

UON Health and Safety Management System: Element 5



People

1. Intent

The University includes work health and safety considerations in relation to the recruitment and development of appropriately skilled and performing Workers, and the provision of an environment where they can work safely.

2. Commitment

University Council and Executive Committee

The University Council and Executive Committee commit to:

- Support recruitment practices which include an assessment of a person's capacity to undertake the inherent requirements of the position; and
- Support the provision of ongoing training and instruction to Workers to enable them to undertake their work without risks to their health and safety.

Leaders and Supervisors

Leaders and Supervisors commit to:

- Provide details of the inherent requirements of each position during the recruitment of new Workers so that a decision can be made regarding the level of pre-placement health assessment required;
- Provide new Workers with a workplace health and safety induction appropriate for the work they will undertake;
- Identify workplace health and safety training needs for Workers, and liaise with the Health and Safety Team to schedule appropriate training, including periodic refresher training when required;
- Review workplace health and safety training periodically to determine its continuing effectiveness and to identify additional training needs if changes to work processes or work environment are proposed; and
- Discuss training needs with Workers as part of their annual Performance Review and Development Plans.

Workers

Workers commit to:

- Attend and complete workplace health and safety inductions and ongoing training as required; and
- Communicate additional training requirements to their Manager or Supervisor as required as part of their Performance Review and Development plans.

Associated Guidelines:

[HSG 5.1 Pre-placement Assessment against Inherent Requirements](#)

[HSG 5.2 H&S Inductions](#)

[HSG 5.3 H&S Training](#)