



Work Health and Safety Training and Induction Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures set out the responsibilities and actions required to manage the Work Health and Safety training and induction process to perform work, study and research tasks.

3. Scope

These procedures apply to all University workers, students and visitors.

4. Definitions

Competent person	A person who has the knowledge and skills, acquired through training, qualification and/or experience, to carry out the tasks required.
PCBU	Person Conducting a Business or Undertaking as defined in the Work Health and Safety (WHS) legislation.
Officer of the University	A person who makes, or participates in making, decisions that affect the whole or substantial part of the business or undertaking.
Stakeholder	Internal and external people or organisations impacted by University activity.

Student	A person enrolled in a topic or course of study at the University.
Training Needs Analysis (TNA)	The process of identifying the training requirements for a position, job role or area of responsibility.
Training organisers	A University staff member who organises training.
Training Plan	Annual schedule of available training that can be used to develop individual training plans.
Worker	A person who carries out work in any capacity for the University including academic and professional staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, higher degree by research students, students gaining work experience and volunteers.

5. Mandatory WHS Training

5.1. Workers

5.1.1. Staff

- a. All staff (including casuals) are required to undertake a local area induction, using the [local WHS Induction checklist](#). This is required to be completed within the first week of employment.
- b. All permanent and fixed-term staff must also complete the online new staff induction available in Flinders Learning Online (FLO).
- c. Further training may be identified through the Induction and Training Needs Analysis (TNA) process.

5.1.2. Contractors

Staff who engage contractors are responsible for:

- a. ensuring contractors are registered with the University and their workers have completed the [online induction](#)
- b. providing the contractor(s) with a [local site-specific/work area induction](#)
- c. ensuring that contractors are provided with information about hazards in the area in which they will work.

For more information about [contractor induction](#) and registration please see the [Contractor Safety Management Procedures](#).

5.1.3. Other Workers

Other workers, including labour hire company employees, trainees, volunteers and external parties gaining work experience, must receive information about emergency procedures and local WHS induction, which must cover job specific WHS information where relevant.

5.2. Managers and Supervisors

- a. All managers and supervisors of workers and others are required to undertake the [WHS Online Training for Managers and Supervisors](#), and other relevant health and safety training as determined by the TNA process.

- b. New managers and supervisors must where possible complete the training before starting their new role or within three months of starting their appointment.
- c. All managers and supervisors are required to undertake the training as a refresher every 5 years or when notified of major legislative changes.

5.3. Students

- a. All students must receive information about emergency procedures at the first class of each semester or via an alternative process. Students may also require additional WHS training relevant to their study.
- b. Higher Degree by Research students (HDRs) must have:
 - i. a local WHS induction, which must cover job specific health and safety information
 - ii. their training needs assessed and training delivered to address any identified risks prior to their project commencing.

5.4. Visitors

- a. Workers who are hosting visitors to the University must inform those visitors about emergency procedures.
- b. Event organisers must make information about safety available to event workers. This should cover emergency procedures and any other hazard-related information specific to that event.
- c. A person visiting a high-risk area (e.g. laboratories and workshops) must be under constant competent supervision.

5.5. Specialised training

Specialised training must be identified. This can be done through the TNA process and may include:

- a. hazard-specific training (e.g. hazardous chemicals, electrical safety, manual handling, confined spaces, laser, 4WD)
- b. prescribed training for licensing requirements (e.g. ionizing radiation, boating, diving, forklift, high-risk work), or
- c. WHS responsibilities training (e.g. health and safety representatives, first aiders, emergency control personnel).

5.6. Officers of the University

- a. As part of their due diligence requirements, Officers are required to take reasonable steps to acquire and update their knowledge on WHS matters, which includes attending Officer WHS training.
- b. Staff who are appointed in an extended acting capacity are also required to undertake Officer training or briefings.

6. Training Needs Analysis and Planning

- a. Managers and supervisors need to determine the health and safety competencies required for roles reporting to them, taking into account the following:
 - i. health and safety competencies – for the level of responsibility of the role
 - ii. hazard specific competencies – the environment in which the person will be working (e.g. laboratory, office, animal house, workshop, garden etc.)
 - iii. task specific competencies

- iv. consultation with people undertaking the roles and subject matter experts
- v. details provided in the training needs analysis documentation
- vi. the gap between current knowledge and skills of each person and the training required to perform the work tasks safely
- vii. legislative requirements, including license requirements (e.g. radiation user's license, high-risk work license).
- b. Training needs analysis and plans to implement them must be undertaken with workers' manager/supervisor and must be recorded.
- c. Training needs analysis should be incorporated into individual Staff Performance Development and Review plans.
- d. All students involved in higher degree by research projects:
 - i. must have their WHS training needs identified by their nominated supervisor
 - ii. must complete any required training before starting the parts of the research project which present a WHS risk
 - iii. must have their supervisors check that they are following agreed procedures.
- e. Anyone deemed as being not yet competent to undertake their tasks safely must have an appropriate level of supervision until deemed competent and any required training is completed.
- f. Managers and supervisors must monitor and review training plans regularly to ensure that they are current for each of their workers.
- g. Certificates of competency, accreditation, licensing or other legislated training must be completed before commencement of the relevant work.
- h. Where a risk assessment identifies that training is required as part of risk management, this training must be provided before the activity or work begins and must be recorded on the training plan.

7. Refresher Training

Refresher training must be determined by:

- a. legislative requirements
- b. University requirements including as specified in the [Training Needs Analysis and Plan](#) document
- c. risk assessment
- d. a change affecting a work process
- e. a response to an incident
- f. return from a period of extended absence.

8. Consultation

8.1. Consultation with stakeholders

During the planning process, training organisers must where reasonably practicable consult key stakeholders for their professional advice and input into training.

8.2. Consultation and communication with other PCBUs

When training involves working with other organisations (also known as PCBUs) there must be consultation, coordination and collaboration to ensure that training meets the needs of all stakeholders.

9. Licenses and permits

Where a task requires a licence or permit the person performing the task:

- a. must hold the relevant licence or permit to undertake that work (e.g. [radiation](#), [restricted chemicals](#))
- b. those undertaking high risk work must apply for any Flinders University [high risk permits / permissions to proceed](#) prior to undertaking the work.

10. Record keeping

- a. Local areas are required to maintain records for their workers and higher degree by research students in their area, including:
 - i. inductions
 - ii. site/task/work specific training
 - iii. assessments of competency
 - iv. training provided by other organisations/ training providers.
- b. The University must supply records for training provided to other organisations and their attendees.
- c. Records of permits/approvals/licenses must be retained.
- d. The WHS Unit only maintains records of training organised through the Unit.
- e. Documentation must be retained by the local area in accordance with the records schedule for [WHS Records Management](#).

11. Responsibilities

Portfolio Heads and College Vice- Presidents and Executive Deans	Ensure that: <ol style="list-style-type: none">a. these procedures are implemented in their College/Portfoliob. adequate resources are available to support safe induction / training activitiesc. managers and supervisors undertake training relevant to their health and safety responsibilities.
Managers and supervisors (including College Deans / Portfolio Directors)	Responsible for: <ol style="list-style-type: none">d. ensuring that, before work, study or research begins, workers and students under their supervision, (including contractors, sub-contractors and their workers, volunteers and visitors) have the information, instruction and training to perform their work, study or research in a safe manner and without risks to health and safety.e. implementing these procedures in their area of responsibilityf. identifying and reviewing WHS training needs, in consultation with workers

	<ul style="list-style-type: none"> g. developing and implementing a plan to deliver the training h. ensuring that training needs of students undertaking research projects are identified, and training undertaken, before the research starts, and i. undertaking training relevant to their health and safety responsibilities, including the mandatory WHS supervisor and manager training.
Workers / Staff who engage contractors	<p>Responsible for:</p> <ul style="list-style-type: none"> j. giving contractors, sub-contractors and their workers local area induction, and k. ensuring that the contractor, sub-contractors and their workers have undertaken the University Contractor Induction.
Workers and others	<p>Responsible for:</p> <ul style="list-style-type: none"> l. participating in identification of training needs m. completing relevant health and safety training as directed by their supervisor.

12. WHS associated procedures

[Work Health and Safety Management System](#) supporting procedures

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#)

13. Related documents

Relevant WHS legislation covering training and competency requirements in the relevant jurisdiction.

[Training Needs Analysis and Plan template](#)

[Local Induction template](#)

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