

# Health and Safety Guideline

## HSG 4.2 Health, Safety and Wellbeing Induction, Training and Competency

### 1. Purpose

This document outlines the requirements for the delivery and assessment of information, instruction, and training to all workers to enable them to work in a safe and healthy manner.

This guideline also provides advice on identification of competencies, training and licence requirements for positions, and requirements for assessing the effectiveness of training provided.

### 2. Scope

This Guideline applies to all health, safety and wellbeing activities of 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.

### 3. Guidelines

#### 3.1. Core requirements

The core and recommended training for each worker is provided in the relevant position description document, which is maintained by Human Resource Services

Prior to accepting a role, applicants for any advertised position will be provided with the position description which details information on potential workplace hazards and task requirements. Further information is available in Guideline [HSG 4.1: Pre-Employment Assessment Against Inherent Requirements](#).

Leaders and supervisors must conduct performance and development reviews (Performance Reviews and Development (PRD) Process) at least annually for all workers against a range

of criteria, that include the core and recommended training needed to carry out their obligations with regards to the Health and Safety Management System.

Leaders and supervisors must regularly track completion of mandatory health and safety training and induction and, where shortfalls are identified, outline a plan for completion via the PRD process. The workers' responsibilities and role accountabilities as aligned to training and induction requirements must be reviewed during the PRD process.

Workers are also encouraged to identify their own training needs during any performance and development review and request approval from their supervisor(s) to participate in education and training to develop new skills.

This Guideline 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/ placement. Leaders and supervisors must ensure:

- an induction is undertaken where the student will work;
- training needs are identified, including on the job and safe work procedures to be followed;
- training is completed and records maintained;
- checks are undertaken to review competency (i.e. that students are still following agreed procedures).

### **3.2. Mandatory induction requirements**

All new workers are required to complete the mandatory online Health and Safety induction available in Discover within one month of commencing work activities, which includes an assessment of understanding and competency. These requirements are outlined in the [University of Newcastle Mandatory Compliance Training Procedure](#). Workers are also required to complete refresher online induction training every two (2) years. Workers transferred to a new business area must undergo the same induction procedures as a new worker.

Online contractor, sub-contractor, consultant, or supplier inductions must be completed in the University's Beakon system, as per the requirements specified in Guideline [HSG 6.1: Contractor Health and Safety Management](#). Associated workforce representatives are required to complete an induction dependent on their workforce category, as outlined in the [University of Newcastle Mandatory Compliance Training Procedure](#). Contact the Health, Safety and Wellbeing Team for further guidance on the required induction type.

Visitors on site must receive an area specific induction by the person they are visiting and be escorted at all times.

### 3.3. Area specific induction

All new and transferring workers must complete an induction specific to their work area which takes into account the hazards and specific risks of the area, process, health and safety responsibilities and the risk controls.

Additionally, information should also be provided to outline:

- the nature of hazards that may be present and risk control measures in place;
- the processes and associated documents with which they should be familiar;
- details for emergency and response to gas alarms, spill kits, eyewash/safety showers, first aid locations and officers;
- clothing and PPE requirements;
- specific lab induction and training;
- waste management;
- working alone/out of hours;
- process for unattended experiments;
- safety review approvals valid for the area;
- safety data sheets or reference to chemical management or access to Chemwatch;
- Health and Safety Committee members for the relevant Committee; and
- relevant risk assessments and SOP's.

Leaders and supervisors are responsible for ensuring that all staff, honours and postgraduate students, contractors, and visitors under their supervision complete a General Area Specific Induction prior to commencing any work, using the below checklists.

Induction Category	When to use	Form Template Reference
General Area Specific Induction Checklist - for Staff and Students	This document must be completed by all staff, Honours and Postgraduate students and tailored to be applicable to their needs.	FRM-EL04.02
General Area Specific Induction Checklist - for	This document must be completed by all contractors and visitors working for the University before entering a local area to undertake work, where it is determined that a local induction is	FRM-EL04.03

Contractors or Visitor	required in accordance with HSG 6.1 Contractor Health and Safety Management.	
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Additional induction must be provided where specific health or safety risks are present in a specialist area and the associated risk controls need to be understood and complied with - for example certified facilities, restricted access areas, industrial worksites. The Health, Safety and Wellbeing Team can assist in developing area specific induction programs.

Workers must be re-inducted to an area specific induction when the area is impacted by major changes to the workplace and activities (e.g. renovations, new equipment, new processes) or at a minimum every two (2) years.

Delivery of the area specific induction can be undertaken by the leader or supervisor or suitably experienced worker who is familiar with the workplace responsibilities, hazards, processes and risk controls.

Records of area specific inductions should be kept in Discover where possible, and in accordance with the University's Records and Information Management Policy and Guideline [HSG 7.1 Health and Safety Records and Document Control](#).

### 3.4. Health, Safety and Wellbeing Training Needs Analysis (TNA) Matrix

The [Health, Safety and Wellbeing Training Needs Analysis \(TNA\) Matrix](#) is developed by the Health, Safety and Wellbeing Team based on legislative, mandatory and best practice training and assessment requirements for broad job categories, and is reviewed annually. The Matrix will be sent to all Health and Safety Committees annually to review and advise of any additional mandatory requirements. The Matrix outlines the:

- method of training delivery and qualifications of trainer or assessor;
- structure of the health and safety training e.g. written component, practical demonstration of skills, competency testing; and
- frequency of training required.

Leaders and supervisors must complete a review of the [Health, Safety and Wellbeing Training Needs Analysis \(TNA\) Matrix](#) annually and develop or review a Business Area TNA Matrix version, which outlines the mandatory and specific health and safety training and assessment for each role within the business area. Each role must be assessed against the training and assessment categories outlined in Appendix 1 Mandatory Health and Safety Training Needs Register, and added to the Business Area TNA Matrix.

Specific induction and training requirements for a role raised via the Performance Review and Development (PRD) process should be added to the Business Area TNA Matrix.

Leaders and supervisors are to identify the Standard Operating Procedures (SOP) workers are required to perform in their jobs and include this in the Business Area TNA Matrix.

Consideration must also be given to the following criteria when completing the Business Area TNA Matrix:

- inherent requirements of a worker's role;
- incident statistics and event corrective actions, which may indicate trends that need to be addressed as available in the online All Incidents Management System (AIMS) or by contacting the Health, Safety and Wellbeing Team;
- input obtained through the relevant Health and Safety Committee discussion;
- input obtained from the College or Division Health and Safety Officers;
- regulatory requirements; and
- skills, knowledge and competencies that a worker may need to carry out their health and safety responsibilities.

The Business Area TNA Matrix should be reviewed annually by the leader or supervisor of the business area, and the relevant Health and Safety Committee and when:

- workers within the area change role;
- work activities have been significantly modified; or
- workers are not able to demonstrate competency in performing their tasks safely.

The original copy of the Business Area TNA Matrix is to be retained in Discover where possible, and in accordance with the [University's Records and Information Management Policy](#) and Guideline [HSG 7.1: Health and Safety Records and Document Control](#).

Health, safety and wellbeing training programs should be designed and presented by persons who have a working knowledge of the subject area and where possible, are qualified trainers, preferably with Graduate Certificates in Tertiary Teaching, Certificate IV in Workplace Training and Assessment, or equivalent qualifications. External trainers and assessors should have their credentials reviewed prior to engagement and records of these must be kept by the University persons who engaged the external provider.

### **3.5. Centrally managed health, safety and wellbeing training**

All health, safety and wellbeing training facilitated or delivered by the Health, Safety and Wellbeing Team must:

- be documented in the Health, Safety and Wellbeing Training Needs Analysis (TNA) Matrix;
- have attendance records stored in the University Learning Management System (LMS) and in accordance with Guideline [HSG 7.1: Health and Safety Records and Document Control](#); and
- be reviewed at least annually to accommodate client feedback and changes to the University Health and Safety Management System (HSMS) Framework.

### **3.6. Licencing and certification**

All tasks requiring completion by a licensed or certified person (e.g. electrical work, working at height) must be checked by the leader or supervisor to ensure the person holds a current license, permit or certificate required for the task.

A copy of all applicable licenses, permits, certificates referenced on the Business Area TNA Matrix should be kept in Beakon where possible, and in accordance with the University's Records and Information Management Policy and Guideline [HSG 7.1: Health and Safety Records and Document Control](#).

### **3.7. Competency assessment**

All health and safety induction, instruction (SOP's) and training modules must include a competency, skill and / or knowledge assessment to be completed by the participant and trainer, to enable evaluation of the effectiveness of the induction and training. Competency will be assessed by the competent person or trainer through observation, a written or verbal questionnaire and/or a hands-on, practical skills demonstration.

The competency, skill and / or knowledge assessment will be recorded and retained. Should a participant not be assessed as competent they will need to be scheduled for further training and re-assessed at another time. Competency is re-assessed as often as the training, instruction or induction is required to be completed as indicated in Appendix 1 Mandatory Health and Safety Training Needs Register. A template for competency assessment and further information is available in [KRA 1.12 Development of Standard Operating Procedures](#).

Leaders and supervisors must ensure that tasks are only allocated to workers who have been assessed as competent through competency, skill and / or knowledge assessment component of the training or induction. Where a worker is working towards gaining competency, they must be directly supervised by a leader or supervisor.

### 3.8. Induction and training records

Records of area specific induction, Standard Operating Procedure (SOP) competency assessment and local training signoff must be retained locally and be accessible. The [Training Record Form](#) can be utilised as an original record and a database can be utilised for recording completion. The original record must be retained in accordance with Guideline [HSG 7.1: Health and Safety Records and Document Control](#), as well as all other induction, training, checklists and competency records.

Online Health and Safety Induction records and course content will be retained in the University's online Learning Management System (LMS).

### 3.9. Evaluation of training

All mandatory health, safety and wellbeing training and induction programs are to be evaluated by the Health, Safety and Wellbeing Team to gauge effectiveness, using an online Microsoft Forms feedback questionnaire or similar.

Following the evaluation, feedback to internal and external trainers will be provided by the Health, Safety and Wellbeing Team with a view to improve the program. Results of the evaluation of mandatory health, safety and wellbeing training programs must be included in the annual review of the Health, Safety and Wellbeing Training Needs Analysis (TNA) Matrix.

## 4. Definitions

In the context of the Health and Safety Management System Framework:

Assessment	The process of collecting evidence to demonstrate competency or knowledge to the standard of performance has been achieved.
Associated workforce	Means any person appointed by the University to participate in University activities in an unpaid capacity and are not employees of the University. The associate workforce includes (but is not limited to), honorary appointments such as Adjunction and Emeritus Professors, Conjoint Appointments, Contractors, University Visitors, and Affiliates.
Competency	Demonstration of knowledge and skills and the reliable application of these to the standard of performance required in the workplace.
Competent (Person)	A person who has acquired the defined qualifications, knowledge and skills required to be proficient in their job and has demonstrated that proficiency in the workplace.
Incident	An unplanned event that causes, or has the potential to cause, illness or injury to a worker or damage to building, plant or equipment.
Induction	Includes providing information in relation to applicable health and safety policies and procedures, emergency procedures, incident reporting, hazard reporting and other health and safety information relevant to the areas

	where the worker will be working, and includes an online induction and onsite induction.
Inherent Requirements	Includes: <ul style="list-style-type: none"> <li>• the ability to perform the functions and responsibilities that are a necessary part of the role, including productivity and quality requirements;</li> <li>• the ability to work effectively in the team or other type of work organisation concerned; and</li> <li>• the ability to work in a manner that does not pose a risk to the health or safety of the applicant, workers, students or other members of the University community.</li> </ul>
Hazard	A situation, condition, or event, including a person's behaviour, that exposes a worker to a risk to their health or safety during the course of work in a workplace, that has the potential to cause injury, illness or even death or to damage buildings, plant or equipment.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Learning Management System (LMS)	Means a software application for the administration, documentation, tracking, reporting and delivery of educational courses or training programs.
Mandatory Compliance Training (Modules)	Staff training mandated by legislation, regulation or policy. It is designed to educate staff and other affiliates on relevant legislation, key policies and responsibilities and obligations relevant to their job function or industry.
Risk	The likelihood that a hazard will cause harm and the consequence of that harm.
Training Needs Analysis (TNA)	The systematic identification of training, qualifications and licences required for a person to fulfil the requirements of that person's job functions.
Worker	Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as: <ol style="list-style-type: none"> <li>(a) an employee, or</li> <li>(b) a contractor or subcontractor, or</li> <li>(c) an employee of a contractor or subcontractor, or</li> <li>(d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or</li> <li>(e) an outworker, or</li> <li>(f) an apprentice or trainee, or</li> <li>(g) a student gaining work experience, or</li> <li>(h) a volunteer, or</li> <li>(i) a person of a prescribed class.</li> </ol>

## 5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in Guideline [HSG 1.2: Roles and Responsibilities](#).

## 6. References & Related Documents

The following documentation is referenced in, or applicable to this Guideline:

[HSG 1.2: Roles and Responsibilities](#)

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

[HSG 7.1: Health and Safety Records and Document Control](#)

[KRA 1.12: Development of Standard Operating Procedures](#)

Area Specific Induction Checklist - for Staff and Students (FRM-EL04.02) pending

Area Specific Induction Checklist - for Contractors and Visitors (FRM-EL04.03) pending

[Health, Safety and Wellbeing Training Needs Analysis \(TNA\) Matrix \(PLN-EL04.05\)](#)

[Training Record Form \(FRM-EL04.07\)](#)

[University of Newcastle Mandatory Compliance Training Procedure](#)

[University of Newcastle Records and Information Management Policy](#)

## 7. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1, 2	October 2016	Manager Health and Safety	-	Original versions with latest amendment for HSG 5.2 Health and Safety Inductions and HSG 5.3 Health and Safety Training
3	July 2023	CPCO	All	<ol style="list-style-type: none"><li>1. Renamed and renumbered from HSG 5.2 and HSG 5.3 to HSG 4.2 Health, Safety and Wellbeing Induction, Training and Competency</li><li>2. Updated content in all sections including new section for Licencing and Certifications, and Evaluation of Training</li><li>3. Added new/renamed Related Documents</li><li>4. Added Amendment History</li><li>5. Amended document control header and footer</li></ol>

## 8. Appendices

Appendix 1 Mandatory Health and Safety Training Needs Register

## Appendix 1 Mandatory Health and Safety Training Needs Register

Induction / Training Program		Maximum Frequency (must not exceed)
<b>Inductions</b>	University Health, Safety & Wellbeing Induction	On start within 4 wks then 2Y
	Contractor Safety Induction	Before start
	Student (Undergraduate & Honors) Induction	Before start
<b>Compliance and System Requirements</b>	HSW for Managers & Supervisors (due diligence)	On start then 5Y
	Risk Management Introduction	On start
	Health and Safety Committee Training	Within 6 months of election
<b>Specific Hazard Awareness</b>	Laser Safety Officer training	Before start then 5Y
	Radiation Safety Training for Sealed and Unsealed Sources	Before start then 5Y
	Radiation Safety for Unlicensed Xray Apparatus	On start then 5Y
	IA19 Radiation Safety Training	On start then 5Y
	Laser Safety Training	On start then 5Y
	Introduction to Lab Safety (13 modules including biosafety, gas safety, cryogenics, chemical awareness, waste)	On start then 5Y
	OGTR Authorised Person Training / Induction	On start then 5Y
	Contractor PC2 Restricted Area Induction	On start then annual
	BICON Introduction Biosecurity Training	As required
	BICON Advanced Users Biosecurity Training	As required
	Chemwatch GHS Training	On start then 5Y
	Cryogenic and Gas Safety	On start then 5Y
	Liquid Nitrogen Dispensing	On start then 2Y
	Respirator Training	As required
	Manual Handling Training	As required
	Driver Awareness Training	As required
Conflict Resolution and Safer De-escalation	As required	

<b>Wellbeing</b>	Mental Health First Aid and 3Y Refresher	As required then 3Y
	Accidental Counsellor	As required
	All About You - Resilience Training	As required
	Leading Well (B2L)	As required
	Mental Health and Wellbeing (Lifeline)	As required
<b>First Aid and Emergency Response</b>	Anaphylaxis Management	As required then annual
	CPR Refresher	Annual for currency
	First Aid	3Y for currency
	Low Voltage Rescue Training	Annual for currency
<b>Standard Operating Procedures</b>	Standard Operating Procedures	On start then 2Y