

Policy Hierarchy link	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety Policy		
Responsible Officer	Director, UNSW Safety and Sustainability		
Contact Officer	Manager, UNSW Health & Safety		
Superseded Documents	HS320 HS Training and Induction Procedure V7.3		
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Associated Documents	HS094 Training needs analysis template HS092 Training plan template Competency assessment forms (A, B) HS006 HSE Induction Form HS006a Induction - HS Individual Training Plan HS049 Laboratory/WorkShop Induction Form HS630 Visitor Induction Form		
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1. Purpose and Scope

The purpose of the Health and Safety (HS) Training Procedure is to ensure a structured system for the implementation of HS Training at UNSW. This procedure describes the methodology for ensuring consistency in the management of HS Training requirements.

This procedure applies to all staff and research students at UNSW. This procedure details University practice in the identification and provision of HS related knowledge, skills and training.

For procedures regarding undergraduate students refer to Section 4.

For procedures regarding visitors and contractors refer to the HS414 Visitors Guideline and HS801 Contractor Safety Management Guideline.

2. Definitions

Competence: Demonstrated personal attributes and demonstrated ability to apply knowledge and skills.

Competent person: A person who has acquired through training, qualification, experience or a combination of these, the knowledge and skills necessary for the task/s.

3. Procedure

Specific training must be delivered at key times in an operational cycle such as induction, following risk assessment, on transfer of employees to new jobs and change to work processes, plant, technology, materials or substances.

A simplified outline of steps to be taken is included in Appendix 1.

3.1 Identify HS requirements at recruitment phase

Critical health and safety requirements of a position must be identified before the position is advertised. This includes identifying:

- Knowledge, skills and competencies essential to perform the job safely (for example any licenses required to operate certain equipment such as a forklift).
- Any physical requirements (for example being physically fit to perform manual handling tasks if working as a store person)
- Any medical conditions (for example a respiratory condition and/or allergy that might be exacerbated by working in an animal house; not being colour blind where colour perception is essential to safety).

These critical safety requirements must be included in position descriptions and must be assessed during the recruitment process. They should be reviewed during any performance development review process.

3.2 Perform an induction

Inductions must be completed as required and as soon as practicable to when a new worker commences work.

An HS induction is always required for new workers, students working independently, those relocated to new positions or roles and all others intending to perform work on site including visitors and contractors. Where a person is under competent supervision while visiting an area of low risk an induction may not be required, however, in areas of the site where there is inherent risk (e.g. laboratories, workshops, plant rooms) an appropriate induction is required.

The induction should be performed using the HS006 HSE induction form or for newly appointed staff, online via MyUNSW. Where work is conducted in a laboratory HS049 Laboratory/Workshop induction form should additionally be used.

Refer to the HS414 Visitors Guideline for information on inductions for visitors. This includes requirements for people visiting an area, visitors performing work, work experience students and requirements for contractors. The content of an induction for visitors relates to factors such as duration and purpose of their visit and the environment in which they will be present.

A Visitors Induction form HS630 is available for short duration visits where less detail may be required than that on the staff induction form. For visitors performing work or work experience students it is recommended the full HS006 and HS049 are covered.

3.3 Identify current skills and competencies

Consult with workers to identify existing skills, training, knowledge and experience. For new workers this can be done during the induction. For existing

workers this can be done as part of the annual Performance Development Scheme or at any time where the worker and supervisor meet on a one-to-one basis.

This should also occur when new tasks are allocated so that the capability and level of training is appropriate for each person.

Consultation regarding training requirements can be discussed at a consultation forum or meeting and recorded in the minutes.

3.4 Identify HS competencies required of the position

The HS skills, knowledge and competencies required for any position depends on:

1. The level of responsibility of the position (e.g. staff member, supervisor, manager, senior manager etc.) – these are referred to as Generic HS Competencies;
2. The environment in which the person will be working (e.g. laboratory, animal house, office, workshop etc.) -these are referred to as Hazard Specific Competencies;
3. The specific tasks and activities being undertaken – these are referred to as Task Specific Competencies.

Appendix 2 of this procedure details the appropriate training required to obtain both the Generic and the Hazard Specific competencies at UNSW. Up to date information will be found on the UNSW Health & Safety website.

It is a requirement of the local area to identify the Task Specific Competencies required to perform the work safely. This will involve identifying the equipment the person will be using, the protocols or processes they will be following, the experiments they will be undertaken etc. For each of these items of equipment, processes or experiments etc. a Safe Work Procedure (SWP) (or similar) should be developed. The task specific competency can be achieved by training the worker on this SWP and then observing them carrying out the task successfully by following the SWP.

3.5 Undertake a training needs analysis

The supervisor should use the Tables in Appendix 2 and refer to the up to date information on the Health & Safety website to identify the HS training required to fill the gap between current knowledge and skills of the worker and the appropriate training required to satisfy both the generic and applicable hazard specific competencies including refresher periods. See also [HS094](#) Training Needs Analysis spreadsheet template.

Other requirements for the position should also be identified for example legislative requirements including if a licence is required (e.g. radiation user's license, forklift license etc).

The training required to fulfill the task specific competencies should also be identified at this stage where possible (for example identify the suite of SWPs for which the person requires training).

The use of Safesys to manage competencies in Safe Work Procedures is available. Workers are notified of the SWP via email and must acknowledge reading and adhering to it as well as undertake competency based training or knowledge tests as advised in the SWP. The competency register in Safesys maintains a record of competency.

This process can occur at any stage in the work cycle and is a component of the Professional Development Scheme (PDS) where identifying learning and development needs are annually consulted upon and documented.

3.6 Implement training plans

A Training Plan describes what training is to be undertaken, its sequence (if any), who provides the training and how, when and where this will occur. For internally run training at UNSW this information is listed on the training section of the Health and Safety website.

A simple annual training plan template (HS092) is available on the Health & Safety website. The HS006a Individual training plan is also available for use for new starters. Other planning tools and systems are allowed to be used to meet the requirements of this section e.g. PDS documentation.

- Document the training identified in step 3.5 in the form of a training plan in consultation with the person to be trained.
- Identify dates for the relevant training courses from the training schedule available on the Health and Safety website and communicate these to the trainee. Provide details of how to enrol on the HS courses through myUNSW.
- For any external courses identified: Document who the provider is and when and where this will take place. Keep this information available for retrieval.

Recommended timeframes for completion of the training courses should be discussed with the worker e.g. HS awareness within the first month, hazard specific courses within the first few months with the understanding that appropriate supervision is provided in the interim.

Where a demonstrated understanding is crucial to safely perform a task then task specific training must be undertaken and competency demonstrated before the person is allowed to undertake such a hazardous task unsupervised. Refer to section 3.5 regarding Safesys.

3.7 Worker to attend training

The worker must attend the training as agreed with their supervisor.

This may include:

- Task specific training delivered at the unit level.
- HS courses delivered by Safety and Sustainability personnel for generic safety and hazard specific related information;
- Training programs delivered by external providers for any other specific skills or qualification requirements;

Competency based training programs must include:

- Training tools, materials and/or learning experiences which support competency based outcomes.
- Take into account differences in learning, language, literacy and numeracy skills of trainees.

Task specific training may include HS manuals; safe work procedures; specialist instruction; computer assisted learning; on the job demonstration and supervision; or other resources essential to achieving competency or licencing. Differences in language and literacy can be accommodated by ensuring that diagrams, photos and symbols are included in safe work procedures etc. if applicable.

Task specific training shall be delivered by any person previously deemed competent or deemed to have sufficient experience in the task being conducted.

Delivery of the Generic HS and Hazard Specific HS training courses will be provided by persons with appropriate knowledge, skills and qualifications.

Staff and students are expected to complete the health and safety training within a reasonable timeframe. If the staff/student recently attended equivalent training at another institution this may be assessed as sufficient.

There is no requirement that the training delivered by the Safety and Sustainability Unit must be completed by staff/student before entry into a laboratory is granted. Since classroom courses at UNSW are held every 1-2 months it is usual that there is a gap between when an individual starts work at UNSW and when they can attend classroom training. It is the responsibility of the local area to provide a thorough induction into the area (including Safe Work Procedures, Risk Management Forms, PPE, waste, emergency etc) appropriate supervision and training on the lab techniques they will be carrying out to ensure they are competent to work in the laboratory (and thus given access). The assessment of the individual by their supervisor is the test of competency, the classroom training by UNSW is an awareness session.

3.8 Assess competency

Note:-Anyone deemed as being not yet competent to safely undertake their tasks must have an appropriate level of supervision commensurate with the risk.

3.8.1 Assessing the participant's level of competency

In order to determine whether the skill or knowledge gap has been successfully attained, assessment of competency is required to be undertaken after completion of training. If the training session has been designed for awareness then a competency assessment is not generally required.

The method to determine assessment of competency will vary depending on the type of training being delivered. For example, for an external qualification, the assessment of competency may be through a written test or demonstration, e.g. first aid training. Internal courses, such as WHS for supervisors are education and/or information based and do not generally require competency assessment.

Competency can be documented through SWPs, SafeSys Competency Register, or other suitable means. There are competency assessment forms available on the HS website to assist in formally documenting this process. The forms have the generic competencies already listed and require an individual to self assess and then the supervisor to confirm with evidence provided and listed (if required).

Participants who can present evidence to substantiate competencies gained through prior learning (to the satisfaction of the person completing the assessment of competency) should request to have those competencies recognised. Recognition should be granted regardless of where or how the competencies were gained providing they are appropriate. Evidence could be in the form of written references, formal certification (i.e. licences, qualifications etc) or statutory declarations.

3.8.2 Determining the assessors level of competency

For the purposes of task specific training an assessment of competency can be made by any person previously deemed competent or deemed to have sufficient experience in the task being conducted.

An assessor's competence comes from a foundation provided by education, training and experience. It can be measured by the demonstration of the application of their specific knowledge, skills and personal attributes. Minimum standards of competence include knowledge of UNSW procedures and guidelines, formal qualifications in the area of training they are assessing and practical experience.

The competency requirements of the assessor are to be documented in the safe work procedure (section 10b), or equivalent. Within Safesys use section "Other Competency Description".

Delivery of the Generic HS and Hazard Specific HS training courses will be provided by persons with appropriate knowledge, skills and qualifications.

Note:

Schools or units engaging the services of contractors and labour hire must seek assurance of competencies and obtain proof of any required licence. Facilities Management are responsible for assessing competency and licence requirements for those contractors they arrange on behalf of Schools or units. Contractors and labour hire must be assessed as competent (and have a current licence if required) prior to being engaged by UNSW. Licence numbers, trade certificates and similarly recognised evidence will suffice in most circumstances as an assessment.

3.9 Maintain records

All training conducted by Safety and Sustainability personnel will be available and maintained on UNSW central systems.

All other HS training records, on the job training and license information should be maintained in the local area in accordance with their HS records register. See HS733 Health and Safety Records procedure.

3.10 Review and evaluation

Training programs must be reviewed on a regular basis and when there are changes in the workplace that impact on workers' health and safety to ensure they are effective and able to meet the skills and knowledge requirements of the workplace and must be documented by the training program provider.

Review outcomes must be used to:

- update competency profiles,
- update training program requirements,
- evaluate resources and strategies to maintain relevance, currency and continuous improvement.
- Ensure the program demonstrates attention to different levels of ability and literacy.

3.11 Specific activities – licensing/notification/certification requirements

Any person undertaking specific activities that includes requiring a licence, certificate of competency, notification to regulatory department, registration, approval, exemption, or any other type as required by legislation, is responsible for ensuring that they comply with all such requirements.

[Schedule 3 WHS Regulation](#) identifies High Risk Work for which high risk work licences are required.

The following University guidelines details specific requirements for activities applicable at UNSW

:

- HS601 Radiation Procedure (Ionizing)

- HS327 Plant and Equipment Procedure [high risk activities]
- HS333 Dangerous Goods Placarding, Manifests
- HS335 Prohibited and Restricted Carcinogens
- HS331 Schedule 4 and 8 Drugs Procedure
- HS323 Biosafety Procedure

WHS legislative requirements are incorporated into University activities through the following processes:

- Developing WHSMS documentation;
- Documenting risk management plans;
- Developing safe work procedures;
- WHS Induction and training.

Table 2 in this procedure outlines the training required to satisfy Specific Hazard HS competencies.

3.12 Refresher training

Unless otherwise stated by legislation or by vocational training requirements, e.g. first aid, the need for refresher training is determined based on individual needs and when there are changes to the workplace/course content – this may include WHS Management System changes. The HS training course tables provided in Appendix 2 provides a nominal refresher period but this can be taken on a case-by-case basis.

For task based training, refresher training should be provided when there are changes to plant or processes within the workplace and the SWP has been updated to reflect those changes. It is the responsibility of the local area to determine the frequency of refresher training for activities in their area based on local circumstances. Such circumstances could include specific individual's experience and performance, incident trends, identification of trends in damage to equipment etc

4. Training related to undergraduate students

This procedure does not apply to undergraduate students except where they may be working independently within the University or being placed in external organisations for work experience or course requirements.

Supervisors must ensure:

- 1) An induction is undertaken where the student will work.
- 2) Training needs are identified, including on the job and safe work procedures to be followed.
- 3) Training is completed and records maintained.
- 4) Checks are undertaken to review competency (i.e. that students are still following agreed procedures).

5. Affiliated organisations

UNSW workers who aren't based on our sites and vice versa (e.g. working within hospitals). Are in principle covered by the following:

Each party will recognise prior health and safety training undertaken by workers, provided the training was suitable and evidence can be provided of such attendance by the relevant employee and/or student.

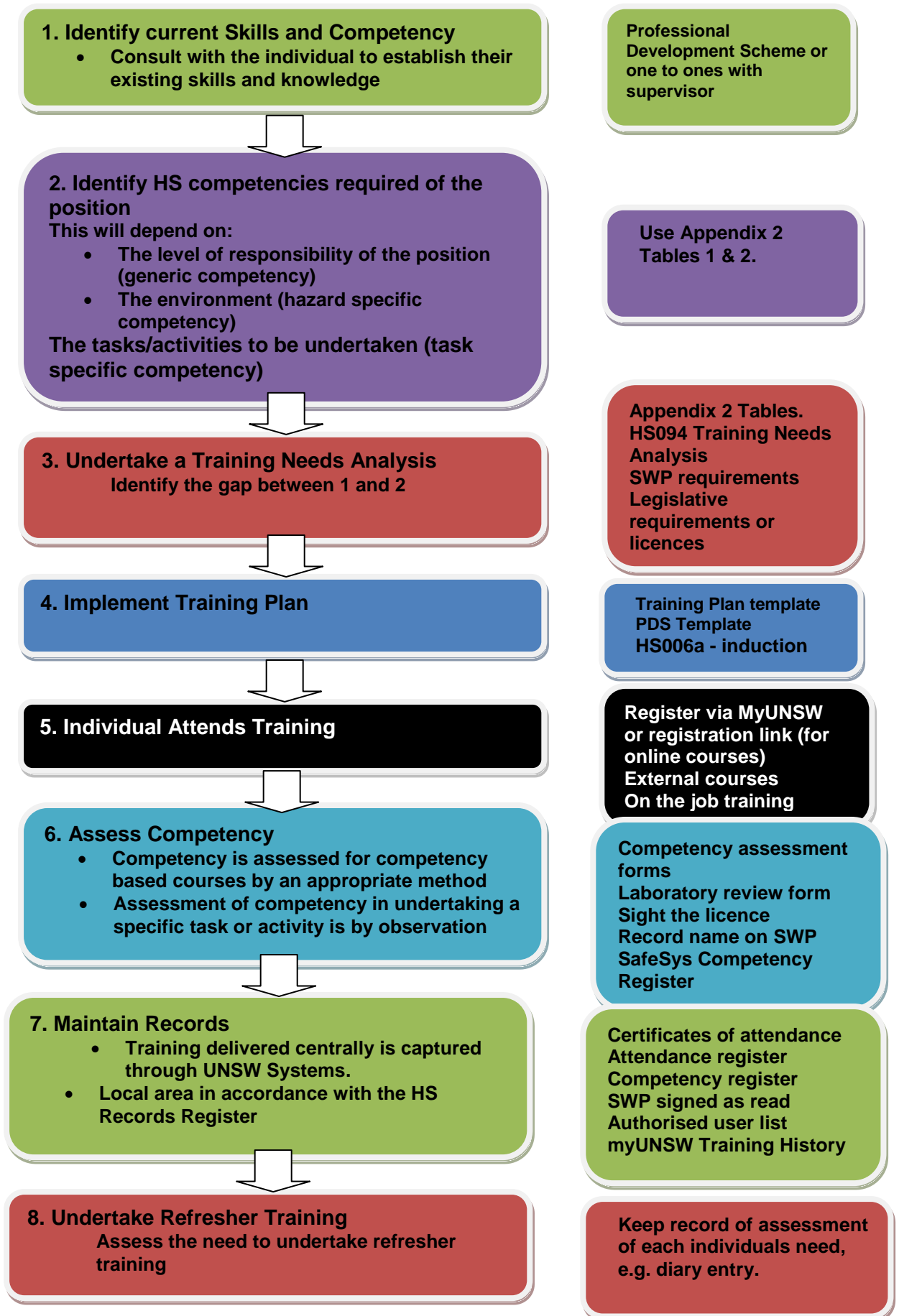
All UNSW training courses are available for attendance by other PCBU workers based on UNSW premises, if required.

Review & History

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0-2.0	Director Risk Management Unit	May 2002	May 2002	Amendments not adequately documented
3.0-5.0	Director, Human Resources	25 May 2003 to 1 June 2004	25 May 2003 to 1 June 2004	Amendments not adequately documented
6.0	Director, Human Resources	25 May 2007	25 May 2007	Complete review of the previous document
6.1	Director, Human Resources	30 January 2008	30 January 200	Link directly to section 4.3 of HSMS (was previously just going to section 4.0)
6.2	Director, Human Resources	30 May 2008	30 May 2008	Incorporate identification and verification of regulatory licence requirements.
7.0	Director, Human Resources	19 November 2010	19 November 2010	Complete review of previous document
7.1	Director, Human Resources			Minor updates to forms and links. New sections 4, 5 and 6 to clarify points for students, visitors, contractors and affiliated organisations. Appendix A updated to include suggestions of forms and process.
7.2	Director, Human Resources	3 March 2013	3 March 2013	Update Legislation reference Update s3.11 with High Risk Work Licences as specified in Schedule 3 and 3 of WHS Regulation 2011
7.3	Director, UNSW Safety and Sustainability	30 April 2014	30 April 2014	Reviewed for administrative updates
7.4	Director, UNSW Safety and Sustainability	21 March 2016	21 March 2016	Incorporated SafeSys into processes. Deleted Section 6 on Visitors and Contractors to reduce duplication. Updates to sections 3.5, 3.6, 3.7, 3.8.1. Minor administrative updates throughout.

Appendix 1 Training process



Appendix 2: TABLE 1 Appropriate Training required to satisfy Generic HS Competencies

Training Competency	Competency to be met by?	Mandatory for?	Competency Type	Assessment of Competency	Nominal Refresher Period
<p>Competencies relating to University HS Induction</p> <ul style="list-style-type: none"> ▪ Knowledge of Hazards and Risks associated with the work and how they are being controlled. ▪ Knowledge of Safe Work Procedures applicable to their work. ▪ Ability to report hazards / incidents. ▪ Awareness of further training courses required from the training needs analysis. ▪ Knowledge of University emergency procedures and key contacts. 	HS Induction [HS006]	All staff and post graduate students.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Verbal assessment	n/a
<p>Competencies relating to local area HS induction:</p> <ul style="list-style-type: none"> ▪ Knowledge of access requirements to area. ▪ Knowledge of hazards and required controls for local area via safe work procedures/risk assessments. ▪ Follow the PPE requirements for the area. ▪ Know where the emergency equipment is located. ▪ Knowledge of the safe systems in the laboratory to be adhered to ▪ Local first aid provisions; ▪ Local building emergency provisions. 	Local area HS Induction	<p>All staff and post graduate students - non office areas</p> <p>Contractors</p> <p>Visitors unless accompanied</p>	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Verbal assessment	n/a
<p>Competencies relating to HS legal responsibilities, UNSW HS procedures, risk management techniques, incident reporting and consultation:</p> <ul style="list-style-type: none"> ▪ Knowledge of hazard identification techniques; ▪ Knowledge of risk assessment procedure; ▪ Utilisation of 'Hierarchy of Controls' to reduce risk; ▪ Ability to use University forms to complete a risk assessment and report hazards ▪ How to raise HS issues and consultation principles ▪ Awareness of UNSW HS Policy and HS Management System; ▪ Knowledge of employer and employee HS responsibilities; ▪ Knowledge of hazard and incident reporting procedures. 	HS Awareness Course	All Staff, Post graduate students.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Online assessment	5 years
<p>Competencies relating to supervisor HS responsibilities:</p> <ul style="list-style-type: none"> ▪ Understand HS responsibilities for supervisors; ▪ Apply risk management to control risks in the workplace including hierarchy of controls; ▪ Implement and monitor compliance with safe work procedures; ▪ Maintain the HS system including specific hazard registers, compliance with the applicable HS procedures, registration of premises, maintaining equipment. ▪ Knowledge of monitoring of effectiveness of risk control measures. ▪ Provide HS information to staff including legislative requirements and requirements of UNSW HS management system ▪ Monitor effectiveness of consultation mechanism in area of responsibility. ▪ Use the online reporting system to both report and manage hazards and incidents. 	HS for Supervisors course	Staff who have supervisory or management responsibility.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Verbal assessment	5 years

Training Competency	Competency to be met by?	Mandatory for?	Competency Type	Assessment of Competency	Nominal Refresher Period
<ul style="list-style-type: none"> ▪ Create a training plan for staff ▪ Investigate incidents and emergencies ▪ Implement the emergency procedure in the local area. ▪ Monitor HS trends 					
Competencies relating to senior management: <ul style="list-style-type: none"> ▪ Knowledge of how to develop the UNSW HS Policy and establish the framework for the implementation of UNSW's HSMS ▪ Communicate HS responsibilities to line managers ▪ Establish mechanism to provide financial and human resources to allow for implementation of the HSMS ▪ Establish consultation arrangements ▪ Establish a risk management program for UNSW ▪ Develop a UNSW emergency management plan ▪ Monitor health and safety trends ▪ Monitor the effectiveness of the HSMS ▪ Assess compliance with legislation 	Due Diligence	UNSW Senior Management	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Verbal assessment	5 years
Competencies relating to UNSW HS consultation arrangement: <ul style="list-style-type: none"> ▪ Understanding of HS legislative framework; ▪ Knowledge of the HS dispute resolution process; ▪ HS consultation principles. ▪ Ability to conduct workplace inspections 	HS Consultation course	All HS Representatives / committee members	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Written assessment Demonstration of skills during inspection	As the need is identified.
Competencies relating to emergency procedures: <ul style="list-style-type: none"> ▪ Responsibilities of Building Wardens; ▪ Building Warden evacuation procedures; 	Building Warden Training	All staff who are appointed as building wardens.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Demonstration of skills	Annual drill
Competencies relating to First aid: <ul style="list-style-type: none"> ▪ As per WorkCover NSW First Aid training competencies 	First Aid Training	All staff identified as nominated first aiders. Security staff.	<input type="checkbox"/> Licence <input checked="" type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Written assessment. Demonstration of skills	3 years.

Appendix 2: TABLE 2 Appropriate Training required to satisfy Specific Hazard HS Competencies

Training Competency	Competency to be met by?	Mandatory for?	Competency Type	Assessment of Competency	Nominal Refresher Period
Competencies relating to Ergonomics <ul style="list-style-type: none"> ▪ Awareness of optimal workstation arrangements; ▪ Ergonomically safe work practices; 	Ergonomics Online	All staff	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Online Assessment. Self assessment of workstation	5 years

Training Competency	Competency to be met by?	Mandatory for?	Competency Type	Assessment of Competency	Nominal Refresher Period
Competencies relating to Hazardous Manual tasks: <ul style="list-style-type: none"> ▪ Identify risk and hazards in respect to back injuries; ▪ Identify strategies to deal with the risks/hazards identified; ▪ Express a general understanding of the anatomy and biomechanics of the back; ▪ Display an understanding of the physiological process of musculoskeletal injury; ▪ Demonstrate an understanding of the principles of manual handling both theoretically and practically. 	Safe Lifting Techniques	All Staff.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Online assessment	3 years
Competencies relating to Laboratory safety <ul style="list-style-type: none"> ▪ Knowledge of hazards and controls to minimise risk in a laboratory; ▪ Selection, use and maintenance of PPE ▪ Use of ChemAlert and basic chemical labeling ▪ Basic requirements for plant operation 	Laboratory Safety Awareness	All staff and relevant students working in laboratories	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Verbal assessment	5 years <i>If remaining in the lab</i>
Competencies relating to Biosafety: <ul style="list-style-type: none"> ▪ Overview of legislation governing biosafety; ▪ Outline of responsibilities concerning biosafety; ▪ Knowledge of risk management and safe work procedures when working with microbiological organisms. 	Biosafety Training	All staff and relevant students working in PC2 labs	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Verbal assessment	5 years
Competencies relating to Hazardous Chemicals: <ul style="list-style-type: none"> ▪ Overview of hazardous chemicals legislative requirements; ▪ Recognise the 9 classes of dangerous goods and GHS Physical Hazards; ▪ Use of safety data sheets; ▪ Labelling of hazardous chemicals; ▪ Use of Chem Alert; ▪ Complete a hazardous chemicals risk assessment; ▪ Control methods for the safe use of hazardous chemicals. 	Hazardous Chemicals	All staff or relevant students using hazardous substances.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Verbal assessment	5 years
Competencies relating to Radiation safety: <ul style="list-style-type: none"> ▪ the radiation hazards associated with their work; ▪ safe working methods and techniques; ▪ precautions to be taken and reasons for taking them; and ▪ emergency procedures. 	Radiation Safety Training	Any person using radioactive materials or equipment	<input checked="" type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Written assessment	5 years
Competencies relating to Laser safety: <ul style="list-style-type: none"> ▪ Laser safety in the workplace; ▪ Laser hazards; ▪ Australian Standard requirements. 	Laser Safety	Staff and relevant students who use laser equipment.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Written assessment	5 years

Training Competency	Competency to be met by?	Mandatory for?	Competency Type	Assessment of Competency	Nominal Refresher Period
Competencies relating to Animal Handling <ul style="list-style-type: none"> ▪ Recognise zoonoses diseases ▪ Identify immunizations required ▪ Identify symptoms of laboratory animal allergies ▪ Use established techniques for handling animals 	HS in the Animal Facility training	Staff and students who work with animals.	<input type="checkbox"/> Licence <input type="checkbox"/> Qualification <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Verbal assessment	5 years
Competencies relating to Use of Scheduled Substances <ul style="list-style-type: none"> ▪ Complete the drugs register ▪ Store S4 and S8 drugs in accordance with regulations 	S8 Drugs Training	Staff and students who are authorized to administer S8 drugs.	<input checked="" type="checkbox"/> Licence/ authority <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Verbal assessment Complete an entry on an S8 drugs register	5 years
Competencies relating to HS auditing: <ul style="list-style-type: none"> ▪ As per ISO19011 	HS Auditing (40hrs training)	Staff performing HS verification audits	<input type="checkbox"/> Licence <input checked="" type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Written assessment	None
Competencies relating to Diving: <ul style="list-style-type: none"> ▪ Australian/ New Zealand Standard 2299.1:1999 Occupational diving operations: Standard operational practice. 	Dive Safety PADI training course	Any staff member performing occupational or scientific diving.	<input type="checkbox"/> Licence/certificate <input checked="" type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge		
Competencies relating to Forklift operation / Materials Hoist: <ul style="list-style-type: none"> ▪ As per Schedule 4 High Risk Work Licences WHS Regulation 2011 	Forklift Training Operating a Hoist training	Staff required to drive a forklift. Staff required to operate a hoist	<input checked="" type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Written and practical assessment	licence renewal
Competencies relating to other High Risk Tasks as identified in Schedule 3 WHS Regulation e.g. Scaffolding, Dogging or Rigging, Work with cranes, Personnel hoist, Boom-type elevating work platforms, Concrete placing booms, Reach stacker, Boiler operations, Turbine operations, Reciprocating steam engines <ul style="list-style-type: none"> • As per Schedule 4 High Risk Work Licences WHS Regulation 2011 	Required VET course As per Schedule 4 of WHS Regulation	Staff required to work with such equipment	<input checked="" type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Written and practical assessment	5 years
Competencies relating to Construction Work: <ul style="list-style-type: none"> ▪ General Construction Induction training card (as conducted by a relevant RTO) 	WorkCover NSW Construction Induction Certificate / card	Staff required to perform construction work.	<input checked="" type="checkbox"/> Licence <input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge	Written assessment	None