

Health and Safety Guidelines: HSG 5.2



Health and Safety Inductions

1. Purpose

This document provides guidance for planning and implementing appropriate health and safety inductions for new and transferred Workers.

2. Scope

This document applies to the Executive Committee, Leaders and Supervisors, the Health and Safety Team, and Workers.

3. Definitions

In the context of the Health and Safety Management System Framework:

- (a) **Hazard** means a situation in a University workplace that has the potential to harm the health and safety of Workers or to damage buildings, plant or equipment.
- (b) **Incident** means an unplanned event that causes, or had the potential to cause, illness or injury to a Worker.
- (c) An **induction** includes providing information in relation to applicable health and safety policies and procedures, emergency procedures, Incident reporting, Hazard reporting and other health and safety issues relevant to the areas where the Worker will be working, and includes an **Online induction** and **Onsite induction**.
- (d) **Inherent Requirements** include:
 - (i) the ability to perform the functions and responsibilities that are a necessary part of the role which includes productivity and quality requirements; and
 - (ii) the ability to work effectively in the team or other type of work organisation concerned.
- (e) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.

- (f) **Leaders/Supervisors** means any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- (g) **Worker** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.
- (h) **Competent Person** means a person who has acquired the defined qualifications, knowledge and skills required to be proficient in their job and has demonstrated that proficiency in the workplace.

4. Responsibilities

4.1 Executive Committee

The Executive Committee monitor the effectiveness of induction programs by receiving reports from the Health and Safety Team on completion rates of induction training.

4.2 Leaders and Supervisors

Leaders and Supervisors should:

- (a) Ensure that relevant information is being provided in Onsite inductions for new and transferring Workers into their areas of responsibility;
- (b) Ensure the persons carrying out Onsite inductions have received appropriate instruction on how to conduct this type of training;
- (c) Ensure that all new and transferred Workers complete both Online and Onsite inductions; and
- (d) Ensure that records are maintained of Onsite inductions.

4.3 Health & Safety Team

The Health and Safety Team should:

- (a) Assist with determining the appropriate level of Onsite induction required for a new or transferring Worker to ensure the health and safety aspects of the Inherent Requirements of the role are considered;
- (b) Contribute to the development of modules for Online induction where required;
- (c) Ensure records of completed Online and Onsite inductions are kept; and

- (d) Provide monthly reports to the Executive Committee to demonstrate the inductions completed in their Faculty or Division.

4.4 Workers

Workers should:

- (a) Attend induction training as scheduled; and
- (b) Complete any competence tests as directed.

5. Guidelines

Health and safety inductions are important to ensure that Workers have been provided with relevant information so that they have the knowledge to be able to operate safely in their work environment.

5.1 Online induction

- (a) All new Workers should complete the Online induction which includes an assessment questionnaire.
- (b) Workers may also be required to undertake Online refresher training, as may be determined from time to time.

5.2 Onsite induction

- (a) All new and transferring Workers should complete an Onsite induction specific to their work area which takes into account the hazards and risks of the area, and the risk controls that have been implemented and which must be followed.
- (b) At a minimum, the topics that should be covered in an Onsite induction are:
 - (i) Emergency procedures;
 - (ii) Location of first aid stations and identification of first aid personnel;
 - (iii) Workplace health and safety responsibilities, as described in the Health and Safety Management System Framework;
 - (iv) Reporting of injuries and Hazards;
 - (v) Use of personal protective equipment where applicable;
 - (vi) Hazardous Substances – safe use and disposal;

- (vii) How to identify hazards, including those outside their own work area;
- (viii) Site hazards and risks and relevant risk controls (reference the site Hazard Register); and
- (ix) Relevant Standard Operating Procedures (SOPs) applicable to their work.

5.3 Additional induction requirements

- (a) Additional induction may need to be arranged when Workers are required to work in areas where there are specific health or safety hazards and risks associated with the area they are to work in and/or the work to be conducted. These areas and work requirements include:
 - (i) Chemical and radiation laboratories;
 - (ii) PC2 laboratories;
 - (iii) Engineering and architectural workshops;
 - (iv) Art and design workshops;
 - (v) Libraries;
 - (vi) Security services;
 - (vii) Food handling;
 - (viii) Grounds maintenance;
 - (ix) Performing arts;
 - (x) Stores and mail room;
 - (xi) Animal facilities; and
 - (xii) Unusual working arrangements e.g. working from home, travel on behalf of the University, working extended hours.
- (b) Another level of induction may be required in some specialist areas where additional health or safety risks are present and the risk controls need to be understood e.g. the restricted access area at Newcastle Institute for Energy and Resources (NIER) which is treated as an industrial worksite.

5.4 Competency Assessment

It is important to assess how well the University's induction program achieves its objectives, so measures to evaluate the effectiveness and expected outcomes of the induction training should be implemented. This may include:

- (a) The assessment of a Worker after completing the Online induction;
- (b) An assessment of a Worker's progress to evaluate whether he or she can demonstrate the required skills, knowledge, and competencies as a result of the inductions. This can be done through observation in the workplace, a written questionnaire and/or a hands-on skills assessment;
- (c) Longer term assessment to ensure a Worker's knowledge and skills are still being applied in the workplace through observations, review of compliance during safety inspections, health and safety audits or other means. These assessments may identify whether additional health and safety training is needed.

5.5 Documentation

- (a) Induction records should be maintained within the relevant School or Division Unit:
 - (i) Area specific Onsite induction records with sign off by the inductor and Worker; and
 - (ii) Sign off on SOPs where these are used as part of the Onsite induction process.
- (b) Induction records should be retained in the HR Online system:
 - (i) Individual induction training records of Workers who are employees of the University;
 - (iii) Individual certificates of competency and licences which are gained through induction training by Workers who are employees; and
 - (iv) Online Induction course content.

6. References

[UON H&S Management System Framework](#)

[UON HSG 2.2 Roles and Responsibilities](#)

[UON HSG 5.3 H&S Training](#)

7. Attachments

Nil