and skill in relation to the following: (a) the application of diving physics; (b) the use, inspection and maintenance of diving equipment (including emergency equipment) and air supply of the type to be used in the proposed general diving work; (c) the use of decompression tables or dive computers; (d) dive planning; (e) ways of communicating with another diver and with persons at the surface during general diving work; (f) how to safely carry out general diving work of the type proposed to be carried out; (g) diving physiology, emergency procedures and first aid. (2) This regulation does not apply in relation to incidental diving work or limited scientific diving work. Note—See section 44 of the Act.</p>	<p>School/Branch Track training on the HR Training Plan.</p> <p>A copy of the training record is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 8 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS FOR LEVEL 3 TRAINING

Legislative requirement	Evidence
<p>Diving (Continued)</p> <p>172—Competence of worker—incidental diving work (1) A person must not carry out incidental diving work unless the person— (a) has the training, qualification or experience referred to in regulation 171A; and (b) has relevant diving experience; and (c) is accompanied and supervised in the water by a person who has the competencies referred to in regulation 171. (2) In this regulation, a person has relevant diving experience if the person has logged at least 15 hours of diving, of which at least 8 hours and 20 minutes were spent diving between 10 metres above and any depth below the maximum depth at which the diving work is to be carried out.</p> <p>173—Competence of worker—limited scientific diving work (1) A person who is not permanently resident in Australia must not carry out limited scientific diving work unless the person has— (a) the training, qualification or experience referred to in regulation 171A; and (b) relevant diving experience, including relevant diving experience obtained outside Australia. Note— See section 44 of the Act. (2) In this regulation, a person has relevant diving experience if the person has logged at least 60 hours diving of which at least 8 hours and 20 minutes were spent diving between 10 metres above and any depth below the maximum depth at which the limited scientific diving work is to be carried out.</p> <p>174—Competence of competent person supervising general diving work A person appointed under regulation 177 must not perform any function associated with that appointment unless the person has— (a) the qualification specified in regulation 171; and (b) experience in the type of diving work to be supervised. Note— See section 44 of the Act.</p> <p>175—Evidence of competence—duty of person conducting business or undertaking (1) A person conducting a business or undertaking at a workplace must not direct or allow a worker to carry out general diving work unless the person sees written evidence provided by the worker that the worker has the relevant competence required under this Division. (2) A person conducting a business or undertaking at a workplace must not direct or allow a person appointed under regulation 177 to perform any of the functions associated with that appointment unless the person conducting the business or undertaking sees written evidence provided by the person appointed that the person appointed has the competence required under regulation 174. (3) A person conducting a business or undertaking must keep the written evidence given to the person— (a) under subregulation (1)—for at least 1 year after the diving work is carried out; (b) under subregulation (2)—for at least 1 year after the last occasion on which the person performs a function associated with the appointment.</p> <p>Refer to the HSW Handbook chapter – Diving for further information.</p>	<p>As above</p>

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 9 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS FOR LEVEL 3 TRAINING

Legislative requirement	Evidence
<p>Drones See the HSW Drone Safety Management for specific University requirements There are requirements for licencing under the Civil Aviation Act and Regulations. (Additional information is also available on the Legal and Risk website.)</p>	<p>School/Branch/Area where the University's Remotely Piloted Aircraft Systems Chief Remote Pilot is employed.</p> <p>Licence is required. Training needs to be tracked on the Training Plan or equivalent local tracking tool. Maintain records of the qualifications of all RPA pilots.</p>
<p>Emergency Facilities and Procedures [WHS Regulations Section 43] Ensure that information, training and instruction are provided to relevant workers on the implementation of the University's emergency procedures and plan. This includes response to an emergency, evacuation procedures, effective communication between those co-ordinating the emergency response and all persons at the workplace.</p> <p>Australian Standard AS 3745 "Planning for emergencies in facilities" (http://www.saiglobal.com/online/autologin.asp.) All Emergency Control Organisation members (e.g. Chief Warden, Deputy Chief Warden, Wardens and Incident Response Team members) shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures. Includes duties, procedures, communication (including communication equipment), building fire safety provisions (e.g. fire doors, emergency lights, exit-signage).</p> <p>The training shall include exercises and assessment, actions for the specific emergencies in the procedures and first attack firefighting equipment.</p>	<p>School/Branch/Area Competency based training needs to be tracked on the Training Plan or equivalent local tracking tool.</p> <p>Security Branch Maintains the records in consultation with the Emergency Management Service Provider on the Emergency Management Website. The records are kept on file and retrievable on request.</p>
<p>Firearms licence Refer to the HSW Handbook Firearms Safety Management for requirements.</p>	
<p>First Aid [WHS Regulations Section 42] Approved Code of Practice for First Aid in the Workplace Each School/Branch is to ensure an adequate number of workers are trained to administer first aid at the workplace.</p> <ul style="list-style-type: none"> Apply First Aid (HLTFA311A) - formally senior First Aid. Provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR) and to manage the casualty and incident until the arrival of medical or other assistance. In low risk workplaces, first aiders are sufficiently trained if they can perform CPR and treat minor illnesses and injuries. Apply advanced first aid Provides additional competencies required to apply advanced first aid procedures. This type of training is suitable for some high risk workplaces. <p style="text-align: right;">Continued</p>	<p>School/Branch/Area Competency based training needs to be tracked on the Training Plan or equivalent local tracking tool.</p> <p>A copy of the competency is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 10 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS FOR LEVEL 3 TRAINING

Legislative requirement	Evidence
<p>First Aid (Continued)</p> <ul style="list-style-type: none"> Provide First Aid in remote situations Provides the competencies required to administer first aid in a remote and/or isolated situation, including preparing for aero-medical evacuation. This type of training is suitable for high risk workplaces that are likely to have a major delay in accessing emergency services. Manage first aid in the workplace (Occupational First Aid) Provides competencies required to apply advanced first aid procedures and to manage a first aid room. <p>Additional Training for First Aiders Schools/Branches should consider if first aiders should attend additional training to refresh their first aid knowledge and skills e.g. refresher training in CPR annually if the workplace exposes workers to high risk hazards that could result in serious injury/illness.</p>	<p>As above</p>
<p>Health and Safety Representative [WHS Act Section 72] A health and safety representative is entitled to attend any course of training approved by the regulator under this regulation and 5 days training under section 72(9)(a) of the Act will constitute initial training for the purposes of sections 85(6) and 90(4) of the Act.</p> <p>[WHS Regulations Section 21] The University is required to arrange training with a recognised training organisation <u>within 3 months of a request being received by a HSR.</u> (The School/Branch is required to pay the course fees and any other reasonable costs associated with the training.)</p> <p>Note - During the:</p> <ul style="list-style-type: none"> first year of the health and safety representative's term of office – 5 days second year of the health and safety representative's term of office – 3 days third year of the health and safety representative's term of office – 2 days. 	<p>School/Branch Training needs to be tracked on the Training Plan or equivalent local tracking tool.</p> <p>A copy of the Statement of Attainment is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>
<p>High risk work [WHS Act, Section 43, WHS Regulations Section 81, Schedule 3 and 4] A licence is required for the following:</p> <ul style="list-style-type: none"> Boom type elevating work platform Scaffolding work Dogging and rigging work (e.g. work associated with hoists, cranes, conveyors, dredges, excavators) Crane and hoist operation (e.g. tower crane, bridge and gantry crane, vehicle loading crane, personnel and materials hoists, boom-type elevating work platform) Reach stacker Forklift operation (truck) Pressure equipment operation (e.g. boiler, turbine operation). <p>Refer to WHS Regulations Schedule 3 and 4 for all high risk work licences and descriptions of class of high risk work or contact SafeWork SA for clarification.</p> <p style="text-align: right;">Continued</p>	<p>School/Branch Training needs to be tracked on the Training Plan or equivalent local tracking tool.</p> <p>A copy of the licence is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 11 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS FOR LEVEL 3 TRAINING

Legislative requirement	Evidence
<p>High risk work (Continued)</p> <p>Exception under WHS Regulations Section 82 A person who carries out high risk work is not required to be licensed:</p> <ul style="list-style-type: none"> if the work is carried out under the supervision of a person who is licensed to carry out the high risk work; if the work involves plant and the work is carried out at a workplace solely for the purpose of the manufacture, testing, trialling, installation, commissioning, maintenance, servicing, repair, alteration, demolition or disposal of the plant at the workplace or moving the plant while unloaded within the workplace; and the plant is operated or used without a load except when standard weight loads with predetermined fixed points are used for calibration of the plant. If work is limited to setting up or dismantling a crane or hoist and the person carrying out the work holds a licence in relation to rigging, which qualifies the person to carry out the work. <p>If your School/Branch conducts any of the high risk activities listed above, please review the specific requirements of this Regulation as there may be additional information which relates to your activities which have not been provided here.</p> <p>Frequency of training Licences must be renewed every 5 years unless a specific frequency is mandated under the legislation.</p>	<p>As above</p>
<p>Personal protective equipment [WHS Regulations, Division 5, Section 44] Where PPE is a <u>control measure</u>, and a competency/licence is required (e.g. for Breathing Apparatus for confined space entry where applicable).</p> <p>The person who directs the carrying out of work must provide the worker with information, training and instruction in the:</p> <p>(a) proper use and wearing of personal protective equipment; and (b) storage and maintenance of personal protective equipment.</p>	<p>School/Branch Competency based training needs to be tracked on the Training Plan or equivalent local tracking tool.</p> <p>A Statement of Attainment is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>
<p>Radiation [Radiation Protection and Control Act 1982, Section 31] A person must not:</p> <ul style="list-style-type: none"> operate ionising radiation apparatus of a prescribed class; be in possession of a radiation source <p>unless the person holds a licence or temporary licence under this section.</p> <p>See the Radiation Safety Management chapter for further information.</p>	<p>HSW Team – Human Resources Track training/licences and records on the Radiation database.</p>
<p>Working at height [WHS Regulations, Section 79, Approved Code of Practice “Managing the risk of falls at Workplaces”] Work positioning systems, fall arrest systems, safety harness system.</p> <p>Also refer to the requirements for High Risk Work [WHS Regulations Section 81, Schedule 3 and 4] as a licence for high risk work may also be required.</p>	<p>School/Branch Training needs to be tracked on the Training Plan or equivalent local tracking tool.</p> <p>A Statement of Attainment is required and a copy (hard/electronic) is to be kept on file and retrievable on request.</p>

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 12 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

TRAINING PLAN (20##)- as at - / -- /20--

SCHOOL/BRANCH: [INSERT NAME OF SCHOOL/BRANCH]

Note: Where training is identified and monitored using another database/system, it is not necessary to include the activity on the Training Plan, if it meets the requirements of this handbook chapter. (e.g. The system used enables level 2 (proficiency based) and level 3 (competency/licence/qualification required) for the worker to be listed, gaps to be identified and corrective action taken where required. e.g. a Lab logbook of training may be used. We aim to remove duplication of effort and administration where possible.)

LEGEND

Essential (Day 1-5) (Note - The time-frame is determined by the School/Branch)		Essential (one-off instruction/training prior to completing the activity/accessing an area.		Essential prior to commencement of activity then refresher each year		Essential prior to commencement of activity then refresher each 2 yrs		Essential prior to commencement of activity then refresher each 3 yrs		Essential prior to commencement of activity then refresher each 5 yrs		Not Applicable	
---	--	--	--	--	--	---	--	---	--	---	--	----------------	--

Names	Level 2 (Instruction) (A level of proficiency is required before completing the task)			Level 3 (Training) (Competency/licence/qualification is required before completing the task/role.)				
	Working in an area containing hydrofluoric acid (Proficiency)	Use of Liquid Nitrogen (Proficiency)	Use of a Microtome (Proficiency)	Chief Warden Training (Includes Deputies where applic) (Competency)	Warden Training Level 1 (Competency)	First Aid Training (Competency)	Confined Space Entry (Competency)	Fork lift operation (Competency)
Head of School								
Worker A	5/6/16							
Manager/Supervisors								
Worker B	9/8/16	6/9/13				8/5/16		5/5/15
Worker C	5/10/16							5/5/15
Staff								
Worker D	9/11/16	9/9/15	4/10/13	4/10/15				
Worker E	5/1/17		4/10/13	4/10/15				
Worker F	5/4/17					1/11/14	1/11/15	
Worker G	5/4/16				1/5/15			

The Training Plan(s) will need to be populated according to your needs and the Legislative requirements set out in [Appendix B](#). Please click on this link if you require a blank version of this template [Training Plan \(Template A\)](#)

The legend: A colour in a box (except for grey) identifies training is required. The colour identifies the frequency (when due). A date indicates that the training has been completed and is current. Do not leave an expired date in the box. The template should enable the Head of School/Branch/Supervisor/person nominated to maintain the Training Plan-to quickly identify where there is a training gap.

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 13 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

TRAINING PLAN (20xx) as at xx/xx/20xx

SCHOOL/BRANCH [INSERT NAME OF SCHOOL/BRANCH]

This template is recommended where there is a large number of personnel. It is suggested that you divide your School/Branch into work-groups and appoint a Manager/Supervisor/Team Leader to be responsible for the management of each individual workgroup Training Plan.

LEGEND

Essential (Day 1-5) (Note - The time-frame is determined by the School/Branch)		Essential (one-off instruction/training prior to completing the activity/ accessing an area)		Essential prior to commencement of activity then refresher each year		Essential prior to commencement of activity then refresher each 2 yrs		Essential prior to commencement of activity then refresher each 3 yrs		Essential prior to commencement of activity then refresher each 5 yrs		Not Applicable	
---	--	---	--	--	--	---	--	---	--	---	--	----------------	--

WORKGROUP	Name of staff member [Manager, Team Leader]	Name of staff member (HSW)	Name of staff member	Name of staff member	Name of staff member	Name of staff member	Name of staff member	Name of staff member Chief (Warden)	Name of staff member (Warden)	Name of staff member (First Aid Officer)	Name of staff member
Level 3 - Training											
Chief Warden											
Warden (Level 1)									5/11/14		
First Aid Training										16/7/16	
Fork lift operation											9/2/17
Level 2 - Proficiencies											
Use of gas cylinders	6/6/14	9/9/16	9/9/16	9/9/16	9/9/16						
Use of Hydrofluoric acid	6/6/14	5/6/15	2/12/16	6/2/17	6/2/17						
Use of liquid nitrogen	6/6/14	8/8/16	2/9/15	5/5/15							

Please click on this link if you require a blank version of this template [Training Plan \(Template B\)](#)

The Training Plan(s) will need to be populated according to your needs and the Legislative requirements set out in [Appendix B](#).

The legend: A colour in a box (except for grey) identifies training is required. The colour identifies the frequency (when due). A date indicates that the training has been completed and is current. Do not leave an expired date in the box. The template should enable the Head of School/Branch/Supervisor/person nominated to maintain the Training Plan-to quickly identify where there is a training gap.

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 14 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

TRAINING PLAN FORMAT

The format of the Training Plan(s) used in your School/Branch must display and/or meet the following criteria:

1. There must be provision for the names of all the relevant Level 2 and Level 3 training courses on the Training Plan(s) unless training is being recorded via another system that meets the requirements of this handbook chapter
e.g. The system used enables mandatory training requirements for the worker to be listed, gaps to be identified and corrective action taken where required. A Lab logbook of training or equivalent tracking tool may be used.
2. There must be provision for the names of all relevant workers e.g. staff members, volunteers, titleholders, or others as determined by the Supervisor to be recorded on the Training Plan.
3. The format should be in a logical order (e.g. alphabetically, or by position, or by workgroup) to track individual training (i.e. to retrieve records when requested).
4. There must be a legend which enables the frequency of training (e.g. refresher training) to be clearly identified. (e.g. prior to entry to the facility, annual training, bi-annual training etc. It is suggested a colour code be used.)
5. The Training Plan format must make it clear where a training need (i.e. a gap) exists.
6. The Training Plan format indicates when training is complete.
7. The Training Plan format enables the Supervisor to measure progress against planned arrangements.
8. The Training Plan format provides a training plan for each individual where their role, responsibilities and/or legislation requires level 2/3 instruction/training.
9. The Training Plan format must be saved at appropriate intervals (i.e. to ensure re-training doesn't overwrite previous training records.)
10. The Training Plan format can provide training data to inform the School/Branch/Faculty/Division Health and Safety Traffic Light Report.

It is also acceptable to have a combination of a couple of training plan formats

For example

- Use of a Laboratory Log book for Level 2 proficiency based training, which identifies the individual, the proficiencies they require (before they undertake the task) and copies of completed proficiencies.
The log book is managed by the Laboratory supervisor.
- Use of a Training Plan(s) for Level 3 training which is set out as per Appendix C or D.
The training plan is managed centrally by the School/Branch/Faculty/Division as agreed.

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 15 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

TRAINING PLAN FORMAT

Laboratory Log Books – format of content

If your School has implemented a log book process for the provision of information, instruction and training, the content of a Laboratory Log book could be divided into the following sections to provide a systematic approach in order to meet the Training Plan format criteria. (Note – it is assumed that all templates used by the School meet the requirements of the Hazard Management chapter and Provision of HSW information, instruction and training chapter as applicable.)

Section 1	<ul style="list-style-type: none"> Area Hazard Profile, Hazard Listing (i.e. A list of all static (i.e. constant/stable) activities where a risk assessment is required and the activity is performed in the same manner over time. (In accordance with the Hazard Management Handbook chapter).
Section 2	<ul style="list-style-type: none"> Copies of each risk assessment or overarching risk assessment. (Depending on how many risk assessments exist, it may be beneficial to include an index.)
Section 3	<ul style="list-style-type: none"> Induction checklist template for the laboratory which includes provision for sign off for each individual. Completed induction records. (The records are to be kept on file (electronically or hard copy) and retrievable on request.)
Section 4	<ul style="list-style-type: none"> A summary sheet for each individual which lists all the proficiencies to be completed by that individual. The format must make it clear where a training need (i.e. a gap) exists and frequency of training. Proficiency training template(s) which must: <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). Completed proficiency records. (The records are to be kept on file (electronically or hard copy) and retrievable on request.)
Section 5	<ul style="list-style-type: none"> Safe Operating Procedures (Depending on how many SOPs exist, it may be beneficial to include an index.)
Section 6	<ul style="list-style-type: none"> Any other lab specific or information (if required).

**If you require any further information on Training Plan formats
please contact your [Division/Faculty HSW Contact](#)**

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 16 of 16
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			