

Summary

Objective

Sets out the process for planning, delivering and recording health and safety training at the University of Melbourne. The health and safety training training will include generalist, specialist and task specific training.

Owner Susan Butler

Expert Susan Butler

Procedure

1.0 Develop a Training Program

Deans, Director, Faculty Executive Director

NOTE Develop a health and safety training program

A training program (or plan) should include:

- types of health and safety training
- training needs analysis
- frequency and scheduling of health and safety training
- methods for delivery of training
- health and safety training program scheduled review dates

Consult with employees to identify their OHS training needs (e.g. through the local OHS Committee).

NOTE Maintain and monitor the health and safety training program

Review health and safety 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 Associate Director, Health and safety

2.0 Develop Training Packages

Associate Director Health and Safety, Local Health and Safety Staff

a Training Packages

NOTE Training course specifications

All training course specifications must include:

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

b Competency

NOTE Trainer Competency

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


NOTE Participant Competency

The training can demonstrate that the participant's knowledge, skills, or abilities are competent to perform the task.

c Types of Health and Safety Training

NOTE Induction

All new staff need a local workplace induction, as part of their broader University induction. The health and safety induction is part of the local workplace induction.

 Health and Safety Induction Checklist
http://www.safety.unimelb.edu.au/docs/Health_and_Safety_Induction_Checklist.pdf

NOTE Generalist training

The general health and safety training requirements of the University's OHS management system. For example:

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

NOTE Specialist training

The health and safety training requirements of an employee's exposure to specific operational risks. For example:

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

NOTE Task specific training

The health and safety training requirements associated with the risks of specific tasks or activities. For example:

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

3.0 Identify and Address Individual Training Needs Supervisor, Manager


a Training needs analysis

NOTE Training needs assessment

Assess training needs for all staff and students 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.

Training needs assessment should include:

- general and specialist training requirements relevant to the person's role (in line with the University HS training requirements matrix)
- task-specific training to address health and safety risks that are not adequately covered by general or specialist training
- refresher training

 Health and Safety Training Matrix
http://www.safety.unimelb.edu.au/docs/Training_Matrix.pdf

b Consultation

NOTE Consultation

Consult with employees when assessing health and safety 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).

4.0 Deliver Training

Associate Director Health and Safety, Local Health and Safety Staff

a Induction

NOTE Timeliness

As soon as practicable

b Generalist, Specialist and Task Specific

NOTE Timeliness

As soon as practicable

c Refresher Training

NOTE Refresher Training

Scheduling/Frequency

Refresher training may be required when:

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

5.0 Maintain and Record Training

Local Health and Safety Staff, Associate Director Health and Safety

a Record Keeping

NOTE Maintain records

Records of training should include

- Individual training needs
- Evidence of attendance
- Evidence of competency including certificates, records of attendance, qualifications and date of attainment.

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Susan Butler

Process Expert Susan Butler

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Systems

None Noted

Process Approval

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Triggers & Inputs

TRIGGERS

Starts	Frequency	Volume
New employee	Adhoc	At commencement of employment
Training needs analysis of employee	Adhoc	At commencement of tasks and activities

INPUTS

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

Associate Director Health and Safety, Deans, Director, Faculty Executive Director, Local Health and Safety Staff, Manager, Supervisor