



OHSW&IM Induction and Training

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Purpose

This procedure outlines the requirements for the management of Occupational Health, Safety, Welfare and Injury Management (OHSW&IM) induction and training for all staff within all University workplaces.

Definitions

Contract Supervisor – the person nominated to administer and supervise a contract (University staff member, usually a manager or supervisor).

Contractor – a person, organisation, their staff or a nominated representative engaged to carry out work for the University in a contract for service arrangement

OHSW&IM Induction – The provision of information designed to introduce a new or transferred staff member to a workplace and provide them with information concerning hazards and associated risks and their control measures.

Training Needs Analysis (TNA) – is the process of identifying and assessing the training requirements of staff members based on the tasks they perform.

Competent Person - A person who is suitably qualified (whether by experience, training or both) to carry out the work or function.

Training Plan - A document stating the training to be delivered to a staff member by the University, normally based upon an analysis of training needs or requirements.

Training -The development of skills, knowledge and behaviours through information, instruction or practice.

NB: It is important to note that where students have an employment contract with the University, they are considered as staff during those periods when the required work as specified in such contracts is being undertaken.

Responsibilities

Managers and Supervisors are responsible for:

- the implementation of this procedure in their area of responsibility, the key elements being:
 - that all staff are locally inducted during the first week of employment.
 - that all staff have their OHSW&IM training needs identified following induction.
 - that all staff have a training plan in place following the identification of training needs.
 - that training records are maintained.
 - that local area training is evaluated for relevance and effectiveness.
 - for HDR students, Statements of Agreement should be in place with respective academic supervisors which includes OHSW&IM training requirements.



Staff are responsible for:

- participating in the required induction process.
- participating in the identification of training needs with their supervisor.
- completing all relevant OHSW&IM training identified as part of their training plan.
- not operating vehicles, plant or equipment without holding a relevant current valid licence or certificate of competency.
- ensuring that the training needs of students conducting research projects for which they are responsible have been identified before research is undertaken.
- working in accordance with the University OHSW&IM Policy and Procedures.
- casual staff are not required to complete any online OHSW training however must complete a local area induction and any other relevant training as required.

Students conducting research projects are responsible for:

- participating in relevant induction processes.
- participating in the identification of training needs with their supervisor.
- completing relevant OHSW&IM online learning programs and any other identified related training where required.
- not operating vehicles, plant or equipment without holding a relevant current valid license or certificate of competency.
- carrying out activities in accordance with the University OHSW&IM Policy and Procedures.

OHSW&IM Services are responsible for:

- reviewing and updating this procedure in accordance with the criteria for document revision.
- maintaining the currency of the University OHSW&IM Training Needs Guide.
- the coordination and delivery of non-area specific OHSW&IM training.
- evaluating the effectiveness of non-area risk specific training annually.

Local Areas are responsible for:

- the coordination and delivery of local area specific OHSW&IM training.
- evaluating the effectiveness of local area level task specific training annually.
- the maintenance of local area training records.

Procedure

1. Conduct an induction

Managers and Supervisors shall conduct or make provision for induction training for all new or transferred staff they are responsible for, prior to the commencement of work.

All new staff (**except sessional/casual staff – see section below for explanation**) to the University shall complete the online learning module, [Health and Safety Fundamentals](#) within the first week of employment. All new staff shall also be informed of the WorkPace ergonomic software and its intent to minimise muscular injuries occurring while working on screen based equipment. Installation of this software is strongly recommended for individuals where the use of screen based equipment is a significant component of their role. Form [OHSW 61](#) is to be completed and forwarded to the supervisor for action so that the installation of the software can occur.

OHSW inductions for staff members shall be conducted using the Induction Checklist (form [OHSW23](#)) as a guide. Inductions should include an introduction to the work environment, specific work requirements and tasks, University procedures and any known hazards. Specific attention should be given to ensuring familiarity with local Standard Operating Procedures. The requirements set out in the induction checklist must be completed and signed off within the first week of employment.

Contract Supervisors will ensure that all contractors receive an adequate induction informing them of site specific hazards. Contract Supervisors will also ensure that contractors implement measures to minimise risks to University staff, students and themselves whilst working at the University (consistent with their work) and have been adequately trained in OHSW.

Local worksite inductions for contractors or contractor's staff shall be carried out by the relevant University contract supervisor responsible by applying the [Contractor Management Procedure](#) and form [OHSW28 - Contractor OHSW Induction Checklist](#) in consultation with the relevant contract project manager. Where possible, OHSW inductions should be carried out as part of the contractor's general orientation to the worksite prior to commencing work.

Prior to the commencement of work, contractors are also required to have completed the online induction program for contractors, 'Working Safely at UniSA'. A Contractor ID Card needs to be sited by the contract supervisor, as evidence of completion of this program. For further information regarding the online induction program and how a Contractor ID Card is obtained, please refer to the FMU [Contractor & Consultant Website](#).

Sessional/Casual Staff

Sessional (casual) academic and casual professional staff are required to undertake a local area induction and any other relevant local area task specific training. Supervisors should refer to the [Induction & Staff Development Procedure – Sessional \(Casual\) Staff](#) for further information. Staff in this category is not required to undertake online OHSW&IM training.

Relevant [Quickguides](#) are also available for all staff members as a part of the induction process.

2. Carry out a training needs analysis

Following induction, the staff member's supervisor will conduct an OHSW training needs analysis (TNA) in consultation with the staff member in order to determine the gap between current knowledge, skills and any required OHSW&IM competencies for their position.

In order to determine the training needs of a staff member, the form [OHSW13 - Training Needs Analysis Guide](#) shall be used to determine such training needs. When referring to this Guide it will be necessary for supervisors to determine what specific training listed within it is applicable to their staff. Skills specific to health and safety requirements associated with tasks identified from position descriptions and hazard management processes are to be included in the TNA. Any other specific training skills should also be identified. OHSW competency and/or licence requirements for staff are to be reviewed regularly in accordance with work task requirements including any information, instruction and/or training relevant to standard operating procedures.

The training needs should be translated into a staff training plan as part of the ongoing performance development & management process (see section 3 below). Supervisors should refer to the [OHSW&IM training program website](#) to access detailed information about the available OHSW&IM training programs.

The [Project Proposal Safety Authorisation](#) procedure requires the identification and management of hazards associated with research projects and student investigation projects. All students involved in research projects must have their OHSW training needs assessed in conjunction with their nominated supervisor. Any training required to address identified risk to health and safety must be completed before such components of the research project are commenced. In the case of Higher Degree Research (HDR) students, the OHSW training needs analysis should be recorded in the [Statement of Agreement](#). OHSW training needs for HDR students must be reviewed annually by the supervisor as part of the Annual Review of Progress. Access to online training modules for research students will be permitted after the training needs have been assessed by contacting OHSW&IM Services.

3. Develop a training plan

An individual training plan based on the outcome of staff member's TNAs shall be developed and implemented by each local area. Training plans are to be regularly



reviewed to ensure currency and applicability. OHSW&IM training is to be scheduled and prioritised in accordance with the requirements of the work performed. Where the work requires a licence, certificate of competency or accreditation to perform the work, the required training must be completed prior to commencement of work.

OHSW&IM training plans are to be incorporated in Staff Performance Development & Management Planning Process and integrated with other staff development training.

When a risk assessment identifies that training is required as part of a hazard control process this training must be provided prior to the process or operation commencing.

4. Maintain training records

Records of training needs, training plans and completed training for all staff must be kept and made available when required for auditing purposes.

Records of completed training are to be maintained by the relevant Program Director or Research Degree Coordinator for all students conducting research projects, in which OHSW requirements have been identified, until at least one year after the completion of the project.

Whenever online OHSW&IM training programs are undertaken, completion records are automatically generated within the BI Reporting Hub. Local Area training reports can be generated as required. Such reports can be generated on request by the OHSW&IM Services Administration Officer.

For non-online OHSW&IM training programs conducted by OHSW&IM Services, training attendance information will be added to the BI Reporting Hub by the OHSW&IM Services Administration Officer. Such training reports can also be generated on request by the OHSW&IM Services Administration Officer.

For any other OHSW&IM related training undertaken by staff and/or students, local areas should ensure that training records are maintained.

The responsible local area Supervisor shall ensure that records of individual staff inductions and local area training are kept. Such records should be kept as follows:

- Training Needs Analysis – at least 5 years.
- Training records relating to plant, substances or activity that is a risk to health or safety – at least 5 years from the date of the last entry
- Course material developed for training – at least 5 years from discontinuance of the course.
- Records of OHSW training & induction programs provided (including specific hazard awareness & OHSW management training) – at least 30 years.

Local areas should determine the most appropriate arrangements for this to occur.

OHSW&IM Services will ensure that all required records are maintained for training programs it has responsibility for.

5. Evaluate training programs

All training programs are to be evaluated annually to measure effectiveness and relevance. The evaluation of generic and risk specific training as indicated in [OHSW13 – Training Needs Analysis Guide](#) is conducted by OHSW&IM Services. Local training programs shall be evaluated by individual areas responsible for conducting the training. Evaluation feedback sheets from participants is one method that can be used to inform the effectiveness of training provided.



Performance Measures

- 100% of continuing and fixed term contract staff have completed an OHSW induction within the first week of employment or transfer.
- 100% of sessional/casual staff have completed an OHSW induction within the first week of their employment or transfer.
- 100% of continuing or fixed term contract staff have completed the online Health and Safety Fundamentals course
- 100% of continuing and fixed term contract staff have an OHSW training plan incorporated into their performance development and management plan.

Related Documents/Forms

[Contractor Management Procedure](#)
[Document Control and Record Management Procedure](#)
[Procedure for Project Proposal Safety Authorisation](#)
[Statement of Agreement.](#)
[UniSA Performance Development & Management Guidelines](#)
[Induction & Staff Development Procedure](#)
[Induction & Staff Development Procedure – Sessional \(Casual\) Staff](#)
[Quickguides](#)
[OHSW13 – Training Needs Analysis Guide](#)
[OHSW23 – OHSW&IM Induction Checklist](#)
[OHSW28 - Contractor OHSW Evaluation Checklist](#)

NB: This Procedure has been developed in accordance with the requirements of all relevant legislation.
