OHS Training Procedure (MPF1192)

GOVERNING POLICY

This procedure is made under the Occupational Health and Safety Policy.

SCOPE

This procedure applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne.

This procedure describes the University of Melbourne’s methodology for identifying occupational health and safety (OHS) training needs and for implementing and maintaining OHS training programs. It does not include the process for induction of new employees.

PROCEDURE

1. University OHS training program

1.1 The Director, OHS and Injury Management is responsible for developing and monitoring the overall University OHS training program.

1.2 The program covers health and safety training at three levels:

- General training
- Specialist training
- Task-specific training.

1.3 The Director, OHS and Injury Management will publish a generic training plan, identifying general and specialist training needs for classifications of employees and others at the University (see University OHS training requirements matrix). In developing the plan, the Director, OHS and Injury Management must consult on the generic training needs for all classifications of employees.

1.4 The Director, OHS and Injury Management must review the University health and safety training program (including the generic training plan) at scheduled intervals, and following:

- significant changes to the University’s business operations
- changes to legislation
- an incident that indicates the need for review of the training program and the generic training plan.

2. Budget division training plans

2.1 Heads of budget divisions must ensure that budget division OHS training plans are developed and implemented in line with the University training program and this procedure.

2.2 Heads of budget divisions must consult with employees to identify their OHS training needs (e.g. through the local OHS Committee).

2.3 Heads of budget divisions must review their budget division OHS training plans at scheduled intervals. Plans must also be reviewed following:
• significant changes to the Budget Division’s business operations
• changes to legislation
• an incident that requires review of the training plan
• advice from the Director, OHS and Injury Management.

3. Identifying and addressing individuals’ training needs

3.1 Supervisors and managers must assess OHS training needs for all staff and students under their control. Assessments must be undertaken when a person commences with the University, and reviewed at least every three years. Re-assessments must be undertaken whenever a person’s work or activities are changed, and when the person’s work environment is altered or new.

3.2 The supervisor or manager must include in the assessment:

• general and specialist training requirements relevant to the person’s role (in line with the University OHS training requirements matrix)
• task-specific training to address OHS risks that are not adequately covered by general or specialist training
• refresher training in any of the above as required (see section 5).

3.3 Supervisors/managers must consult with employees when assessing OHS training needs. Methods may include:

• consultation with a group of employees on a range of common OHS training requirements
• consultation with an individual employee on the training requirements specific to their work activities (e.g. through the Performance Development Framework process).

3.4 Supervisors and managers must ensure that all individuals under their control receive all the OHS training identified in their training needs assessment.

4. Training delivery

4.1 All training course specifications must include:

• course title
• content
• required competencies (learning outcomes)
• required verification of understanding.

4.2 The Director, OHS and Injury Management oversees the delivery of general and specialist training courses, including determining and publishing course specifications.

4.3 Local OHS practice experts will deliver and administer general training within their local areas. Heads of budget divisions must ensure sufficient resources to deliver general training.

4.4 Director, OHS and Injury Management will ensure the delivery of specialist training courses by OHS common services staff, specialists from other areas of the University or external trainers.

4.5 Supervisors and managers are responsible for task-specific training, including:

• determining training specifications
• delivering training
• keeping records of training given.
5. Refresher training

5.1 Refresher training may be required when:

- legislation changes
- guidance material and information changes
- staff return from extended periods of leave.

5.2 The Director, OHS and Injury Management will determine refresher training needs for general and specialist training. (See Training requirements and planning on the Safety website).

5.3 Supervisors and managers must determine refresher training needs for task-specific training.

6. Record-keeping

6.1 Heads of budget divisions must ensure that the following training records are kept for all employees and contractors under their management and control:

- records of individual training needs
- evidence of competency including certificates, records of attendance, qualifications and date of attainment.

7. Trainer competency

7.1 Any person who provides general, specialist or task-specific training must be competent in the training they are delivering.

7.2 The Director, OHS and Injury Management must keep records to demonstrate OHS common services staff who conduct general and specialist training are competent to develop, deliver and assess competency in the relevant training.

7.3 Heads of budget divisions must ensure records are maintained that demonstrate:

- individuals who conduct general training are competent to deliver and assess competency in the relevant training
- individuals who conduct task-specific training are competent to develop, deliver and assess competency in the relevant training.

RELATED DOCUMENTS

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007 (Vic)
- AS/NZS 4804: Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques
- OHS training guidelines
- Safety website: training requirements and planning
- OHS training requirements matrix [pdf]
- National Self-Insurer OHS Audit Tool 2.0

DEFINITIONS

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<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Competent</td>
<td>Having acquired through training, qualification, experience, or a combination of these, the knowledge and skills to carry out a particular task.</td>
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<tr>
<td>Competency</td>
<td>An individual’s demonstrated knowledge, skills, or abilities performed to a specific standard.</td>
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**General training**

Training as determined by the Director, OHS and Injury Management that addresses the general OHS requirements of the University’s OHS management system. For example:

- roles and responsibilities training (and its variations)
- risk management training
- incident investigation training.

**Specialist training**

Training as determined by the Director, OHS and Injury Management that addresses an employee’s exposure to specific operational risks. For example:

- chemical management training
- manual handling and ergonomics training
- radiation safety training
- plant safety training.

**Task-specific training**

Training as determined by the manager or supervisor that addresses risks associated with specific tasks or activities. For example:

- training in safe work procedures
- on-the-job training.

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**RESPONSIBLE OFFICER**

The Associate Director, Health & Safety is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

**IMPLEMENTATION OFFICER**

The Associate Director, Health & Safety is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the Implementation Officer.

**REVIEW**

This procedure is to be reviewed by 31 October 2016.

**VERSION HISTORY**

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections Modified</th>
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<tbody>
<tr>
<td>-</td>
<td>Administrative Committee</td>
<td>28 November 1988</td>
<td>18 August 1993</td>
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<td>-</td>
<td>Senior Vice-Principal</td>
<td>5 February 2010</td>
<td>5 February 2010</td>
<td>Complete rewrite.</td>
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<td>-</td>
<td>OHSC</td>
<td>9 May 2012</td>
<td>18 June 2012</td>
<td>• Revised format&lt;br/&gt;• Significant rewording; however, processes remain as per existing procedure&lt;br/&gt;• Removal of reference to environmental management training</td>
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<td>1</td>
<td>Senior Vice Principal</td>
<td>28 June 2012</td>
<td>28 June 2012</td>
<td>New version arising from the Policy Simplification Project. Loaded into MPL as Version 1</td>
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<td>1.1</td>
<td>Associate Director, Health &amp; Safety</td>
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<td>22 July 2016</td>
<td>Withdrawn from Melbourne Policy Library 21 July 2016 following changes to the Melbourne Policy Framework (MPF)</td>
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