

**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 and safety training may be required for specific hazards or situations. These should be identified through an assessment in the work area. Refresher training requirements (or scheduled repeats of training), should also be assessed. Repeated training for core compliance training, unless specified otherwise, is scheduled triennially (Appropriate workplace behaviours is undertaken biennially). All other refresher/repeated training is scheduled and determined by the School/Division. Repeated training scheduling may be affected by, changes to legislation, changes to work practices, industry standards and codes and employees returning from extended periods of leave. Further assistance is available from your local Health and Safety Business Partner.

For use in conjunction with [Health & Safety: Training requirements](#). For further information, refer to <http://safety.unimelb.edu.au/#training> or contact your local [Health and Safety Business Partner](#).

## 1. CORE COMPLIANCE TRAINING

	Health & Safety: Roles and responsibilities for executives	Health & Safety: Roles and responsibilities <sup>1</sup>	Appropriate workplace behaviour <sup>2</sup>	Casual Compliance	COVIDSafe
University Executive, Divisional Executive	C		C		C
Continuing and fixed term employees		C	C		C
Casual employees <sup>3</sup>				C	C
Labour hire workers <sup>4</sup>				C	C

KEY	
Compulsory	C
Compulsory if relevant to job role	C
Recommended when related to the job role	R

## 2. HAZARD BASED TRAINING<sup>5</sup>

In TrainME, where a supervisor determines that hazard-based training is required, either the supervisor or the employee can enroll in the training.	Manual Handling	Office Ergonomics <sup>6</sup>	Deliver Workstation Assessments <sup>7</sup>	Gas Safety	Personal Protective Equipment	Chemical Management	GoldFFX Manifest/Chemical Inventories	Safe Radiation Practices: Ionising	Safe Radiation Practices: Laser	Safe Radiation Practices: Iodine-131	Safe Radiation Practices: DXA	Laboratory Safety	Biohazard Laboratory Practice	Plant Safety	Hot Work - includes Hot Work Authoring Officer
Professional employees: managers/supervisors in office type areas	C	C	R												
Professional employees: managers/supervisors in non-office type areas	C	C		C	C	C	C	C	C	C	C	C	C	C	C
Academic employees: teaching or supervising staff/students	C	C		C	C	C	C	C	C	C	C	C	C	C	C
Professional employees in office type areas	C	C													
Professional employees in non-office type areas	C	C		C	C	C	R	C	C	C	C	C	C	C	C
Academic employees: non-teaching and non-supervising	C	C		C	C	C	R	C	C	C	C	C	C	C	
Elected Employee Health and Safety Representatives	C														
Elected Employee Deputy Health and Safety Representatives	C														
Health and Safety Business Partners	C	C	C	R	R	R	R	R	R	R	R	R	R	R	R

KEY	
Compulsory	C
Compulsory if relevant to job role	C
Recommended when related to the job role	R

In TrainME, where a supervisor determines that hazard-based training is required, either the supervisor or the employee can enroll in the training.	Handling Angry and Upset Customers	Suspicious Packages	Asbestos Awareness – includes Asbestos Management
Professional employees: managers/supervisors in office type areas	C	C	C
Professional employees: managers/supervisors in non-office type areas	C	C	C
Academic employees: teaching or supervising staff/students	C	C	
Professional employees in office type areas	C	C	C
Professional employees in non-office type areas	C	C	C
Academic employees: non-teaching and non-supervising	C	C	
Elected Employee Health and Safety Representatives			
Elected Employee Deputy Health and Safety Representatives			
Health and Safety Business Partners	R	R	C

KEY	
Compulsory	C
Compulsory if relevant to job role	C
Recommended when related to the job role	R

### 3. HAZARD BASED TRAINING – EXTERNALLY PROVIDED

Contact your local Health and Safety Business partner for information about enrolling/organising these courses from external training providers.	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	Chainsaw Training	Testing portable electrical appliances
Professional employees: managers/supervisors in office type areas												C					
Professional employees: managers/supervisors in non-office type areas	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Academic employees: teaching or supervising staff/students	C	C	C	C	C	C	C	C	C	C	C	C		C	C	C	C
Professional employees in office type areas				C													
Professional employees in non-office type areas	C	C	C	C	C	C	C	C	C	C	C			C		C	C
Academic employees: non-teaching and non-supervising	C	C	C	C	C	C	C	C	C	C	C			C		C	C
Health and Safety Business Partners			R	R	R	R	R	R	R	C	R	C	C	C	C		

KEY	
Compulsory	C
Compulsory if relevant to job role	C
Recommended when related to the job role	R

Contact your local Health and Safety Business partner for information about enrolling/organising these courses from external training providers.	Rigging and Dogging		Isolation, Lock Out and Tag Out
	Rigging	Dogging	
Professional employees: managers/supervisors in office type areas			
Professional employees: managers/supervisors in non-office type areas	C	C	C
Academic employees: teaching or supervising staff/students	C	C	C
Professional employees in office type areas			
Professional employees in non-office type areas	C	C	
Academic employees: non-teaching and non-supervising	C	C	
Health and Safety Business Partners	C	C	C

KEY	
Compulsory	C
Compulsory if relevant to job role	C
Recommended when related to the job role	R

## 4. FIRST AID AND EMERGENCY RESPONSE AND OTHER

First Aid training requirements should be formulated with reference to First Aid – Health & Safety Requirements.	Apply First Aid (HLTAID003)	Apply First Aid (HLTAID003) & additional requirements • Childcare	Apply First Aid (HLTAID003) with specific hazard focus • Hydrofluoric Acid • Cyanide	Provide First Aid in Remote Situations (HLTAID005)	Provide Cardiopulmonary Resuscitation (HLTAID001)	Warden	Fire extinguisher	Initial Health and Safety Representative (5 Days)	Refresher Health and Safety Representative (1 Day)
Floor Wardens						C	R		
Chief Warden/Deputy Warden						C	R		
First Aid Officer – office-type area	C				C				
First Aid Officer – laboratory area	C		C		C				
First Aid Officer – workshop	C		C		C				
First Aid Officer – field work			C	C	C				
Childcare		C			C				
Employees – Professional or Academic							R		
Elected Employee Health and Safety Representatives								HSR	HSR
Elected Employee Deputy Health and Safety Representatives								HSR	HSR

KEY	
Compulsory	C
Compulsory if relevant to job role	C
Recommended when related to the job role	R
Health and Safety Representative	HSR

## 5. VISITORS<sup>8</sup>, CONTRACTORS AND NON-UNIVERSITY OCCUPANTS AT UNIVERSITY CONTROLLED BUILDINGS

Contractor training requirements are based on the process [Health & Safety: Contractor and service provider requirements](#).

	Information Card	Local Induction	COVIDSafe
Visitors – accompanied by an authorised representative of the University	C		C
Visitors – not accompanied by an authorised representative of the University		C	C
Contractors – low risk work, accompanied by an authorised representative of the University	C		C
Contractors – low risk work, not accompanied by an authorised representative of the University		C	C
Contractors – moderate risk work, accompanied by an authorised representative of the University <sup>9</sup>	C		C
Contractors – moderate risk work, not accompanied by an authorised representative of the University		C	C
Contractors – high and very high-risk work <sup>10</sup>		C	C
Non-University of Melbourne occupants at University of Melbourne-controlled buildings		C	C

KEY	
Compulsory	C
Compulsory if relevant to job role	C
Recommended when related to the job role	R

## 6. STUDENTS

	Local Induction	Health and Safety: Roles and Responsibilities	Hazard Based Training courses	COVIDSafe
Course work – accompanied <sup>11</sup>		R		C
Course work – not accompanied <sup>12</sup>	C	C	C	C
Research Higher Degree (RHD) – accompanied		R		C
Research Higher Degree (RHD) – not accompanied	C	C	C	C

KEY	
Compulsory	C
Compulsory if relevant to job role	C
Recommended when related to the job role	R
Health and Safety Representative	HSR

<sup>1</sup> Fixed term and continuing employees are automatically enrolled into Health and Safety – Roles and responsibilities in TrainMe.

<sup>2</sup> Fixed term and continuing employees are automatically enrolled into Appropriate Workplace Behaviour in TrainMe.

<sup>3</sup> Casual employees are automatically enrolled into Casual Compliance training in TrainMe. The supervisor may determine that Health and Safety – Roles and Responsibilities training is also required.

<sup>4</sup> Labour hire workers are not automatically enrolled in TrainMe. 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.

<sup>5</sup> Hazard based training is available in TrainMe, on-line or provided by the Health & Safety team.

<sup>6</sup> In University occupied and controlled spaces, roles that are predominately desk-based with human-computer interface require Ergonomic training. Ergonomic training for preplanned working from home arrangements is compulsory. Whilst recommended, Ergonomic training for unplanned working from home arrangements is not compulsory.

<sup>7</sup> Deliver Workstation Assessments assist an employee to undertake a workstation assessment where additional help may be required. It can be known by other names such as Train the Trainer. Where required, this training is normally undertaken by Health & safety Business Partners and therefore very few manager/supervisor roles require this training.

<sup>8</sup> 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.

<sup>9</sup> A contractor should have suitable safe work procedures to safely undertake the works required.

<sup>10</sup> A contractor should have suitable safe work procedures to safely undertake the works required, and a suitable Health and 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.

<sup>11</sup> 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.

<sup>12</sup> 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.