

APPENDIX A: University-wide WHS Training for Staff and Supervisors

Identified need:	Course(s) and Delivery Mode	Responsibility for Coordinating Delivery	Participants	Timelines for delivery	Category	Additional awareness resources
ACU WHSMS policy and supporting staff to contribute to the WHSMS and respond to an emergency.	Work Health and Safety Induction (Online)	Learning and Development	All new staff	Upon commencement	Mandatory	WHSMS Roles and Responsibilities Procedure ACU Staff Induction Policy
Introduction to local workplace WHS arrangements	One-on-one local induction with supervisor (face to face)	Supervisor	All new staff	Upon commencement	Mandatory	Appendix B ACU Staff Induction Policy
Understand the duties of Company WHS Officers	Due Diligence (virtual webinar)	Safety and Wellbeing	Senior Executive and Executive	Within 3 months of appointment to Executive or Senior Executive roles and then biennially	Mandatory for Senior Executive and Executive	WHSMS Roles and Responsibilities Procedure and the Work, Health, Safety and Wellbeing Policy
Enhancing the capability of staff to assess hazards, and associated WHS risks, treat risks and contribute to the WHSMS. Using the WHS Risk Management Form	WHS Risk Management (Blended)	Safety and Wellbeing, in collaboration with Learning and Development	All staff members, supervisors and student association members who assess and manage risk.	Offered 6 monthly	Mandatory for all Senior Executive, Executive, Supervisors and optional for staff	ACU WHS Risk Management Procedure
Riskware for staff – How to log an incident or hazard on Riskware	Riskware for Staff (Online)	Safety and Wellbeing	All staff	Offered quarterly	Mandatory for all staff	Riskware Quick Reference Guides
How to complete an Action Plan and Incident Investigation on Riskware	Riskware for Senior Executive, Executive and Supervisors (Online)	Safety and Wellbeing	Senior Executive, Executive and Supervisors	Offered quarterly	Mandatory for all Senior Executive, Executive and Supervisors	WHSMS Corrective Actions Procedure
Enhancing the capabilities of nominated supervisors, managers	Incident Investigation Training (Blended)	Safety and Wellbeing	Nominated Supervisors, Managers and staff	Offered 6 monthly	Mandatory for all Senior Executive, Executive,	WHSMS Corrective Actions Procedure

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and staff to determine the contributing factors to incidents.					Supervisors and optional for staff	
Enhancing the capability of nominated supervisors and Managers to identify, consult and manage psychosocial hazards at work.	Managing Psychosocial Hazards at Work (Blended)	Safety and Wellbeing	Nominated Supervisors and Managers	Offered 6 monthly	Mandatory for all supervisors	WHSMS Risk Management Procedure
Role of the HSR, including update on relevant WHS legislation which pertains to the role.	Health and Safety Representative (5 day) One day HSR refresher (Face to face)	Safety and Wellbeing	Health and Safety Representatives (HSRs)	Within 3 months of being elected as an HSR and as refresher needed.	Mandatory for all HSRs	HSR content on the intranet WHS Communications and Consultation Procedure
Enhancing the capability of nominated supervisors to manage RTW of their staff following an injury	Return to Work (RTW) (Blended)	Safety and Wellbeing	Nominated Supervisors	Offered 6 monthly	Mandatory for all supervisors	Injury Management and Rehabilitation policy
Provide first aid instruction to perform the role of First Aid Officer.	First Aid/CPR Face to face	Safety and Wellbeing	All designated staff First Aid Officers Security Officers	Upon commencement of First Aid role and refresher course mandatory every 3 years (First Aid) and 1 year (CPR)	Mandatory for First Aid Officers	WHSMS First Aid procedure
Further specialist First Aid training	First Aid – Occupational Modules – Provide advanced First Aid/ provide advanced resuscitation and oxygen therapy. Manage First Aid services and resources	Safety and Wellbeing	Whenever a first aid officer nominates	Offered whenever an officer nominates or requires re-registration/training	Optional	

Identified need:	Course(s) and Delivery Mode	Responsibility for Coordinating Delivery	Participants	Timelines for delivery	Category	Additional awareness resources
Increase skills of First Aid Officers and others to respond to mental health First Aid situations until professional help is available	Mental Health First Aid	Safety and Wellbeing and Learning and Development	Mental Health First Aid officers and other interested staff	Offered whenever an officer nominates or requires re-registration/training	Mandatory for Mental Health First Aid Officers	
Provide knowledge and skills to act as a Chief Fire Warden/Floor or Fire Warden as per AS3745	Fire/Floor Warden Training Face to face	Properties and Facilities	All designated Fire/Floor Wardens and Chief Fire Wardens	Every 6 months (AZ3745 -every fire warden must be trained 6 monthly	Mandatory for all Chief Fire Wardens and Fire Wardens	Reporting an issue with a fire service on campus Via service central
Current WHS Legislation, functions of the Health and Safety Committee and improving effectiveness of the committee and WHS in the workplace.	Health and Safety Committee training 1 day training	Safety and Wellbeing	WHS Committee Members	Within 3 months of appointment to the committee	Mandatory for all staff who have a position on a WHS Committee	WHS Committee Policy WHS Committee SharePoint site
Eliminating and reducing WHS risks that are associated with hazardous chemicals and Australian Dangerous Goods (ADG). Generating chemical risk assessments, maintaining chemical registers and Safety Data Sheets	Chemwatch (webinar)	Safety and Wellbeing	All laboratory or workshop staff who work with chemicals Properties and Facilities staff Relevant Academic staff Relevant Research staff	3 months after commencement Refresher training (at least annually)	Mandatory for all staff who work with chemicals	WHS Chemical Management procedure
Managing specific risks such as working at heights, manual handling.	Safety Hub videos	Safety and Wellbeing	Properties and Facilities staff	24/7 online access		WHS Risk Management Procedure
Reducing the risk of manual handling injuries.	Manual Handling, a Safety Hub video	Safety and Wellbeing	Simulation Services staff All Technical staff Scientific Services staff	24/7 online access	Mandatory for all staff involved in manual handling activities	Manual Handling Risk Assessment form within the WHS Risk Management procedure.

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			IT staff Any staff involved in manual handling activities			

APPENDIX B: WHSMS Inductions Provided by Nominated Supervisors/Managers

Brief new and existing staff about relevant topics, listed below, and other topics which will increase staff members capabilities to contribute to the University's WHSMS, identify hazards and manage WHS risks and invest in their wellbeing. Retain records of inductions and send the completed form to Service Central for filing on the employee's HR record. Some of these topics may also be relevant to contractors and other members of the ACU community.

Section A: WHSMS Induction Details			
Staff Members	Name	Signature	Date
Inducted:			
Induction facilitated by:			

Section B: Topics to be covered	Resources	Recommended Instructions
Preparing for Emergencies		
How to respond to general emergencies and evacuation procedures, including the location of the Emergency Assembly Point.	<ul style="list-style-type: none"> In Case of an Emergency poster, including evacuation signal sounds and information about how to respond to specific types of emergencies. Emergency Diagrams are prominently displayed on each floor (on internal walls), including the Emergency Assembly Point for the campus. 	Print out and provide the 'In an Emergency' Poster and confirm that the staff member knows where the Emergency Assembly Point is.
Download SafeZone to access emergency assistance and the ACU National Security Centre.	Information about the SafeZone App	Download SafeZone App to the inductee's phone
Access first aid by calling a first aider directly or the local Concierge (business hours). After hours: Call the ACU National Security Centre or click on the First Aid button, SafeZone App.	Campus First Aid Officers and first aid posters are displayed across each campus. ACU National Security Centre numbers and other emergency information.	Ensure staff member is away of the location of the closest first aid poster and listing on the intranet.
Critical Incident Management processes	In Case of an Emergency poster ACU Critical Incident Management Policy	Print out the flow-chart in the rear of the Critical Incident Management Procedure and summarise the University's Critical Incident Management Processes.
Local emergency protocols (aligned with the ACU Critical Incident Management Policy) for laboratories and other high-risk environments (if relevant).	ACU Chemical Management Procedure and Laboratory Safety Guidelines e.g. spills and other emergency responses. Local protocols developed by the work area that align with the ACU Critical Incident Management Policy	Provide any relevant local protocols to the staff member and summarise.

Section B: Topics to be covered	Resources	Recommended Instructions
Recovering from an Injury		
Log a riskware report, obtain a workers compensation medical certificate from your Nominated Treating Doctor, and submit a Service Central Request (serviced by Safety and Wellbeing staff).	Workers compensation knowledge articles on service central.	Explain the process for submitting claims and accessing return to work support (in the relevant state).
Your Contribution to the WHSMS		
How staff contribute to the WHSMS: Know how to respond in an emergency, identify hazards, contribute to the assessment and management of WHS risks, log reports in riskware, contribute to WHSMS improvement opportunities etc.	WHSMS Roles and Responsibilities Procedure (refer to staff responsibilities section) WHSMS Implementation Procedure Guidance about WHS risk management	Print out the WHS Roles and Responsibilities Procedure for the staff member and outline how everyone contributes to the WHSMS.
<ul style="list-style-type: none"> WHSMS development opportunities will be identified during ongoing and annual Performance Plan and Review discussions. Training certificates shall be uploaded to a Service Central request (for placement on employment/staff records). 	Capability Development Framework WHS Training and Competency Procedure	Communicated the expectation that WHS competencies should be considered throughout the year and during the formal Performance Review and Development process.
Report hazards, near misses, incidents and injuries within riskware, which will be managed (for WHS risks) by your Nominated Supervisor or Manager. These reports should be logged within 24 hours.	Logging reports in riskware (intranet content and Quick User Guides) WHSMS Corrective Actions procedure	Confirm that the staff member knows where to locate riskware on the intranet.
How to access WHSMS processes and systems, including policies and procedures.	WHSMS Policies and Procedures	Confirm that the inductee has familiarised themselves with the location of these documents.
Local protocols, including safe work procedures		Ensure that the staff member has been briefed about any relevant local protocols and relevant Safe Work Method Statements.
Contribute to WHSMS improvement opportunities by identifying hazards, completing a Workstation Ergonomic Checklist and conducting a WHS inspection (minimum of two people) etc.	Workstation Ergonomic Checklist WHS inspection checklists	Print out the Workstation Ergonomic Checklist and encourage the staff member to complete this checklist in the near future.
<ul style="list-style-type: none"> ACU and Nominated Supervisors engage staff about its WHSMS and relevant WHS issues that impact upon them. Learn about your local WHS Committee and your Health and Safety Representative. 	WHS Communications and Consultation Procedure WHS Committee listings	The staff member knows where these documents are located.
WHS issues are resolved by following the WHS resolution pathway and commences with logging a riskware report.	Resolving a WHS issue flowchart – Appendix 1 in the WHS Communications and Consultation procedure	Print out and give the staff member a copy of the Resolving a WHS Issue document.
Your Wellbeing and Supporting Others		

Section B: Topics to be covered	Resources	Recommended Instructions
The Employee Assistance Program (EAP) is available to all staff. Nominated Supervisors can use Managers Assist.	EAP Resources on the intranet	Confirm that the staff member knows where to locate ACU's EAP information on the intranet.
R U OK? Resources	RU OK? resources to support staff and others whenever they go through difficult times	Confirm that the staff member knows where to locate these resources.