

APPENDIX A: University-wide WHS Training for Staff

Identified need:	Course(s)	HR Unit Responsible for Coordinating Delivery	Participants	Timelines for delivery	Additional awareness resources
Supporting staff to respond in an emergency and contribute to the WHSMS.	U@ACU WHS online Induction	Learning and Development	All staff	Throughout the year	WHSMS Roles and Responsibilities Procedure
Supporting Nominated Supervisors and Managers to respond to emergencies, manage WHS risks and opportunities and contribute to the WHSMS.	WHS online induction for Nominated Supervisors	Learning and Development	All staff	Throughout the year	WHSMS Roles and Responsibilities Procedure
Eliminating and reducing WHS risks that are associated with hazardous chemicals and Australian Dangerous Goods (ADG)	Chemwatch (delivered via webinar)	Employment Relations and Safety	All laboratory staff Properties and Facilities staff Academic staff Research staff	New staff recruited Refresher training (at least annually)	Learning resources, Chemwatch Risk management Module, <i>chemwatch</i>
Building up the capacity of staff to perform the HSR role and engage with the University's consultations about WHS issues that impact upon their workgroup.	Health and Safety Representative (5 day) One day HSR refresher	Employment Relations and Safety	Health and Safety Representatives (HSRs)	Annual course offering for 1-Day Refreshers 5 Day course is offered, as required.	HSR content on the intranet WHS Communications and Consultation Procedure
Managing specific risks such as working at heights, manual handling.	Safety Hub videos	Employment Relations and Safety	Properties and Facilities staff	24/7 online access	WHS Risk Management Procedure
Improving Members' capabilities to contribute to their campus WHS Committee.	Health and Safety Committee training	Employment Relations and Safety	WHS Committee Members	Annual course offering Bi-annual refresher for WHS	WHS Committee Procedure WHS Committee SharePoint site

Identified need:	Course(s)	HR Unit Responsible for Coordinating Delivery	Participants	Timelines for delivery	Additional awareness resources
				Committee Members	
Reducing the risk of manual handling injuries.	Manual Handling, a Safety Hub video	Employment Relations and Safety	Simulation Services staff Technical staff Academic staff Scientific Services staff	24/7 online access	
Building up the capacity of staff to assess hazards, and associated WHS risks, treat risks and contribute to the WHSMS.	WHS Risk Management	Employment Relations and Safety staff, in collaboration with Learning and Development	All staff members and student association members who assess and manage risk.	As required	The WHS Induction includes a module on risk management.
Developing competencies to perform the role of First Aid Officer.	Provide First Aid CPR Refresher (annually)	Employment Relations and Safety staff, in collaboration with the local Facilities Management team.	All designated staff First Aid Officers Security Officers	As required	
Increasing the capabilities of Nominated Supervisors and Managers to determine the contributing factors to incidents.	Incident Investigation Training	Employment Relations and Safety	Nominated Supervisors and Managers	Annual course offering	
Maintaining first aid rooms, coordinating first aid provision and providing more complex first aid responses.	Occupational First Aid	Employment Relations and Safety staff, in collaboration with local Facilities Management staff	All designated staff, Occupational First Aid Officers	As required	
Supporting staff and others to deal with complex health conditions.	RealTime Health Resources	Employment Relations and Safety	Available for all staff	24/7 online access	