

HS006a Induction - HS Individual Training Plan



Employee/Student Name:	Employee/student Number:
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School/Work Unit:	Faculty/Division:
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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.

Enrol	Complete by	MANDATORY TRAINING
<input type="checkbox"/>	-----	All staff Induction to Workplace – <i>one-on-one session conducted by Supervisor (as per HS006 – HS Induction form), signed by supervisor OR completed online via MyUNSW</i>
<input type="checkbox"/>	-----	Lab/Workshop Induction – conducted by laboratory/workshop manager
<input type="checkbox"/>	-----	Work Health and Safety Awareness Online
<input type="checkbox"/>	-----	Ergonomics Online
<input type="checkbox"/>	-----	Supervisors Health and Safety for Supervisors (either lab/workshop-based or office-based)
<input type="checkbox"/>	-----	Laboratory Staff/Student Lab Safety Awareness including Hazardous Substances - STUDENTS ONLY
<input type="checkbox"/>	-----	Biosafety for PC2 Laboratories (for staff and post graduate students working in PC2 laboratories)
<input type="checkbox"/>	-----	Gene Technology (GMOs) (Staff and post graduate students)
<input type="checkbox"/>	-----	Laboratory Safety Awareness (Staff)
<input type="checkbox"/>	-----	Hazardous Substances Management (Staff)

Enrol	N/A	Complete by	OTHER TRAINING REQUIRED – (job specific)
<input type="checkbox"/>	<input type="checkbox"/>	-----	Radiation Safety - Online
<input type="checkbox"/>	<input type="checkbox"/>	-----	Warden Training

Enrol	N/A	Complete by	TRAINING IN SPECIFIC SAFE WORK PROCEDURES (SWPs) <i>list as applicable or use SafeSys competency Register</i>
<input type="checkbox"/>	<input type="checkbox"/>	-----	
<input type="checkbox"/>	<input type="checkbox"/>	-----	
<input type="checkbox"/>	<input type="checkbox"/>	-----	

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: _____

Completed form to be maintained by supervisor or local HS Records custodian (as relevant)