



HEALTH, SAFETY AND EMERGENCY MANAGEMENT TRAINING AND INDUCTION GUIDELINES

PURPOSE

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and outlines the approach taken at Curtin University to Health and Safety training and inductions.

DEFINITIONS

Credit for Recognised Learning (CRL)	Previously known as Recognition for Prior Learning (RPL), is recognition of prior studies undertaken at another accredited institution, or work experience that is relevant to the student's area of study.
IPerform	An enterprise-wide performance management and learning management system.
Staff Online Learning (SOL) courses	Courses that are a legislative requirement and/or mandatory for all Curtin staff to complete depending on their role.
Workers	A person who carries out work in any capacity for the university, including an employee, associate, volunteer and students undertaking work for the University.
Work Planning and Performance Review (WPPR)	The University's electronic system that supports the 3 stages of performance objective setting, development planning and performance reviews, within the overall Work Planning and Performance Review (WPPR) process.

1. HSEM Training

The University is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfill their health, safety and emergency management obligations. Health, Safety and Emergency Management (HSEM) training at Curtin University consists of centralised, local and task based training, special licences and area specific training. Employees are assessed as competent on the basis of skills achieved through education and training in line with HSEM policies, procedures and guidelines. All workers should be deemed competent prior to permission being granted to perform tasks that impact on safety and health.

1.1. HSEM Online Training

A range of tailored training courses are available for employees and students on the [Health, Safety and Emergency Management \(HSEM\) website](#).

1.2. Local Training

Training is organised by the local department and provided to workers, based on local needs and could be delivered by:

- the Line Manager,
- a Safety and Health Advisor,
- local experts, or
- an external provider.



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Employees returning to work after an extended absence will need to review health and safety policies, procedures and practices prior to recommencing work. If work processes have changed or new equipment has been purchased training will need to be provided. It is expected that employees who have changed roles will be provided with safety and health training specific to their new role.

1.3. Task Based Training

Task based training may be formal or informal and based around the conduct of a specific task. Training is available through a range of delivery methods including: online modules, workshops, external providers and on-the-job training and may be facilitated by local experts or external providers (e.g. equipment vendors). It is the responsibility of the relevant manager or supervisor to arrange this training as required.

2. Inductions

2.1 SOL Mandatory HSEM Induction

The centralised SOL HSEM induction is a mandatory on-line module for all employees. This training is co-ordinated through the Organisational Development Unit (ODU) with the training automatically assigned to each employee through iPerform on commencement of employment and is repeated every three years as a 'refresher'. Competency is assessed through an online quiz. Mandatory induction training programs are subject to a regular review cycle and are updated based on legislation changes and as required.

The aim of the online SOL HSEM induction is to provide new employees with an overview of the HSEM management system, including [HSEM Policies, Procedures, Practices and Guidelines](#) at Curtin University. On successful completion, staff should be able to:

- Understand their compliance responsibilities in relation to the Occupational Safety and Health Act,
- Identify their role and responsibilities and the role of others in managing health and safety,
- Identify relevant policies, procedures, guidelines and minimum standards for health and safety on campus,
- Outline the components of Curtin's Health and Safety Management System,
- Know what to do in an emergency,
- Know why and how to report hazards and incidents,
- Understand how to implement a hazard management system in their area.

2.2 Local Area HSEM Inductions

Each faculty, school or area should provide a local area HSEM inductions that includes area specific information to new stakeholders covering local health, safety and emergency management procedures relating to their workplace.

A generic checklist is available for use by supervisors during the local induction and is available on the HSEM [policies and procedures webpage](#) under the Training and Induction tab. Individual areas should modify the form to ensure it is area specific.

Upon completion of the local area induction, the checklist is signed by both the supervisor and the inductee as acknowledgment that the induction process has been completed. The completed form should be saved within the department.



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2.3 Contractor and Visitors Inductions

All contractors, including employees of contractors, sub-tier contractors and consultants at Curtin must complete the online induction and hold a valid Induction Card. The [Contractor Health and Safety handbook](#) is available online and provides information on health, safety and emergency management, appropriate conduct and responsibilities whilst working at the University. Where visitors are working or volunteering within an area, a suitable site specific local induction should be provided.

3. Training Needs Analysis

Each faculty, school or area should identify HSEM training requirements for all its workers.

Required HSEM competencies are identified by completing the training needs analysis (TNA) process for each stakeholder and training gaps recorded against the employees name.

HSEM have provided a TNA methodology for managers and supervisors to identify and address gaps in health and safety training for their department or area.

When gaps in training have been identified, training can be provided in a number of ways, including the following:

- Training Programs,
- On-the-job training,
- Task based training,
- Equipment training,
- Credit for Recognised Learning (RPL),
- Conferences,
- Seminars.

Consultation on specific training needs are discussed and documented with employees as part of the [Work Planning and Performance Review](#) (WPPR) process.

Managers and supervisors receive training on using the TNA in the mandatory 'Health and Safety Responsibilities for Managers and Supervisors' workshop.

The [TNA methodology](#), supporting documents and templates can be found on the HSEM website.

4. Competencies

Internal and external HSEM trainer's are pre-qualified by Curtin HSEM and are required to:

- be appropriately qualified,
- be experienced,
- be experts in their field, and
- hold a current Certificate 4 in Training and Assessment.

A copy of the individual trainers' resume, qualifications and company details are stored by HSEM. Individual departments are also required to store the details of area specific trainers in a secure location.

5. Record Keeping

The line manager is responsible for recording all health and safety related or mandatory training attended by their employees or applicable students.

Training records should include:



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- Participant name,
- Topics/course name,
- Training/course length,
- The date and time of the training,
- Was the training a national/international competency?
- Competencies/skills/qualifications achieved?
- Trainer competencies,
- Applicable expiry dates.

5.1 Records Management

Online staff training

- Online training is confirmed and recorded by personnel completing the online tests that are recorded through iPerform.

Workshops

- Attendance sheets are printed from iPerform prior to the workshop, signed at the workshop and updated as attended/not attended in iPerform post course. They are then scanned and filed on the HSEM network drive.

SOL mandatory training

- Mandatory online training modules are assessed in iPerform through an online quiz. Participants require at least 80% to pass the quiz and deemed competent before employee records are updated in iPerform. iPerform allows multiple attempts should they be required.

External training

- Employees are required to record all external training participation in iPerform;

Contractor Inductions

- All records are held externally within the online Contractor Management System.

Formal or informal task based, local area and on-the-job training records are to be maintained and updated by the line manager with relevant certificates or statements of attendance for individual employees, uploaded into iPerform.

6. Training Evaluation and Effectiveness

HSEM training programs are evaluated by one or more of the following methods:

- Workshop evaluation forms are collected at the close of each course and analysed for training effectiveness, improvement of training and to ensure that training is valid, reliable and applicable to the workplace,
- Competency based testing,
- Demonstration of skills learned e.g. Fire Extinguisher,
- Subsequent assessment of the workplace and practices,
- Audit and/or inspection of work/study areas and work practices,
- Investigation of incidents.

7. Retention and Disposal

Paper based training records are to be retained for 5 years and then destroyed. Electronic records contained within the learning management system will be retained for 7 years.



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8. Responsibilities

Employees at all levels of the University have specific responsibilities for ensuring health and safety. These responsibilities are dependent on their role within the University and are outlined in the [Health and Safety Responsibilities Procedure](#).

Managers and Supervisors have a pivotal role in implementing HSEM procedures for their departments/teams. They must complete the mandatory 'Health and Safety Responsibilities for Managers and Supervisors' course.

This consists of an online module accessed through iPerform and a practical workshop that enforces their responsibilities. The training is assigned to all managers and supervisors as part of recruitment or movement into managerial positions. Training is recorded through iPerform and the employees' records updated.

RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[Occupational Safety and Health Act 1984](#),

[Occupational Safety and Health Regulations 1996](#)

[HSEM Management System](#)

[Health and Safety Responsibilities Procedures](#)

[Incident/Hazard Reporting, Investigation and Action Plans](#)

[HSEM Training Needs Analysis Process](#)

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