# WHS Training and Competency Procedure

# Section 1 - Governing Policy

(1) This Procedure is governed by the Work, Health, Safety and Wellbeing Policy.

# Section 2 - Scope

(2) This Procedure covers WHS and Wellbeing training for staff, staff representatives, students, visitors, volunteers and contractors.

# Section 3 - Background

(3) This Procedure and the associated WHSMS Roles and Responsibilities Procedure have been developed to support staff members to increase their capabilities and understanding of how they contribute to the framework and confidently apply WHSMS processes and systems, including performing specialist WHS roles such as Floor Warden and Health and Safety Representative (HSR). In addition, WHS/OHS legislation creates obligations for others in the workplace including students, visitors, volunteers and contractors, specific training may be required for those groups.

# Section 4 - Responsibilities

### All Staff

(4) All staff members collaborate with their Nominated Supervisors and Managers to identify opportunities for WHS training and development, including developing and maintaining current WHS competences, to strengthen their capabilities to confidently apply WHSMS processes and systems and participate in improvement opportunities[(1)].

> [(1)]Improvement opportunities include activities such as conducting WHS inspections, identifying gaps in the WHSMS, performing a Job Safety Analysis and completing an Ergonomic Checklist for workstations.

(5) Development opportunities, include refreshers and Training courses listed in WHS Training for Staff (University-wide), and are either specified within position descriptions or identified in collaboration with their Nominated Supervisors or Managers.

(6) A high priority should be placed on the development of WHSMS competencies whenever high-risk work and activities are being performed, such as performing chemical mixing processes and moving heavy and awkward items.

(7) Staff can also develop an understanding of how they contribute to the WHSMS by:

a. completing WHS induction (delivered online and ‘face to face’) designed to strengthen capabilities to contribute to the management of WHS risks;
b. participating in WHS risk assessment and management discussions with their team/supervisor;
c. engaging with the WHS induction that is facilitated by their Nominated Supervisor (refer to WHSMS Inductions Provided by Nominated Superviors-Managers for more information);
d. collaborating with others to raise awareness of the treatments (controls) that have been developed to manage risk;
e. ensuring currency of relevant training qualifications that are associated with higher-risk roles, such as Laboratory Technician positions, and specialist roles such as WHS Committee Member, HSR and First Aid Officer, and upload copies of their training qualifications to Service Central, so these records are attached to their employee/staff record; and
f. familiarise themselves with site emergency procedures.

(8) Engage their Nominated Supervisor or Manager if they are interested in nominating for a specialist WHS role, such as Floor Warden or Health and Safety Representative and Collaborate and share WHS information with other staff, students, visitors, volunteers and contractors to maintain ACU’s safe working and learning spaces.

## Line to Senior Management

(9) Nominated Supervisors and Managers understand the purpose of WHSMS processes and systems and how their team members contribute to the framework. They also champion the WHSMS and identify their own professional development opportunities, in collaboration with their Nominated Supervisor, so they are actively engaging and supporting staff and others to contribute to framework, the management of WHS risks and participate in improvement opportunities.

### Assessing and identifying Training and Development Opportunities

(10) Nominated Supervisors and Managers engage their staff members throughout the year and during Progress Plan discussions to assess and develop WHS competencies which will enable staff to develop an understanding of how they contribute to the WHSMS and confidently apply the processes and systems which are associated with this framework. It is expected that nominated supervisors and staff will evaluate learning opportunities provided to determine where further development may be required.

(11) Training and development needs should be informed by individual position descriptions and:

a. assessment of competencies that will support staff to collaboratively perform tasks in a way that will minimise risk and confidently apply safety systems of work and the WHSMS;
b. WHS requirements of specific roles;
c. performing a Job Safety Analysis to identify hazards and WHS risks that are associated with specific role activities;
d. the level of responsibility of supervisor positions;
e. staff nominating to perform specialist WHS roles, such as First Aid Officer and HSR, and the University’s requirements which are associated with specialist WHSMS roles; and
f. the working and learning environment, including associated risks and opportunities for improving the WHSMS.

### Engaging Staff about the WHSMS and Managing WHS Risk

(12) Nominated Supervisors and Managers shall also provide staff and students with appropriate information and guidance to identify hazards and confidently apply treatments (risk controls) to resolve these issues. Staff and others should also be engaged and contribute to the formal assessment of WHS risk to facilitate information sharing about hazards and associated WHS risks and a shared commitment to applying treatments.

(13) Staff shall be engaged to participate in WHSMS improvement opportunities e.g. participating in WHS inspections, performing a Job Safety Analysis and completing a Workstation Ergonomic Checklist.

**WHSMS Inductions**

(14) Nominated Supervisors and Managers shall brief new staff during their work area induction. This should include their responsibilities in relation to the WHSMS and emergency response processes. Refer to WHSMS Inductions Provided by Nominated Superviors-Managers for a listing of required WHSMS induction topics.

(15) They shall also engage their staff about participating in ACU inductions, delivered online and face to face. These Nominated Supervisors and Managers may also induct other relevant staff, students, visitors, volunteers and contractors. Refer to Section 6 for more information.

## Executive and Senior Executive Leadership

(16) Senior Executive and Executive staff, including Officers[(2)], demonstrate leadership and commitment to the WHSMS in the following ways:

a. develop, lead and promote a culture that supports the University to implement and continuously improve the WHSMS. They are also aware of the significant WHS risks and shall allocate sufficient resources, including training, to manage WHS and governance risks;
b. ensure the framework is applied within the work areas they influence and support managers to demonstrate safety leadership and develop the WHS competencies of their teams; and
c. ensure that gaps in competency are identified and that only qualified staff members and contractors perform 'higher risk' working and learning activities and specialist WHS roles.

[(2)]Officers, as defined within the Corporations Act 2001 (Cth), have specific legal obligations which are associated with making decisions, or participating in decisions, which impact upon the whole or substantial part of the University and managing its significant WHS risk.

## Students

(17) Training in WHS/OHS for undergraduate and post graduate students at ACU is provided by, and is the responsibility of, the relevant Faculty, School or Research Institute. This may include topics such as laboratory safety, workshop safety, manual handling, fieldwork safety, etc. See Section 6 for more information.

## Visitors

(18) Noting the public nature of ACU campuses, some visitors to ACU campuses may be required to receive training and instruction regarding emergency procedures and incident reporting processes, e.g. when attending a formal event. See Section 6 for more information.

## Volunteers

(19) Volunteers present at ACU campuses and activities may be required to receive training and instruction related to their role regarding emergency procedures, safe work procedures, and incident reporting processes. See Section 6 for more information.

# Section 5 - University-wide Training Provided

(20) People and Capability (P&C) as well as other units within ACU, will coordinate the delivery of a range of organisation-wide training courses that will contribute to the development of WHSMS competencies. Available courses are listed on the Staff website/ ACU Learning Hub, and are periodically reviewed and updated based on organisation needs. A list of courses is published in WHS Training for Staff (University-wide). At times there may be other required training related to a staff member's responsibilities in their role which the work unit may co-ordinate.

(21) People and Capability will also:

a. ensure that training records are maintained;
b. ensure that training courses are current, and meet the needs of the target audience;
c. prioritise the delivery of courses which support ACU to manage its most significant WHS risks, contribute to the WHSMS and enable nominated individuals to perform specialist roles, such as HSRs and WHS Committee members;
d. communicate and promote the benefits to staff of participating in training and development;
e. develop awareness materials and training targeted at Officers of ACU (including Senior Executives and Executives). These initiatives are designed to raise awareness of leadership accountabilities and due diligence obligations associated with ensuring that the WHSMS is effectively implemented across the University and continuously improved;
f. influence organisational units to identify gaps in competency and ensure that only qualified staff, researchers and contractors perform higher risk activities; and
g. provide training evaluation reports to inform ongoing continuous improvements of ACU training and development courses.

# Section 6 - WHS Inductions Delivered to Staff, Students, Visitors, Volunteers and Contractors

(22) The following WHS inductions are delivered to students, staff representatives, volunteers, visitors and contractors, including Security:

| Target Audience | Scope | When | Should be Delivered by |
|---|---|---|---|
| Staff | Online WHS inductions<br><br>An overview of WHS legislation, everyone's responsibility for maintaining ACU's safe working and learning spaces, ACU's consultation processes, incident and hazard reporting (Riskware), WHS risk management and responding to emergencies. | Shortly after commencing at ACU<br>Within 4 weeks of commencing<br>Bi-annual Refresher to maintain currency | Online |
| | Face to face induction delivered to all staff, including seasonals and labour hire.<br><br>Local Emergency procedures, Access to First Aid, Staff members' contribution toward maintaining ACU's safe working and learning spaces, and the WHSMS, including incident and hazard reporting (Riskware); and confidently applying safe systems of work and managing risk. | Shortly after commencing at ACU | Nominated Supervisor or Manager(see WHSMS Inductions Provided by Nominated Superviors-Managers) |

| Target Audience | Scope | When | Should be Delivered by |
|---|---|---|---|
| Students | Emergency procedures, including how to access first aid and log reports in Riskware, and how everyone contributes to the WHSMS. | Commencement of studies | Teaching Staff |
| Students using laboratories | Laboratory safety practices, evacuation procedures, handling hazardous materials, laboratory rules, reporting spills, Riskware reporting processes and how everyone contributes to the WHSMS. | Commencement of each semester | Canvas(online)<br>Teaching staff and/or Scientific Services and other technical staff |
| Students on placement | Safety practices, including local reporting protocols and emergency responses. | Commencement of placement | Staff within organisations who host placements |
| Visitors | Emergency procedures and incident reporting processes. | Arriving on site | Event organisers<br>Staff members who host visitors |
| Security | WHS induction, including Emergency Assembly Points, consulting about hazards and risks, and critical incident processes. | Arriving on site | Local State Facilities Manager or Nominee |
| Volunteers | Emergency procedures, safe work procedures, riskware reporting processes and how everyone contributes to the WHSMS. | Arriving on site | Nominated Supervisors |
| Maintenance contractors | WHS induction, including Emergency Assembly Points, consulting about hazards and risks, Hot Work Permits, Fire Isolation Notices and other relevant University processes for managing risk etc. | Prior to arriving on site | Comply Flow (online) |
| Maintenance contractors performing higher risk work | Engaging contractors about their Safe Work Method Statements, the need to consult with ACU about hazards and risks and how they contribute to the WHSMS. | Arrival on site | Local State Facilities Manager, Facilities Manager or nominee.<br><br>Security |
| Contractors (major and capital projects) | Site specific WHS inductions | Arrival on site | Project Managers ensure these inductions are occurring |

# Section 7 - Records Management

(23) Records of instruction, certifications and training should be maintained for potential future reference e.g. audits, investigations.  These records will include, but are not limited to:

a. induction training records;
b. training attendance records relating to training specified in WHS Training for Staff (University-wide);
c. evaluation reports of University wide training delivered to staff.

(24) Refer to the WHSMS Records and Document Management Procedure for more guidance about relevant records to maintain and how records and documents shall be named, created, updated and maintained.

# Section 8 - Revisions made to this Procedure

(25) The University may make changes to this Procedure from time to time to improve its effectiveness. If any staff

member wishes to make any comments about this Procedure, they should forward their suggestions to People and Capability.

# Section 9 - Further Assistance

(26) Any staff member who requires assistance in understanding this Procedure should first consult their Nominated Supervisor or Manager who is responsible for applying the University's WHSMS within their work area. Should further information or advice be required staff should visit Service Central.

# Section 10 - Associated Information

(27) For related legislation, policies, procedures and guidelines and any supporting resources, please refer to the Associated Information tab.

## Status and Details

| | |
|---|---|
| **Status** | Current |
| **Effective Date** | 13th May 2024 |
| **Review Date** | 13th May 2029 |
| **Approval Authority** | Governance Officer |
| **Approval Date** | 13th May 2024 |
| **Expiry Date** | Not Applicable |
| **Responsible Executive** | Angelle Laurence<br>Chief People Officer |
| **Responsible Manager** | Angelle Laurence<br>Chief People Officer |
| **Enquiries Contact** | Bernardine Lynch<br>ER and Safety Committees and Policy Officer<br><br>People and Capability |