

OHS Training and Information Procedure

Section 1 - Background and Purpose

(1) The [Occupational Health and Safety Act 2004](#) requires employers to “provide information to employees of the employer (in such other languages as appropriate) concerning health and safety at the workplace” and “to provide such training to employees as is necessary to enable the employees to perform their work in a manner that is safe and without risks to health”.

(2) The effective provision of health and safety, training and information to employees, contractors and students is necessary to enable them to understand the health and safety hazards and risks associated with their work or present on campus. At the conclusion of training staff and students should be able to demonstrate their competence in understanding the hazards and in performing the required tasks.

(3) The purpose of this Procedure is to provide practical guidance on the provision of OHS information and training meeting and to meet the requirements of the [Occupational Health and Safety Act 2004](#).

Section 2 - Scope

(4) Refer to the [Health and Safety Policy](#).

Section 3 - Policy Statement

(5) Refer to the [Health and Safety Policy](#).

Section 4 - Procedure

Responsibilities

(6) Managers and supervisors are responsible for the conduct of work and study in their school conforming to a high standard of health and safety through, providing information, instruction, training and supervision to all persons under their control, including employees, students, contractors and visitors.

Managers and Supervisors

(7) Specific responsibilities of managers and supervisors include:

- a. Identifying and assessing health and safety information needs, taking into account requirements for non English speaking or people with disabilities
- b. Developing a training plan for the provision of health and safety information and reviewing the training plan whenever there are operational or legislative changes. The training plan should contain an outline of the occupational health and safety procedures required to be followed, allocation of appropriate resources including

translation of health and safety material for non English speaking employees, students and people with disabilities where applicable, and the induction needs of employees and students prior to performing tasks or duties for which training is required

- c. Ensuring that all employees and students are adequately provided with health and safety training and information that takes into account their communication requirements so as to enable them to work and study safely at the University
- d. Ensuring safe work procedures are displayed near plant or equipment, or kept in an accessible location near where tasks or processes are performed
- e. Ensuring that all employees, contractors and students (including those transferring from another part of the University) are provided with appropriate induction and orientation on commencement of work or study.
- f. Ensuring that OHS (Safety) signs which have a health and safety message are legible and are displayed in appropriate locations.

(8) Employees, students and contractors are responsible for following safe work practices and should report to their manager instances where they or other employees/students have difficulty understanding health and safety information. Information is to be provided to employees in colleges and divisions, specific to the area employees will be located.

Risk Management

(9) La Trobe Health, Safety and Environment is responsible for:

- a. Developing and maintaining an OHS Training Register, which describes the mandatory or recommended training for generic roles at La Trobe.
- b. Providing a range of courses in health and safety which are more readily provided at a central level.
- c. Working with Colleges and Divisions in identifying signage requirements.

Induction

(10) All staff, students including residential students/staff should be provided with an induction program. The induction /orientation program should include:

- a. A tour of the work/accommodation area
- b. An explanation of local amenities
- c. Introductions to fellow employees in their work area or residents assistants (colleges)
- d. A description of general workplace/accommodation hazards and safety signs.
- e. Specific occupational health and safety instructions relevant to the area. This may include incident reporting, issue resolution, personal protective equipment (as required), safety signage, areas identified as restricted access, workstation set up and operation of equipment and plant.
- f. Reference to the area Health and Safety Representative, first aiders in the relevant designated work group.
- g. Details of emergency procedures including fire alarms, fire equipment, evacuation processes, first aid procedures.

(11) It is recommended that written information be included in the induction process. Where written information is being provided as part of the consultation it could be either translated into major languages or accompanied by a summary in plain English, or presented in a way that gives people an opportunity to have it explained or clarified in their own language. The special needs of new / transferred staff should be considered prior to commencement.

(12) The mandatory University On line orientation program can form part of a program for orientation or induction of staff into their area specific work requirements, but is not intended by itself to fulfil the requirements under the

Training

(13) Occupational Health and Safety training should be tailored to the specific needs, including language needs, of the group to be trained. This applies to induction training, on-the job training and ongoing training.

(14) The [Occupational Health and Safety Regulations 2007](#) identify certain hazards for which employers must provide training to employees, which includes the nature of the hazards; the risks associated with the hazards and the means by which those risks are controlled. The employer is required to also provide training in the need for and the correct use, fit, testing and storage of personal protective equipment.

(15) La Trobe Health, Safety and Environment (within Risk Management) will provide a training program for University staff and students, which covers the major hazards and risks. The training program will also cover the provision of approved WorkSafe courses, OHS information briefings and on-line training programs. La Trobe Health, Safety and Environment will also assist faculties and divisions in identifying suitable external OHS training programs.

(16) La Trobe Health, Safety and Environment will maintain an OHS training page which contains the Training Register and information on OHS Training Programs which are coordinated by the Unit.

Communication

(17) Communication of occupational health and safety information must be in a manner that is clear and unambiguous. To ensure that there is a clear understanding of the OHS information; feedback should be encouraged and sought.

(18) Employees and managers of areas should use a variety of methods to communicate occupational health and safety to employees/ students. These could include; Staff meetings; Notice boards; Web pages; Electronic format; Newsletters and other forms of communication.

Training of Health and Safety Representatives

(19) The elected Health and Safety Representative (HSR) of a Designated Work Group (DWG) has the role of performing work in which they were employed as well as representing health and safety interests of employees in the DWG in which they were elected. To do this it is essential that HSR's (and their deputies) receive training that provided them with the appropriate skills and knowledge.

(20) If the HSR requests training the area manager must allow time off with pay to attend an initial course of training after being elected and undertake refresher training at least each year that they hold office after completing the initial course. It is not compulsory for HSR's to attend training but it is to be actively encouraged for them to take up their training entitlement.

(21) Training courses must be approved or conducted by WorkSafe and relevant to the HSR's role in the DWG. Training costs will be met by La Trobe Health & Safety.

Safety Signs

(22) Safety signs should be clear, consistent and conform to Australian Standard guidelines. Picture signs are preferred however written signs are acceptable as long as simple language is used. Safety signs do not replace or reduce the need for proper and continuing prevention measures. Education and training are an essential part of any sign system. The four categories of pictorial signs, distinguished by colour and shape of the symbol:

Description		Meaning
Circle:	White background with red borders and cross bar; black symbol	Stop and Prohibition signs
Triangle:	Yellow background with black border; black symbol	Caution(warning)signs
Rectangle:	Green background white symbol	Emergency-related information signs
Circle:	Blue background white symbol	Protective equipment

Documentation and record keeping

(23) Completion of training should be recorded by the supervisor.

(24) Employee induction and training records are to be retained by the College or Division and be recorded on the employee's SAP record. Student training records are to be retained by the College for a minimum of 7 years.

Section 5 - Definitions

(25) For the purpose of this Procedure:

- a. Training: The organised imparting of information to a person or group of persons, to enable the person(s) to attain a required level of knowledge or skill.
- b. Safety Information: Data which leads to an increased level of understanding of hazards and risks and which will affect behaviour.
- c. Training Register: A Register which describes the mandatory or recommended training for generic roles at La Trobe.
- d. Health and Safety Representative: An employee elected by members of a designated work group to be the group's health and safety representative.
- e. Issue: A point in question or dispute concerning health and safety between employees and the Employer Representative for the designated work group.

Status and Details

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