

KEY C1 Compulsory C2 Compulsory if relevant to job role C3 Compulsory for continuing staff & fixed term > 3 months¹ HSR University must provide on request of a HSR

Explanation: these matrices are designed to assist with Training Needs Analysis within each Division/Department. They show the general requirements only. University and Department-specific inductions must also be completed. Additional EHS Training may be required for specific hazards or situations. These should be identified through an assessment, risk register and aspects register in the Division/Department. Refresher training requirements are specified in the Training Guidelines. Further assistance is available from your Local EHS Generalist.

1. ROLES & RESPONSIBILITIES

	EHS Roles & Responsibilities for Executives	EHS Roles & Resp. for Non-Supervisory Staff	EHS Roles and Resp. for Supervisors and Managers	Achieving a Sustainable Campus in Departments	Risk Management	Incident Response and Investigation	5-day OHS	1-day OHS Refresher
V.C., Provost, D.V.C.s, Pro V.C.s, Deans, Snr VP, Exec Dir	C1							
HoD & HoS, Directors, G.M.s, Dept Managers.	C1							
Professional Staff Managers/Supervisors in office-type areas			C3		C1	C1		
Professional Staff Managers/Supervisors in non office-type areas			C3		C1	C1		
Academic Staff: teaching or supervising staff/students			C3		C1	C1		
Professional Staff in office-type areas		C3						
Professional Staff in non-office-type areas		C3						
Academic Staff: non-teaching and non-supervising		C3						
Employee Elected Health & Safety Representatives					C1	C1	HSR	HSR
Deputy Health & Safety Representatives					C1	C1	HSR	HSR
Staff Environment Advocates				C1				
EHS Coordinators			C1	C1	C1	C1		

¹ For fixed term staff < 3 months, casual staff and labour hire employees – 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 EHS supervisory responsibilities if they do not receive formal Roles & Responsibilities training.

KEY **C1** Compulsory **C2** Compulsory if relevant to job role **C3** Compulsory for continuing staff & fixed term > 3 months¹ **HSR** University must provide on request of a HSR

2. SPECIALIST TRAINING – INTERNALLY PROVIDED BY EHS COMMON SERVICES

Please direct requests for this training via your Local EHS Generalist in the first instance

	Manual Handling	Delivery of Workstation Ergonomic Assessments	Suspicious Package & Threat Response	Fire Extinguisher	Compressed Gas Safety	Personal Protective Equipment	Chemical Management ²	ChemWatch MSDS M'ment System – End User	ChemWatch MSDS M'ment System – Administrator	Hazardous Waste Management ²	Spill Control ²	Radiation Management	Laser Safety	Plant Safety Management	Contractor EHS Management	Hot Work Management	Lock Out, Tagging & Isolation
V.C., Provost, D.V.C.s, Pro V.C.s, Deans, Snr VP, Exec Dir																	
HoD & HoS, Directors, G.M.s, Dept Managers.																	
Professional Staff Managers/Supervisors, office-type areas	C2	C2	C2														
Professional Staff Managers/Supervisors, 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	C2		C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2
Professional Staff in office-type areas	C2		C2														
Professional Staff in non-office-type areas	C2		C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2			
Academic Staff: non-teaching and non-supervising	C2		C2		C2	C2	C2	C2	C2	C2	C2	C2	C2	C2			
Employee Elected Health & Safety Representatives	C1																
Deputy Health & Safety Representatives	C1																
Staff Environment Advocates	C2																
EHS Coordinators	C1	C1	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2

² Chemical Management, Hazardous Waste Management, and Spill Control can be combined into the same training session

KEY **C1** Compulsory **C2** Compulsory if relevant to job role **C3** Compulsory for continuing staff & fixed term > 3 months¹ **HSR** University must provide on request of a HSR

3. SPECIALIST TRAINING – INTERNALLY PROVIDED BY OTHERS

These courses are provided by providers aside from EHS Common Services – contact your Local EHS Generalist for details.

	Biohazard Laboratory Practice	Return to Work	Workplace Bullying
V.C., Provost, D.V.C.s, Pro V.C.s, Deans, Snr VP, Exec Dir			C2
HoD & HoS, Directors, G.M.s, Dept Managers.		C2	C2
Professional Staff Managers/Supervisors in office-type areas		C2	C2
Professional Staff Managers/Supervisors in non office-type areas	C2	C2	C2
Academic Staff: teaching or supervising staff/students	C2	C2	C2
Professional Staff in office-type areas			C2
Professional Staff in non-office-type areas	C2		C2
Academic Staff: non-teaching and non-supervising	C2		C2
Employee Elected Health & Safety Representatives			C2
Deputy Health & Safety Representatives			C2
Staff Environment Advocates			
EHS Coordinators	C2		C2

KEY **C1** Compulsory **C2** Compulsory if relevant to job role **C3** Compulsory for continuing staff & fixed term > 3 months¹ **HSR** University must provide on request of a HSR

4. SPECIALIST TRAINING – EXTERNALLY PROVIDED

Contact your Local EHS Generalist for information about how to enrol in these courses from external training providers (at your department's expense).

	Diving and Boating		Vehicle Safety			Mobile Plant			Building and Construction			Confined Spaces	Chainsaw Use	Rigging & Dogging		Equipment Checking
	Boating Licensing	Diving	Off Road Vehicle Safety	Defensive Driver Safety	Quad Bike	Elevated Work Platform	Front End Loader	Forklift truck	Construction Industry Basic Induction	Working at Heights	Asbestos Awareness	Confined Space Entry	Chainsaw Training	Rigging	Dogging	Testing portable electrical appliances
V.C., Provost, D.V.C.s, Pro V.C.s, Deans, Snr VP, Exec Dir																
HoD & HoS, Directors, G.M.s, Dept Managers.																
Professional Staff Managers/Supervisors in office-type areas											C2					
Professional Staff Managers/Supervisors 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	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2
Professional Staff in office-type areas				C2												
Professional Staff in non office-type areas	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2		C2	C2	C2	C2	C2
Academic Staff: non-teaching and non-supervising	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2		C2	C2	C2	C2	C2
Employee Elected Health & Safety Representatives																
Deputy Health & Safety Representatives																
Staff Environment Advocates																
EHS Coordinators	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2	C2

KEY **C1** Compulsory **C2** Compulsory if relevant to job role **C3** Compulsory for continuing staff & fixed term > 3 months¹ **HSR** University must provide on request of a HSR

5. FIRST AID AND EMERGENCY RESPONSE

First Aid training requirements should be formulated with reference to procedure [First Aid - EHS Requirements \(UOM 358\)](#).

	Basic First Aid (Lvl 1) HLTFA201	Senior First Aid (Lvl 2) HLTFA301	Senior First Aid: HLTFA301 & additional requirements • Childcare	Senior First Aid: HLTFA301 with specific hazard focus • Hydrofluoric Acid • Cyanide	Remote Location First Aid HLTFA302	CPR Refresher HLTCPR201	Warden – Roles and Responsibilities	BEC Controllers – Emergency Plans	Fire extinguisher training	Breathing Apparatus
Floor Wardens							C1			
BECs/Deputy BECs							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				

KEY **C1** Compulsory **C2** Compulsory if relevant to job role **C3** Compulsory for continuing staff & fixed term > 3 months¹ **HSR** University must provide on request of a HSR

6. VISITORS³, CONTRACTORS AND NON UNIVERSITY OCCUPANTS AT UNIVERSITY CONTROLLED BUILDINGS

Contractor training requirements are based on procedure [Contractor \(Service Provider\) Management - EHS Requirements \(UOM 348\)](#).

	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 ⁴	C1	
Contractors – moderate risk work, not accompanied by an authorised representative of the University ⁵		C1
Contractors – high and very high risk work ⁵		C1
Non-University of Melbourne occupants at University of Melbourne-controlled buildings		C1

³ 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.

⁴ Note: contractor should have suitable Safe Work Procedures to safely undertake the works required.

⁵ Note: contractor should have suitable Safe Work Procedures to safely undertake the works required, and a suitable EHS Management Plan unless the provision of services is of such duration as to make the provision of an EHS Management Plan not reasonably practicable.

KEY **C1** Compulsory **C2** Compulsory if relevant to job role **C3** Compulsory for continuing staff & fixed term > 3 months¹ **HSR** University must provide on request of a HSR

7. STUDENTS

	Local Induction	EHS Roles for Non-Supervisory Staff	Risk Management	Specialist Training courses – Internally Provided by EHS Common Services	Specialist Training courses – Internally Provided by Others	Specialist Training courses – Externally Provided
Undergraduate – accompanied ⁶						
Undergraduate – not accompanied ⁷	C1	C2	C2	C2	C2	C2
Postgraduate ⁸ - accompanied						
Postgraduate - not accompanied	C1	C2	C2	C2	C2	C2

For use in conjunction with procedure [EHS Training \(UOM 311\)](#).

For further information, refer to <http://safety.unimelb.edu.au/support/training/> or contact your Local EHS Generalist.

⁶ 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.

⁷ 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.

⁸ Postgraduate students may include Masters by Research, Masters by Coursework and PhD.