

Safety Training Procedure

1. Preamble

- 1.1 The standards of safety management demanded by the current legislation and industrial climate are not easily achieved. Rather, the management of health and safety will be addressed by training that provides employees with knowledge and skills necessary to allow them to be effective at their respective level.

2. Aims

- 2.1 All levels of management, Occupational Health and Safety Committee Members, Occupational Health and Safety Representatives, and all employees shall receive pre-requisite training that enables them to develop, implement and review the University's Occupational Health and Safety Systems.
- 2.2 Training is to be aimed at clearly identified needs, therefore training programs shall be developed in line with current legislative requirements and accident injury trends.

3. Responsibility

- 3.1 Senior Managers are responsible for:
- (i) Ensuring a needs analysis is undertaken in consultation with employees and their representatives to identify training requirements for employees in their area of control.
 - (ii) Ensuring that appropriate resources are allocated.
 - (iii) Supporting and participating in training programs.
- 3.2 Line Managers are responsible for:
- (i) Consulting employees and their representatives during the development of the needs analysis and training plan.
 - (ii) Developing a documented training plan following the completion of the needs analysis, a copy of which is to be forwarded to the OHS & R Coordinator.
 - (iii) Ensuring employees' availability to attend training programs.

- 3.3 The OHS&R Coordinator is responsible for:
- (i) Reviewing the needs analysis and training plans.
 - (ii) Identifying training providers and developing an annual internal and external training program.
 - (iii) Maintaining training records.
- 3.4 Employees are responsible for:
- (i) Actively participating in training programs.
 - (ii) Ensuring they complete the Training Attendance Register (Attachment 1).

4. Procedure

- 4.1 An organisational training needs analysis shall be conducted in consultation with the OHS&R Coordinator. This analysis shall take into account:
- (i) the training requirements detailed under each procedure in this manual.
 - (ii) any proposed changes to work organisation, roles or responsibilities.
 - (iii) any other risks or requirements that may be identified in consultation with
 - (iv) managers and employees.
- 4.2 A training needs analysis shall be conducted for each employee. This analysis shall take into account:
- (i) legislative requirements,
 - (ii) knowledge and skill requirements of their work role,
 - (iii) responsibility statements and position descriptions,
 - (iv) needs and skills of current employees.
- 4.3 A training program shall be developed, taking into account training providers and training programs currently available. The training plan shall consider one-off training, as well as refresher training.
- 4.4 The development of an annual training schedule shall form part of the annual OH&S Management Plan.

- 4.5 Training records shall be kept to demonstrate legislative compliance and enable monitoring of the training plan on both a University and an individual employee basis.
- 4.6 The records shall cover:
- (i) who has attended training,
 - (ii) when the training course took place,
 - (iii) who provided the training,
 - (iv) a brief outline of the objectives, duration, content and evaluation.
- 4.7 The OHS&R Coordinator in consultation with the OH&S Committee shall review the effectiveness of the training program annually.
- 4.8 A budgetary allowance shall be made to enable achievement of training targets.
- 4.9 Development of the training programs and selection of the training provider(s) shall take into account the needs of any employees with non-English speaking backgrounds.