HS006a Induction - HS Individual Training Plan

Employee/Student Name: | Employee/student Number: 
---|---
School/Work Unit: | Faculty/Division: 
Reference: HS320 Training Procedure

During the HS induction this individual training plan can be completed in consultation with the new worker. All new workers are required to complete the HS training courses as indicated below. To enrol for a course, follow the instructions on the HS Training web page.

### MANDATORY TRAINING

<table>
<thead>
<tr>
<th>Enrol</th>
<th>Complete by</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**All staff**
- Induction to Workplace – one-on-one session conducted by Supervisor (as per HS006 – HS Induction form), signed by supervisor OR completed online via MyUNSW
- Lab/Workshop Induction – conducted by laboratory/workshop manager
- Work Health and Safety Awareness Online
- Ergonomics Online

**Supervisors**
- Health and Safety for Supervisors (either lab/workshop-based or office-based)

**Laboratory Staff/Student**
- Lab Safety Awareness including Hazardous Substances - STUDENTS ONLY
- Biosafety for PC2 Laboratories (for staff and post graduate students working in PC2 laboratories)
- Gene Technology (GMOs) (Staff and post graduate students)
- Laboratory Safety Awareness (Staff)
- Hazardous Substances Management (Staff)

### OTHER TRAINING REQUIRED – (job specific)

<table>
<thead>
<tr>
<th>Enrol</th>
<th>N/A</th>
<th>Complete by</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Radiation Safety - Online
- Warden Training

### TRAINING IN SPECIFIC SAFE WORK PROCEDURES (SWPs) *list as applicable or use SafeSys competency Register*

I have completed my HS induction/ orientation and have enrolled in the relevant training as above as discussed with my supervisor (or appropriate delegate).

New Employee/Student Signature: ___________________________ Date: __________

Supervisors Signature: ___________________________ Date: __________