

# Work Health and Safety Training Procedure



## 1 Purpose

To ensure the University meets its workplace health and safety responsibilities to educate and assist individuals in their workplace.

## 2 Scope

This Procedure applies to all Employees, Students, contractors and visitors while they are at the University.

## 3 Procedure Overview

The *Work Health and Safety Act 2011* (Qld) and other legislative provisions require the University to meet its obligations to ensure the health and safety of all Employees, Students and others. Consequently the University must educate and assist individuals to meet their workplace health and safety responsibilities.

## 4 Procedures

### 4.1 Obligations and responsibilities

Category 4 Delegates or above must ensure that the functional areas of the University under their control comply with the *Work Health and Safety Act 2011* (Qld), all applicable standards and University Policies.

In carrying out these obligations, Category 4 Delegates or above are expected to ensure Employees are adequately supervised and trained in standard work practices.

Supervisors have an obligation to ensure the workplace health and safety of all Employees and others under their control by preventing or minimising their exposure to risk. To meet this obligation, Supervisors are expected to:

- be familiar with legal requirements and standards and ensure Employees are operating within these requirements;
- include health and safety Information in all Employee induction training; and
- ensure all Employees are aware of evacuation Procedures and emergency Procedures.

All Employees have an obligation to comply with the University's workplace health and safety Policies, Procedures and instructions to ensure a safe workplace.

Students, visitors and others have an obligation to comply with instructions given for health and safety at the University.

## **4.2 Types of training**

The University provides training to Supervisors, Employees and Students to enable them to meet their workplace health and safety responsibilities.

### **4.2.1 Induction training**

All new and existing Employees are required to complete annual induction training.

### **4.2.2 On-the-Job training**

Supervisors are expected to provide training to Employees on the job. This type of training should be used to introduce new or redesigned standard work processes and associated equipment.

### **4.2.3 Formal training sessions**

Formal, structured training sessions are provided to University Employees to improve knowledge and skills in relation to workplace health and safety. The University Safety team is responsible for the design, delivery and administration of formal training.

### **4.2.4 Training in emergency Procedures**

Building Wardens are given access to training in emergency Procedures, including fire safety, evacuations and bomb/arson threats, to enable them to more effectively fulfil their responsibilities.

Emergency Team members are given the following training to enable them to fulfil their responsibilities:

- evacuation Procedures
- area familiarisation
- fire extinguisher handling as appropriate
- CPR

Building Wardens are responsible for ensuring their team members are provided with the necessary training.

#### **4.2.5 Other training**

Refer to the other sections of this manual for more details of the specific training requirements for the various Procedures.

### **4.3 Evaluation of training**

The training provided to Employees must be evaluated by the presenter and reviewed at least annually by the Supervisor to ensure it is meeting current requirements.

Contact the University Safety team for advice on evaluation and review methods.

### **4.4 Training records**

Records of any training conducted should be held in each cost centre for at least five years from the date of the last entry in them. All training should be entered into the appropriate record management system.

Training records should include:

- program title and date
- name of participants
- objectives and content
- name of training presenter
- accreditation details of program and presenter where appropriate.

## **5 References**

Nil.

## **6 Schedules**

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

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| <b>Accountable Officer</b>                      | Chief People Officer  |
| <b>Responsible Officer</b>                      | Executive Director (Facilities Management)  |
| <b>Policy Type</b>                              | University Procedure  |
| <b>Policy Suite</b>                             | <a href="#">Work Health and Safety Policy</a>   |
| <b>Subordinate Schedules</b>                    |   |
| <b>Approved Date</b>                            | 31/1/2024   |
| <b>Effective Date</b>                           | 31/1/2024   |
| <b>Review Date</b>                              | 3/4/2024  |
| <b>Relevant Legislation</b>                     | <a href="#">Work Health and Safety Act 2011 (Qld)</a>   |
| <b>Policy Exceptions</b>                        | <a href="#">Policy Exceptions Register</a>  |
| <b>Related Policies</b>                         |   |
| <b>Related Procedures</b>                       | <a href="#">Work Health and Safety Management System Procedure</a>  |
| <b>Related forms, publications and websites</b> | <a href="#">UniSQ Safety Training and Resources</a>   |
| <b>Definitions</b>                              | <p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Delegate (noun)</a></p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Information</a></p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful</p> |

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|  | <p>purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</p> <p><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">Student</a></p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> |
|  | <b>Definitions that relate to this procedure only</b>   |
|  | <p><b>Supervisor</b></p> <p>Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p>  |
|  | <p><b>Keywords</b></p> <p>Training, induction, WH&amp;S, responsibilities, OH&amp;S</p>   |
|  | <p><b>Record No</b></p> <p>13/469PL</p>   |