



# Staff Induction & Training - Work Health and Safety Procedure

## UNDER REVIEW

<b>Related Policy</b>	<i>Work Health and Safety Policy</i>
<b>Responsible Officer</b>	Executive Director – Human Resources
<b>Approved by</b>	Executive Director – Human Resources
<b>Approved and commenced</b>	December, 2014
<b>Review by</b>	December, 2017
<b>Responsible Organisational Unit</b>	Work Health and Safety Unit – Human Resources

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## 1 Objectives

The objectives of this Procedure are to ensure:

- Staff who are new to the University are inducted to provide them with the knowledge and skills necessary for them to perform their role in a safe and healthy manner
- re-inductions are scheduled and undertaken to maintain required WHS knowledge and skills
- the University's leaders are provided with training appropriate to their WHS statutory duties and leadership responsibilities
- licence and certificate requirements for high risk and other work are complied with and
- specialist WHS training is provided as required.

## 2 Scope

This Procedure addresses the work health and safety induction and training of staff at all University workplaces.

Student, volunteer, contractor and visitor induction and training are addressed separately through:

- Students
  - *Student Work Health and Safety Minimum Standard*
- Volunteers
  - *Volunteer Work Health and Safety Minimum Standard*
- Contractors
  - [Work health and safety online induction for contractors and consultants](#)
- Visitors
  - *Visitor Safety Management Procedure*

Where staff undertake more than one role at the University, for example as a student or as a volunteer, additional WHS training requirements may apply.

## 3 More information

For further information, contact the Human Resources - WHS Unit

Email : [health.safety@utas.edu.au](mailto:health.safety@utas.edu.au)

## 4 Procedure

### 4.1 Identification of required WHS competencies

The head of the Organisational Unit or delegate is to ensure that the required WHS competencies (skills, knowledge, experience and qualifications) for staff within the Organisational Unit are identified and documented in Position Descriptions.

This process is undertaken in consultation with managers/supervisors and staff.

A *WHS Training - Functional Analysis Form* is available to assist with this process.

## 4.2 Identification of WHS training needs

### 4.2.1 New staff

The head of the Organisational Unit, or delegate, is to ensure that:

- work health and safety licence, certificate and other WHS related qualification details are recorded for each new staff member either prior to or during induction
- awareness of emergency procedures, numbers, and contacts is built
- the WHS training and development needs of new staff are assessed during the induction process and again on completion of the probationary period and
- identified WHS training needs are recorded.

### 4.2.2 Current staff

The WHS qualifications, licences and training records of all staff are to be recorded in the Human Resource Management System (HRMS) with document copies filed in the TRIM system.

The head of the Organisational Unit or delegate is to ensure that each staff member's qualifications are reviewed against the required WHS competencies for their position and preferably during the annual Staff Performance and Career Development process.

The Organisational Unit's WHS training requirements are to be routinely reviewed and assessed. The Staff Performance and Career Development process provides input to this process, with individual WHS training needs being recorded in the *Staff Performance and Career Development Action Plan*.

WHS training needs may also be identified through:

- a reported health and safety risk or incident
- variations to legislative, licencing or other mandatory requirements
- notification of qualification/ licence expiry
- a staff member request.

Identified training needs provide input to the Organisational Unit's annual WHS training program and training budget.

Identified training needs are to be entered to the Human Resource Management System (HRMS) with document copies filed in the TRIM system.

## 4.3 Training and Development Plans

The head of the Organisational Unit or delegate and manager/ supervisor in their area of responsibility are to ensure that:

- WHS training and development needs are identified and where practicable addressed by the Organisational Unit
- identified training needs that are more effectively delivered centrally are communicated to the WHS Unit

- time and resources are allocated to ensure personnel attend WHS training and
- WHS program suitability and effectiveness is reviewed.

The WHS Unit is to ensure that:

- WHS training needs are included in the planning process
- a WHS training program is prepared annually
- training and development is provided for in a WHS budget
- training programs are delivered in a timely and cost effective manner
- training is monitored and reviewed to ensure quality of content and delivery
- training records are maintained and
- appropriate access is provided to WHS training records.

#### 4.4 Training program

The WHS Unit is responsible for the development, implementation and maintenance of a range of training programs.

This includes training for:

- Officers, managers and supervisors, workers and volunteers
- Health and Safety Representatives
- Hazardous Chemical Coordinators
- Radiation Safety Officers
- Continuous Self-Assessment (CSA) Assessors.

The work health and safety training program is documented in a training calendar which can be accessed on the WHS web page.

##### 4.4.1 Induction

The WHS Unit in consultation with Human Resources – Organisational Development is responsible for the WHS content of the following on-line induction:

- Staff Induction at: <http://www.staffinduction.utas.edu.au/inductionprogram.htm>

##### 4.4.2 WHS webpage

The WHS Unit is responsible for developing, implementing and maintaining a WHS learning and development webpage which includes:

- work health and safety training information, resources and links on the WHS webpage at: <https://secure.utas.edu.au/work-health-safety/training>
- a calendar of WHS related training programs at: <https://secure.utas.edu.au/work-health-safety/events>

#### 4.4.3 WHS Learning Modules (MyLO)

The WHS Unit is responsible for the development, implementation and maintenance of a number of WHS learning modules within MyLO.

The selection of the relevant WHS modules by staff is based on a Training Needs Analysis process contained within the MyLO system. For further information see *Appendix 1: Training Needs Analysis (MyLO)*.

WHS modules include:

- targeted training for duty holders under the WHS Act, including officers, workers (managers, staff, volunteers, post graduate students) and other persons (students) and
- general WHS training.

#### 4.4.4 WHS Officer Information

The WHS Unit is responsible for:

- the development and issuing of Officer Information packs
- distribution of this information to new and current Officers and
- recording receipt of this information by Officers and reporting on compliance.

#### 4.4.5 On-line Courses

The WHS Unit is to provide support and maintain links to training modules for WHS related software applications including:

- FieldTeq
- OnGuard and
- ChemWatch.

#### 4.4.6 Designated Role Training

The WHS Unit is to provide advice on training options and maintain links to service providers for the following WHS related roles:

- Hazardous Chemical Coordinator
- Radiation Safety Officer
- Emergency Warden
- Designated First Aid Officer and
- Continuous Self-Assessment (CSA) Assessor.

#### 4.4.7 General WHS Training

The WHS Unit is to provide advice on training options and links to service providers for the following WHS related areas:

- Leadership in WHS

- Ergonomic workstation assessment
- Hazardous Chemicals
- Mental Health First Aid and
- Risk management.

#### 4.5 Training Delivery

The WHS Unit is responsible for developing and implementing a University-wide WHS Training Program which includes:

- Reviewing identified WHS training needs and training requests
- developing, publishing and updating the WHS training calendar
- arranging the delivery of training programs
- recording attendance and evaluating training delivery
- generating training reports and
- filing and recording attendance and evaluation records.

#### 4.6 Training attendance

Efficient and cost effective delivery of training is dependent on full budgeted attendance.

To ensure full attendance, the WHS Unit will:

- publish a forward WHS training program and training calendar
- provide adequate notice to allow staff to plan their work schedules
- confirm attendance details with participants prior to the training event and
- give adequate notice in the event a training event is altered, re-scheduled or cancelled.

Managers and supervisors are responsible for ensuring their staff attend scheduled WHS training and that:

- staff advise in a timely manner should they be unable to attend through ill health or any other reason and
- every attempt is made to replace an absent staff member with an alternative attendee.

#### 4.7 Records management

WHS training records are to be managed by the Organisational Unit and the WHS Unit through:

- completion of attendance registers and training evaluation forms
- sighting of originals or verified copies of qualifications, certificates and licences with copies filed electronically
- verification of the currency of WHS qualifications and licences and recording of expiry dates
- generation of MyLO Recognition of Attendance certificates and

- making records accessible to those required and authorised to verify WHS competencies.

Details of training, certificates and licences are to be entered to the Human Resource Management System (HRMS) with document copies filed in the TRIM system.

Training related documents are to be kept in accordance with legislative requirements as noted in the *Work Health and Safety Record Management Guidelines*.

#### 4.8 Review and Evaluation

WHS training is monitored to ensure quality, effectiveness and efficiency of delivery, relevance of content and value for investment.

Workers participating in formal training sessions complete the *WHS Training Evaluation Form* and return to the WHS Unit for analysis.

The WHS Unit is to undertake a review of WHS training and development requirements annually in light of:

- statutory changes
- changes to the University and its operating environment
- development of new technologies
- the results of risk assessments, incident investigations, inspections and audits and
- individual development opportunities identified through the Staff Development Performance Plan and Review process.

The effectiveness of the WHS Training and Development Program is to be reviewed by Organisational Units and University-wide review to ensure continual improvement, including through the Continuous Self-Assessment (CSA) process.

#### 4.9 Reporting

The WHS Unit is to report to key stakeholders, including the WHS Committee, on the delivery, evaluation and review of the WHS Training Program.

### 5 Glossary

<b>Term/Acronym</b>	<b>Definition</b>
<b>Academic Unit</b>	Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.
<b>College</b>	Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College
<b>Competency</b>	WHS competency describes the experience, knowledge and skills required by each University worker to undertake the prescribed duties of their position in a safe and healthy manner.

<b>Competency based training</b>	Competency based training is provided through a combination of on-the-job and external training and where practicable competency attainment is formally assessed.
<b>Executive Dean</b>	Means: (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College
<b>Head of Academic Unit</b>	Means the head of the relevant Academic Unit
<b>Officer</b>	Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and Members of IMAS, Menzies and AMC Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Act
<b>Organisational Unit</b>	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

## 6 Versioning

<b>Former Version(s)</b>	Version 1	Staff Induction & Training Procedure; approved December 2014. Amended in December 2016 to incorporate Colleges.
<b>Current Version</b>	Version 2	Staff Induction & Training Procedure (current document); approved December 2014. Amended in December 2017 to reflect academic structures and nomenclature.

## 7 Appendices

Appendix 1: Training Needs Analysis (MyLO)



## Appendix 1: Work Health Safety Training Needs Analysis (MyLO)

Use this table to identify what Workplace Health and Safety Courses that you need to complete

### STEP 1: IDENTIFY REQUIRED TRAINING BASED ON YOUR RELATIONSHIP TO THE UNIVERSITY

RELATIONSHIP	REQUIRED WORKPLACE HEALTH AND SAFETY TRAINING
College Pro Vice-Chancellors, Principal, University College, Deans of Faculties, Heads of Academic Units and Centres,  Heads of Divisions and Sections/Deputies	<ul style="list-style-type: none"> <li>Officer WHS Information</li> </ul>
Academic staff	<ul style="list-style-type: none"> <li>Staff Safety Information; and</li> <li>How to Manage Work Health &amp; Safety Risks</li> </ul>
Professional Staff (Full time-Fractional-Casual)	<ul style="list-style-type: none"> <li>Staff Safety Information; and</li> <li>How to Manage Work Health &amp; Safety Risks</li> </ul>
Associate Director, Manager/Supervisor of staff and students	<ul style="list-style-type: none"> <li>Managers/Supervisors Safety Information;</li> <li>How to Manage Work Health &amp; Safety Risks; and</li> <li>Work Health and Safety Consultation, Cooperation and Coordination</li> </ul>
Post graduate (PhD) (including Honours) student–Research (including Masters)	<ul style="list-style-type: none"> <li>XGR501 Post Graduate WHS Information</li> </ul>
Post graduate student who is also working at the University	<ul style="list-style-type: none"> <li>XGR501 Post Graduate WHS Information;</li> <li>Staff Safety Information; and</li> <li>How to Manage Work Health &amp; Safety Risks</li> </ul>
Volunteer-Supervise Volunteers	<ul style="list-style-type: none"> <li>Volunteer Checklist</li> </ul>
Undergraduate Students	<ul style="list-style-type: none"> <li>Student Safety Information (course work); or</li> <li>Student Safety Induction (FHS, SET, laboratory, field, TCoTA)</li> </ul>
Distance Student	<p><i>WHS legislation varies between each State and Territory.</i></p> <p><i>As a minimum complete:</i></p> <ul style="list-style-type: none"> <li>Student Safety Information</li> </ul>
Pathways Student	<ul style="list-style-type: none"> <li>Student Safety Information</li> </ul>
Polytech Student	<ul style="list-style-type: none"> <li>Student Safety Induction</li> </ul>
Year 12 Students	<p><i>Not required for class work when under supervision, or complete</i></p> <ul style="list-style-type: none"> <li>Student Safety Induction</li> </ul>

**STEP 2: IDENTIFY REQUIRED TRAINING BASED ON THE AREA OF UTAS WHERE YOU WORK / STUDY / VOLUNTEER?**

AREA	REQUIRED WORKPLACE HEALTH AND SAFETY TRAINING
Academy of Creative Industries and Performing Arts (ACIPA)	<ul style="list-style-type: none"> <li>• Student Safety Induction; or</li> <li>• Student Safety Information</li> </ul>
Australian Maritime College (AMC)	WHS Training <ul style="list-style-type: none"> <li>• Specific modules</li> </ul>
College of Health and Medicine	<ul style="list-style-type: none"> <li>• Student Safety Induction; or</li> <li>• Student Safety Information</li> </ul>
College of Sciences and Engineering	<ul style="list-style-type: none"> <li>• Student Safety Induction; or</li> <li>• Student Safety Information</li> </ul>
Institute Marine Antarctic Studies (IMAS)	<ul style="list-style-type: none"> <li>• IMAS Staff and Students Workers Safety Course.</li> </ul> For access contact IMAS Operations Manager
Tasmanian College of the Arts (TCOTA)	<ul style="list-style-type: none"> <li>• Student Safety Induction; or</li> <li>• Student Safety Information</li> </ul>
Tasmanian Institute of Agriculture (TIA)	<ul style="list-style-type: none"> <li>• Student Safety Induction; or</li> <li>• Student Safety Information</li> </ul>

**STEP 3: IDENTIFY REQUIRED TRAINING BASED ON SPECIFIC ACTIVITIES**

SPECIFIC ACTIVITIES	REQUIRED WORKPLACE HEALTH AND SAFETY TRAINING
Field work- Staff, all students, volunteers, must register for all field work including urban visits unless listed in Student Placement Management System (SPMS)	<ul style="list-style-type: none"> <li>• FieldTeq</li> </ul>
Diving	<ul style="list-style-type: none"> <li>• FieldTeq</li> </ul>
Laboratory-staff, post graduate students	<ul style="list-style-type: none"> <li>• FieldTeq</li> </ul>
Hazardous chemicals: purchase, store, use, dispose	<ul style="list-style-type: none"> <li>• Managing Risks of Hazardous Chemicals in the Workplace</li> </ul>
Risk Management- staff, post graduate students, undergraduates in labs, field, design studios etc., visitors	<ul style="list-style-type: none"> <li>• How to Manage Work Health &amp; Safety Risks</li> </ul>
Work Health and Safety Consultation	<ul style="list-style-type: none"> <li>• Work Health and Safety Consultation, Cooperation and Coordination</li> </ul>