

# Health and Safety Guidelines: HSG 5.3



## Health and Safety Training

### 1. Purpose

This document provides guidance for planning and implementing health and safety training for Workers.

### 2. Scope

This document applies to the Executive Committee, Leaders and Supervisors, Health and Safety Committees, 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 situation which caused, or had the potential to cause, illness or injury to a Worker.
- (c) **Inherent Requirements** include:
  - (i) the ability to perform the functions and responsibilities that are a necessary part of the role;
  - (ii) productivity and quality requirements of the role;
  - (iii) the ability to work effectively in the team or other type of work organisation concerned;
- (d) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
- (e) **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.

- (f) **Regulatory requirements** means the legal obligations imposed upon the University, its officers and employees, and other Workers under:
  - (i) the [Work Health and Safety Act 2011 \(NSW\)](#); and
  - (ii) the [Work Health and Safety Regulation 2011 \(NSW\)](#).
- (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 should monitor the effectiveness of ongoing health and safety training by receiving relevant reports from the Health and Safety Team.

### 4.2 Leaders and Supervisors

Leaders and Supervisors should:

- (a) Ensure a health and safety training needs analysis is conducted in respect of their areas of responsibility annually, and that plans are developed to execute the required health and safety training;
- (b) Ensure resources are made available to conduct the ongoing health and safety training for Workers, to ensure their ability to carry out the Inherent Requirements of their roles; and
- (c) Monitor implementation of health and safety training periodically to ensure it is being conducted according to the training schedule.

### 4.3 Health and Safety Team

The Health and Safety Team should:

- (a) Assist with health and safety training needs analyses and the delivery of plans when required;
- (b) Identify appropriate health and safety training courses and assist with arranging the training schedule and testing of competence;

- (c) Develop internal health and safety training material and facilitate delivery where required;
- (d) Ensure records of health and safety training are kept in the UON Online System, and records and training status are available to Leaders and Supervisors as required; and
- (e) Provide quarterly reports to the Executive Committee to demonstrate the health and safety training completed within in their Faculty or Division.

#### **4.4 Workers**

Workers should:

- (a) Attend initial and ongoing health and safety training as directed by their Leader or Supervisor; and;
- (b) Complete any competence tests as directed by their Leader or Supervisor.

## **5. Guidelines**

### **5.1 Identifying health and safety training needs**

A training needs assessment should be conducted annually with reference to the Inherent Requirements of a Worker's role and responsibilities. Information to consider in an assessment includes:

- (a) Incident statistics, which may indicate trends that need to be addressed;
- (b) Worker input obtained through the relevant Health and Safety Committee and through a Worker's Performance Review and Development discussion;
- (c) Specific Standard Operating Procedures (SOP) for the Worker's work area that need to be communicated;
- (d) Information on hazards, risks assessments and the risk controls that must be followed by the Worker so that Incidents, injuries and illnesses can be avoided;
- (e) Regulatory requirements; and
- (f) The skills, knowledge and competencies that Worker needs to carry out their health and safety responsibilities.

## 5.2 Health and safety training arrangements

Training arrangements should be made in accordance with an annual training plan for the area in consultation with Workers through the relevant Health and Safety Committee. Consideration can be given to the following factors:

- (a) The best way of communicating the health and safety information to each specific target audience e.g. classroom, computer based, hands-on, on-the-job learning by doing. This will also help to determine the best venue for the health and safety training;
- (b) The structure of the health and safety training e.g. written component, practical demonstration of skills, competency testing; and
- (c) The delivery of the health and training e.g. internal, external, the need for WorkCover approved providers. Health and safety training programs should be designed and presented by persons who have a working knowledge of the subject area and where possible, are qualified trainers, preferably with Graduate Certificates in Tertiary Teaching, Certificate IV in Workplace Training and Assessment, or equivalent qualifications. External trainers / assessors should have their credentials reviewed prior to engagement and records of these must be kept on file by the University persons who engaged the external provider.

## 5.3 Assessment

It is important to assess how well a health and safety training program achieved its objectives, so measures to evaluate the effectiveness and expected outcomes of the training should be implemented. This can include:

- (a) An assessment of each Worker's progress to see if they can demonstrate the required skills, knowledge, and competencies as a result of the health and safety training. This can be done through observation in the workplace and/or a written questionnaire and/or a hands-on skills check;
- (b) Seeking feedback from Workers regarding their assessment of the health and safety training received in terms of overall quality and specific value of the delivered content; and
- (c) Longer term assessment to ensure the 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 checks may identify whether additional training is needed.

#### **5.4 Documentation**

- (a) The following training records are to be maintained within the relevant school or business unit:
  - (i) Annual health and safety training needs analyses and training plans; and
  - (ii) SOP which include health and safety training needs.
- (b) The following training records are to be retained in the UON Online system:
  - (i) Individual Worker's training records;
  - (ii) Individual certificates of competency and licences which are gained by Workers through health and safety training; and
  - (iii) Health and safety training course content.

### **6. References**

[UON Health and Safety Management System Framework](#)

[UON HSG 2.2 Roles and Responsibilities](#)

[UON HSG 4.1 H&S Risk Management](#)

[UON HSG 7.1 Incident Notification and Investigation](#)

[UON HSG 8.2 Health and Safety Committees](#)

### **7. Attachments**

Nil