|  |  |
| --- | --- |
| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet FilesContent.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety Training requirements |

# 1 Purpose

This requirement describes the University of Melbourne’s methodology for identifying health and safety training needs and for implementing and maintaining health and safety training programs. It does not include the process for induction of new staff or others.

# 2 Scope

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

# 3 Definitions

**Competent**

Having acquired through training, qualification, experience, or a combination of these, the knowledge and skills to carry out a particular task.

**Competency**

An individual's demonstrated knowledge, skills, or abilities performed to a specific standard.

**Core compliance training**

Training as determined by the Chancellery that addresses the health and safety requirements of the University’s health and safety management system. The training is mandatory and includes:

* Health & Safety – roles and responsibilities
* Appropriate workplace behaviours
* Casual compliance

**Hazard-based training**

* Training as determined by the Associate Director, Health & Safety that addresses a person’s exposure to specific operational risks. Examples of training include:
* chemical management
* manual tasks
* ergonomics
* radiation safety – ionising

**Instruction**

A style of training that relies on giving a person a set of tools or tasks to undertake a specific activity.

**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.

# 4 Requirements

## 4.1 University health and safety training program

The Associate Director, Health & Safety is responsible for developing and monitoring the overall University health and safety training program.

The program covers health and safety training at three levels:

* Core compliance training
* Hazard-based training
* Task-specific training and/or instruction

The Associate Director, Health & Safety will publish a generic training plan, identifying core compliance and hazard-based training needs for classifications of employees and others at the University ([Health & Safety: Training requirements matrix](https://safety.unimelb.edu.au/__data/assets/pdf_file/0007/4698808/Training_Matrix.pdf)). In developing the plan, the Associate Director, Health & Safety must consult on the core compliance training needs for all classifications of employees.

The Associate Director, Health & Safety 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 impacting on the training program
* an incident that indicates the need for review of the training program and the generic training plan
* other as determined

## 4.2 Faculty/divisional training plans

The Dean/Head of division must ensure that the School/divisional health and safety training plans are developed and implemented consistently with the University training program and this requirement.

The Dean/Head of division must ensure staff are consulted in the identification of their health and safety training needs (e.g. through the local health and safety committee).

The Dean/Head of division must review their divisional health and safety training plans at scheduled intervals. Plans must also be reviewed following:

* significant changes to the divisional business operations
* changes to legislation impacting on the training program
* an incident that requires review of the training plan
* advice from the Associate Director, Health & Safety.

## 4.3 Identifying and addressing individuals’ training needs

Supervisors and managers must assess health and safety 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.

The supervisor or manager must include in the assessment:

* general and specialist training requirements relevant to the person’s role (consistent with the Health & Safety: Training requirements matrix)
* task-specific training to address health and safety risks that are not adequately covered by general or specialist training
* repeated training and refresher training in any of the above as required (see section 4.5).

Supervisors/managers must consult with staff when assessing health and safety training needs. Methods may include:

* consultation with a group of staff on a range of common health and safety training requirements
* consultation with an individual staff member on the training requirements specific to their work activities (e.g. through the Performance Development Framework process).

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

## 4.4 Training delivery

The Associate Director, Health & Safety oversees the delivery of general and specialist training courses, including determining and publishing course specifications.

Core compliance health and safety training will be delivered through the University online training platform, TrainMe. Other modes, including online and in person training can be provided where required.

Where required, the Associate Director, Health & Safety will identify the competency of those delivering health and safety training.

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

* determining training specifications;
* ensuring delivery of training and/or instruction; and
* maintaining training records.

## 4.5 Repeated and refresher training

Repeated training and refresher training may be required where:

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

The Associate Director, Health & Safety will determine refresher training needs for general and specialist training. (See Training requirements and planning on the Safety website).

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

## 4.6 Record-keeping

The Dean/Head of division 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.

## 4.7 Trainer competency

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

The Associate Director, Health & Safety must keep records to demonstrate staff who conduct general and specialist training are competent to develop, deliver and assess competency in the relevant training.

# 5 References

*Occupational Health and Safety Act 2004* (Vic)

*Occupational Health and Safety Regulations 2017* (Vic)

[Safety website: Training](https://safety.unimelb.edu.au/Training-and-Induction)

[Health & Safety: Training requirements matrix](https://safety.unimelb.edu.au/__data/assets/pdf_file/0007/4698808/Training_Matrix.pdf)

National Self-Insurer OHS Audit Tool v3

# 6 Responsibilities

Associate Director, Health & Safety

Dean

Head of division

Manager/Supervisor

# 7 Associated documents

## 7.1 Processes

Health & Safety – Accessing training (to be developed)

## 7.2 Forms

Nil

## 7.3 Guidance

[Health & Safety: Training requirements matrix](https://safety.unimelb.edu.au/__data/assets/pdf_file/0007/4698808/Training_Matrix.pdf)