

# Health and Safety Procedure - Induction and Training

## Section 1 - Background and Purpose

- (1) Inductions and specific Health and Safety training are provided by the University to enable staff, students and contractors to understand the health and safety requirements for their role and the tasks undertaken.
- (2) This Procedure describes how the University inducts staff, students and contractors to the Health and Safety system and its processes. Where there are work requirements that demand specific training, these will be identified through risk assessments and training needs analysis then addressed through specific training.

## Section 2 - Scope

- (3) This Procedure applies to:
- a. All University campuses and research areas
  - b. All University staff, students and contractors
  - c. When conducting business for the University

## Section 3 - Policy Statement

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

## Section 4 - Procedures

### Part A - Responsibilities

#### Managers and Leaders

- (5) Managers and leaders are responsible for:
- a. Ensuring all new staff complete the University Health & Safety induction during on-boarding.
  - b. Ensuring students complete a general Health & Safety induction before the commencement of their academic program.
  - c. Ensuring external contractors complete the Health & Safety induction before the commencement of work.
  - d. Ensuring all staff undertake the University Health & Safety refresher induction every two years.
  - e. Supporting staff and students for task specific Health & Safety training as required.
  - f. Supporting the Health & Wellbeing training initiatives that are geared towards risk prevention. E.g. Better Backs program

## **Health and Safety (H&S) Team**

(6) The Health and Safety (H&S) Team are responsible for:

- a. Providing oversight and monitoring this Procedure;
- b. Developing and updating the induction training material;
- c. Providing advice on task specific Health & Safety training; and
- d. Ensuring record keeping is maintained.

## **All Staff and Students**

(7) All staff and students are responsible for:

- a. Completing Health & Safety inductions and refreshers as required; and
- b. Completing task specific Health & Safety training as required.

## **Part B - Staff Induction**

(8) All staff are required to complete the University Health & Safety induction. The induction will be undertaken during on-boarding and ideally occur on the first day of employment.

(9) All staff will be required to undertake a refresher of the Health & Safety induction every two years to ensure their understanding of the processes and resources that are available across the University to manage safety is current.

## **Part C - Student Induction**

(10) All students are required to complete a general Health & Safety induction before the commencement of their academic program which is managed through the student Learning Management System (LMS).

## **Part D - Specific Inductions for Higher Risk Areas**

(11) Staff and students will undertake specific Health & Safety Inductions for higher risk areas such as laboratories, clinics, studios, maintenance operations and outdoor activities before the commencement of any activity. These areas are identified through risk assessment and the inductions are developed and managed at the local level; including competence assessment and record keeping; with Health & Safety oversight.

## **Part E - Contractor Induction**

(12) External contractors will complete the contractor Health and Safety induction as part of the broader verification, induction and record keeping process before the commencement of any works at the University. Logistics deliveries, which are considered low risk activity, are excluded from this requirement.

## **Part F - Staff and Student Training**

(13) Task specific training of the Health and Safety requirements, such as radiation safety, clinical safety, 4x4 driving safety and safety leadership will be identified from risk assessments and training needs analyses then addressed at the local level through specific training, competence assessment and record keeping.

## **Part G - Health and Wellbeing Training Initiatives**

(14) The Health and Wellbeing training initiatives are geared towards risk prevention by addressing the contributing

factors of incidents with injuries that have occurred at the University or across the broader tertiary sector. Leaders and Managers will enable targeted participation to these initiatives. In addition, and as identified through local risk assessment, any specific training will be developed and delivered by Health & Wellbeing as part of the safety and risk management plan. Examples include manual handling training with competence assessment.

## **Section 5 - Definitions**

(15) Nil.

## Status and Details

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