



Health and Safety Management System (HSMS)

Element 4 Training and Competence

1. Intent and Scope

The University ensures alignment of training arrangements to meet relevant legislative requirements, and International Standard ISO 45001 Occupational Health and Safety Management Systems.

The University supports health, safety and wellbeing considerations in relation to the recruitment and development of an appropriately skilled and informed workforce, and the provision of an environment where all can work safely.

This Element applies to all staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

2. Key Commitment and Actions

- Mechanisms are in place for identification of training, induction, licensing and competency requirements prior to recruitment and during worker lifecycle to ensure that workers are aware of health, safety and wellbeing responsibilities.
- Mechanisms are in place to ensure workers are competent based on appropriate education, induction, training or experience against clear inherent requirements, and ensures competence is maintained and effectiveness evaluated.
- Mechanisms are in place to ensure appropriate decisions on candidate pre-placement assessment.
- The University reviews health and safety training, induction and competency regularly to determine continuing effectiveness in managing risk, and to identify additional needs if changes to work activities or environment are proposed.
- Management supports recruitment practices that include assessment of candidate capacity to undertake inherent requirements of the role; and ongoing training and instruction to enable workers to undertake activities without risk to health, safety and wellbeing.
- The University ensures the competency of its workers to meet the minimum requirements of the HSMS Framework and legislative requirements. Training is available to inform workers of specific health, safety and wellbeing risks and appropriate controls relevant to their role.

3. Associated Guidelines and Related Documents

[HSG 4.1 Pre-placement Assessment Against Inherent Requirements](#)

[HSG 4.2 Health, Safety and Wellbeing Induction, Training and Competency](#)

4. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
2	October 2016	Manager Health and Safety	All	Element 5 People
3	June 2023	CPCO	All	<ol style="list-style-type: none">1. Renumbered and renamed from Element 5 to Element 4 Training and Competence2. Updated all content in Intent and Key Commitment and Actions, including feedback from staff consultation3. Added new/renamed Associated Guidelines4. Added Amendment History5. Amended document control header and footer