

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	

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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			