

KEY: **C1** Compulsory **C2** Compulsory if relevant to job role **HSR** University must provide on request of a HSR

Explanation: these matrices are designed to assist with Training Needs Analysis within each work area. They show the general requirements only. University and local work area inductions must also be completed. Additional Health & Safety Training may be required for specific hazards or situations. These should be identified through an assessment and risk register in the work area. Refresher training requirements, whilst not included in this matrix, should also be assessed. Refresher training, unless specified, is normally scheduled triennially. Refresher training scheduling may be affected by, changes to legislation, changes to work practices, industry standards and codes and staff returning from extended periods of leave. Further assistance is available from your Local Health & Safety contact.

1. ROLES & RESPONSIBILITIES

	Health & Safety Roles and Responsibilities for Executives	Health & Safety Roles and Responsibilities for Non-Supervisory Staff	Health & Safety Roles and Responsibilities for Supervisors and Managers ¹	Risk Management	Incident Response and Investigation	Initial Health & Safety Representative (5 days)	Refresher Health & Safety Representative (1 Day)
University Executive, Divisional Executive Committee Members	C1						
Professional Staff Managers/Supervisors (HR Delegation 1-4) in office type areas			C1 ²	C1	C1		
Professional Staff Managers/Supervisors (HR Delegation 1-4) in non-office type areas			C1 ²	C1	C1		
Academic Staff: teaching or supervising staff/students (HR Delegation 1-4)			C1 ²	C1	C1		
Professional Staff (HR Delegation 0) in office type areas		C1 ²					
Professional Staff (HR Delegation 0) in non-office type areas		C1 ²					
Academic Staff: non-teaching and non-supervising (HR Delegation 0)		C1 ²					
Elected Employee Health & Safety Representatives				C1	C1	HSR	HSR
Elected Employee Deputy Health & Safety Representatives				C1	C1	HSR	HSR
Health & Safety Coordinators/Officers/Managers			C1	C1	C1		

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2. SPECIALIST TRAINING – INTERNALLY PROVIDED

Please direct requests for training via your Local Health & Safety contact in the first instance.	Manual Handling ³	Office Ergonomics ³	Delivery of Workstation Assessments ³	Workstation Assessment ³	Suspicious Package & Threat Response ³	Fire Extinguisher ³	Compressed Gas Safety ³	Selection and Use of Personal Protective Equipment ³	Chemical Management ^{3 4}	ChemWatch MSDS/SDS Management System – End User ³	ChemWatch MSDS/SDS Management System – Administrator ³	Hazardous Waste Management ^{3,3}	Spill Control ^{3,3}	Safe Radiation Practices: Ionising ³	Safe Radiation Practices: Laser ³	Safe Radiation Practices: Iodine-131 ³	Safe Radiation Practices: DXA ³	Safe Radiation Practices: Neutron Probe ³
University Executive, Divisional Executive Committee Members																		
Professional Staff Managers/Supervisors (HR Delegation 1-4) in office type areas	C2	C2	C2		C2													
Professional Staff Managers/Supervisors (HR Delegation 1-4) in non-office type areas	C2	C2			C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2
Academic Staff: teaching or supervising staff/students (HR Delegation 1-4)	C2	C2			C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2
Professional Staff (HR Delegation 0) in office type areas	C2	C2		C2	C2													
Professional Staff (HR Delegation 0) in non-office type areas	C2	C2			C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2
Academic Staff: non-teaching and non-supervising (HR Delegation 0)	C2	C2			C2		C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2
Elected Employee Health & Safety Representatives	C1																	
Elected Employee Deputy Health & Safety Representatives	C1																	
Health & Safety Coordinators/Officers/Managers	C1		C1		C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2			

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Please direct requests for training via your Local Health & Safety contact in the first instance.	Biohazard Laboratory Practice ⁵	Promoting Positive Workplace Behaviours ⁵
University Executive, Divisional Executive Committee Members		C1
Professional Staff Managers/Supervisors (HR Delegation 1-4) in office type areas		C1
Professional Staff Managers/Supervisors (HR Delegation 1-4) in non-office type areas	C2	C1
Academic Staff: teaching or supervising staff/students (HR Delegation 1-4)	C2	C1
Professional Staff (HR Delegation 0) in office type areas		C1
Professional Staff (HR Delegation 0) in non-office type areas	C2	C1
Academic Staff: non-teaching and non-supervising (HR Delegation 0)	C2	C1
Elected Employee Health & Safety Representatives		C1
Elected Employee Deputy Health & Safety Representatives		C1
Health & Safety Coordinators/Officers/Managers	C2	C1

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3. SPECIALIST TRAINING – EXTERNALLY PROVIDED

Please Contact your Local Health & Safety contact for information about how to enroll in these courses from external training providers (at your local area's expense).

	Diving and Boating		Vehicle Safety			Mobile Plant				Building and Construction				Confined Spaces		Chainsaw Use	Equipment Checking
	Boating Licensing	Diving	Four Wheel Driving/Off Road Driving	Defensive Driver Safety	Quad Bike	Elevated Work Platform	Front End Loader	Forklift truck	Scissor Lift	Construction Industry Basic Induction	Working at Heights	Asbestos Awareness	Asbestos Management	Confined Space Entry	Confined Space Authorizing Officer ³	Chainsaw Training	Testing portable electrical appliances
University Executive, Divisional Executive Committee Members																	
Professional Staff Managers/Supervisors (HR Delegation 1-4) in office type areas												C2					
Professional Staff Managers/Supervisors (HR Delegation 1-4) in non-office type areas	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2
Academic Staff: teaching or supervising staff/students (HR Delegation 1-4)	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2		C2	C2	C2	C2
Professional Staff (HR Delegation 0) in office type areas				C2													
Professional Staff (HR Delegation 0) in non-office type areas	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2			C2		C2	C2
Academic Staff: non-teaching and non-supervising (HR Delegation 0)	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2			C2		C2	C2
Elected Employee Health & Safety Representatives																	
Elected Employee Deputy Health & Safety Representatives																	
Health & Safety Coordinators/Officers/Managers	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2		C2	C2	C2	C2

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	Rigging & Dogging		Hot Work		Lock Out, Tagging and Isolation	Plant Safety Management	Contractor Health & Safety Management
	Rigging	Dogging	Hot Work	Hot Work Authorizing Officer			
University Executive, Divisional Executive Committee Members							
Professional Staff Managers/Supervisors (HR Delegation 1-4) in office type areas							
Professional Staff Managers/Supervisors (HR Delegation 1-4) in non-office type areas	C2	C2	C2	C2	C2	C2	C2
Academic Staff: teaching or supervising staff/students (HR Delegation 1-4)	C2	C2	C2	C2	C2	C2	C2
Professional Staff (HR Delegation 0) in office type areas							
Professional Staff (HR Delegation 0) in non-office type areas	C2	C2	C2			C2	
Academic Staff: non-teaching and non-supervising (HR Delegation 0)	C2	C2	C2			C2	
Elected Employee Health & Safety Representatives							
Elected Employee Deputy Health & Safety Representatives							
Health & Safety Coordinators/Officers/Managers	C2	C2	C2	C2	C2	C2	C2

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4. FIRST AID AND EMERGENCY RESPONSE

First Aid training requirements should be formulated with reference to process First Aid – Health & Safety Requirements.

	Provide Basic Emergency Life Support (HLTAID002)	Provide First Aid (HLTAID003)	Provide First Aid (HLTAID003) & additional requirements <ul style="list-style-type: none"> • Childcare 	Provide First Aid (HLTAID003) with specific hazard focus <ul style="list-style-type: none"> • Hydrofluoric Acid • Cyanide 	Provide First Aid in Remote Situations (HLTAID005)	Provide Cardiopulmonary Resuscitation (HLTAID001)	Warden – Roles and Responsibilities	BEC Controllers – Emergency Plans	Fire extinguisher training	Breathing Apparatus
Floor Wardens							C1			
Chief Warden/Deputy Warden							C1	C1	C1	
First Aid Officer – office-type area		C1				C1				
First Aid Officer – laboratory area		C1		C2		C1				
First Aid Officer – workshop		C1				C1				
First Aid Officer – field work					C1	C1				
Emergency Response Provider										C2
Childcare			C1			C1				

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5. VISITORS⁶, CONTRACTORS AND NON UNIVERSITY OCCUPANTS AT UNIVERSITY CONTROLLED BUILDINGS

Contractor training requirements are based on the process [Contractor \(Service Provider\) Management - Health & Safety Requirements](#).

	Information Card	Local Induction
Members of the public		
Visitors – accompanied by an authorised representative of the University	C1	
Visitors – not accompanied by an authorised representative of the University		C1
Contractors – low risk work, accompanied by an authorised representative of the University	C1	
Contractors – low risk work, not accompanied by an authorised representative of the University		C1
Contractors – moderate risk work, accompanied by an authorised representative of the University ⁷	C1	
Contractors – moderate risk work, not accompanied by an authorised representative of the University		C1
Contractors – high and very high risk work ⁸		C1
Non-University of Melbourne occupants at University of Melbourne-controlled buildings		C1

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6. STUDENTS

	Local Induction	Health & Safety Roles for Non-Supervisory Staff	Risk Management	Specialist Training courses – Internally Provided by Health & safety Common Services	Specialist Training courses – Internally Provided by Others	Specialist Training courses – Externally Provided
Course work – accompanied ⁹						
Course work – not accompanied ¹⁰	C1	C2	C2	C2	C2	C2
Research Higher Degree (RHD) – accompanied						
Research Higher Degree (RHD) – not accompanied	C1	C2	C2	C2	C2	C2

For use in conjunction with the process [Provide Health and Safety Training](#).

For further information, refer to <http://safety.unimelb.edu.au/#training> or contact your [Local Health & Safety contact](#).

¹ For Managers/Supervisors (HR Delegation 1-4) with access to the training in *TrainMe*, Risk Management and Incident Investigation have now been included in the Health & Safety Roles and Responsibilities – Supervisors

² For fixed term staff < 3 months, casual staff and labour hire employees – the supervisor must make an individual assessment based on the level of supervision the staff member works under, and the hazards to which the staff member is exposed. Casual & fixed term < 3 months teaching staff must be given induction information about Health & Safety supervisory responsibilities if they do not receive formal Roles & Responsibilities training.

³ Specialist training internally provided by Health & Safety and or available online.

⁴ Chemical Management, Hazardous Waste Management, and Spill Control can be combined into the same training session.

⁵ Specialist training internally provided by others (not provided by Health & Safety).

⁶ A visitor is a person attending a University of Melbourne-controlled workplace who requires the attention of a University of Melbourne representative to fulfill the purpose of their visit. Note this excludes visiting academics.

⁷ A contractor should have suitable Safe Work Procedures to safely undertake the works required.

⁸ A contractor should have suitable Safe Work Procedures to safely undertake the works required, and a suitable Health & Safety Management Plan unless the provision of services is of such duration as to make the provision of a Health & Safety Management Plan not reasonably practicable.

⁹ Accompanied means: being under the supervision of an authorised representative of the University, e.g. under the supervision of a laboratory technician, attending a tutorial or lecture, or using the library.

¹⁰ Not accompanied means: not being under the supervision of an authorised representative of the University at all times, e.g. in own office space, or in a laboratory with other students without an authorised representative of the University being present.