



HEALTH AND SAFETY 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

Career Conversation	The University's electronic system that supports the 3 stages of performance objective setting, development planning and performance reviews, within the overall Performance Planning process.
Credit for Recognised	Previously known as Recognition for Prior Learning (RPL), is recognition of Learning (CRL) 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.
Training Needs Analysis	A process in which the required learning competencies are identified for each individual.
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 Essentials courses	Courses that are a legislative requirement and/or mandatory for all Curtin staff to complete depending on their role.

1. Health and Safety 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 and Safety 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 Health and Safety policies, procedures and guidelines. All workers should be deemed competent prior to working independently and permission being granted to perform tasks that impact on safety and health.

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 health and safety procedures for their departments/teams. They must complete the mandatory 'Health and Safety Responsibilities for Managers and Supervisors' course.

1.1. Health and Safety Online Training

A range of training course information is available for employees and students on the [Health and Safety website](#). Online Health and Safety course are available through iPerform.



External Document

1.2. Local Training

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

- the Line Manager
- a Safety and Health Partner
- local experts
- an external provider

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 Work Essential Health and Safety Induction

The centralised Work Essential Health and Safety Induction is a mandatory on-line module for all employees. This training is co-ordinated through People and Culture 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 Work Essential Health and Safety induction is to provide new employees with an overview of the health, safety and emergency management system, including [Health and Safety Policies, Procedures, Practices and Guidelines](#) at Curtin University. On successful completion, staff should be able to:

- Understand their compliance responsibilities in relation to the relevant health and safety legislation,
- 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.



External Document

2.2 Local Area Health and Safety Inductions

Each faculty, school or area should provide a local area Health and Safety 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 Health and Safety [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 uploaded in iPerform by the individual against their training record.

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 [Curtin Campus Induction](#) and a suitable site specific local induction should be provided. Visitor inductions to be recorded locally.

3. Training Needs Analysis (TNA)

Each faculty, school or area should identify health and safety training requirements for all its workers.

Required health and safety competencies are identified by completing the training needs analysis (TNA) process for each position and training gaps recorded against the employee's name for discussion during Career Conversations.

To conduct a training needs analysis:

1. Access the [Training Needs Analysis Template](#)
2. Add all positions within your Faculty/Business Area onto the Faculty/Business Unit spreadsheet column A.
3. Add any required qualification and additional mandatory or desirable courses specific to your team in separate cells in row 7.
4. Indicate in each cell by inserting the relevant coloured shading the courses/qualifications that are required for each position.
5. Ensure that each staff member takes responsibility to upload documentation/certificates/license updates into iPerform following each course.
6. If you would like to review your staff compliance with relevant training at a glance, please transfer this information across to the Training Matrix tab, then follow the instructions on the top of the Training Matrix page. Alternatively for large Faculties/Business Units you may prefer to export training reports from iPerform.

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,



External Document

- Equipment training,
- Credit for Recognised Learning (RPL),
- Conferences,
- Seminars.

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

Managers and supervisors receive training on using the TNA in the mandatory 'Health and Safety Responsibilities for Managers and Supervisors' training. The TNA template can be found on the Health and Safety webpage.

4. Competencies

External trainers are required to:

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

5. Record Keeping

The line manager is responsible for ensuring records are maintained all health and safety related or mandatory training attended by their employees (record in iPerform) or applicable students (manual/internal records).

Training records should include:

- 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

Training records are to be retained in line with the Records and Information Management procedures requirements.

Online staff training

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

Workshops/On-the-job Training

- Course/competency certificates are required to be uploaded into iPerform.

Work Essentials mandatory training

- Mandatory online training modules are assessed in iPerform through an online quiz. Records are stored in iPerform.



External Document

External training

- Employees are required to upload training certificates in iPerform;

6. Training Evaluation and Effectiveness

Health and Safety, 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.

RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

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

[Occupational Safety and Health Regulations 1996](#)

[Health and Safety Management System](#)

[Health and Safety Responsibilities Procedures](#)

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

[Health and Safety Training Needs Analysis Process](#)

CONTACT DETAILS

Contact	Health and Safety Ph: (08) 9266 4900 healthandsafety@curtin.edu.au
Approval Authority	Director, Health and Safety

REVISION HISTORY

Revision #	Date	Amendment Description
1	10/05/2017	New Guideline
2	15/06/2020	Reviewed and updated
3	23/10/2020	Updated to reflect wording changes and training provision