



## 2.3 Health Safety and Wellbeing (HSW) Training Needs Analysis (TNA) and Training Plan

### IMPLEMENTATION

#### Aim

To prescribe the responsibilities and actions required for the identification of appropriate training needs and the development of training plans to ensure the University meets the requirements of the Health, Safety and Wellbeing (HSW) Policy principles, and the relevant sections of the Work Health and Safety (WHS) Act 2012 (SA) and WHS Regulations 2012 (SA).

#### 2.3.1 Objectives

- 2.3.1.1 All workers identified in the scope (Section 2.3.2.1) will have:
- specific training needs identified based on the level of risk to the individual and/or their role and/or legislative requirements; and
  - a training plan which is monitored at regular intervals;
- to ensure that workers have the necessary skills, knowledge and qualifications (where required) to conduct their activities safely and meet the requirements of the WHS legislation.

#### 2.3.2 Scope

##### 2.3.2.1 Inclusions

This process applies to:

- University staff (i.e. full time, part-time and casuals), volunteers and titleholders;
- Higher Degree by Research (HDR) students; and
- Any other person where the Head of School/Branch requires they be included on the TNA.

Please note: this chapter provides information on the planning process.

Requirements for the implementation of training are covered in a separate chapter of the HSW handbook - [HSW Training](#).

##### 2.3.2.2 Exclusions

- Contractors do not require inclusion on the School/Branch TNA, however evidence of induction is required to be kept in accordance with the HSW Handbook chapters [HSW Induction](#) and [Contractor Management](#).
- Where training needs are identified, recorded and tracked using another database/system, it is not necessary to duplicate information on the TNA, if it meets the requirements of this handbook chapter. e.g. a Lab training log may meet this criteria.

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2.3.3 Process:

Person Responsible	Actions
<p><b>2.3.3.1 Head of School/Branch</b></p> <p>(Any or all of these tasks can be delegated to School/Branch staff (e.g. Normally this would be the Manager/Supervisor, or in some cases the Health and Safety Officer), however the Head of School/Branch must monitor the tasks on a regular basis to ensure they take place.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine a TNA format(s) which best meets your School/Branch needs. Two examples are provided in <a href="#">Appendices A and B</a>.</li> <li><input type="checkbox"/> Ensure the format for your TNA(s) meet the principles outlined in <a href="#">Appendix C</a>.</li> <li><input type="checkbox"/> Ensure that Managers/Supervisors identify at the commencement of each year or during staff inductions and/or during the Planning, Development and Review (PDR) process:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> what training workers will need in order to conduct their activities safely and to understand their responsibilities under the WHS legislation e.g.                                 <ul style="list-style-type: none"> <li><input type="checkbox"/> Training that is required by legislation;</li> <li><input type="checkbox"/> Training related to an activity that has been identified as requiring a proficiency on the risk assessment; or</li> <li><input type="checkbox"/> Training that is required by the University.</li> </ul>                                 Refer to <a href="#">Appendix D</a> as a guide.                             </li> </ul> <p>[Note: It is possible that some workers in low risk areas (see definitions) will not require any specific safety training in addition to induction.]</p> </li> <li><input type="checkbox"/> Ensure that the names of the individuals who need the training and the required training are recorded on the TNA; [Note: You can add to/amend a TNA as additional training needs are identified.]</li> <li><input type="checkbox"/> Ensure that Managers/Supervisors determine how often the training is required and that the boxes are shaded on the TNA in accordance with the relevant frequency legend for the TNA. This will be based on the level of risk, the role, legislative and/or University requirements.</li> </ul> <p><b>For persons taking on a new role or new activities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that the Manager/Supervisor re-assesses the training needs of a worker and updates the TNA if required.</li> </ul> <p><b>For persons transferring from another School/Branch/University</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with the worker what training has been provided in their previous role and determine what additional training (if any) is required.</li> <li><input type="checkbox"/> Obtain copies of any applicable Proficiencies, current Competencies from the worker or contact the previous <a href="#">Health and Safety Officer</a>/Manager/Supervisor if relevant to their role.</li> </ul> <p><b>The TNA now outlines the current training plan for each worker.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allocate appropriate resources to meet identified training needs.</li> <li><input type="checkbox"/> Ensure individuals attend training in accordance with the HSW Handbook chapter - <a href="#">HSW Training</a>.</li> <li><input type="checkbox"/> Record training attendances on the TNA (except where recorded in another system as per the exclusions in the Scope of this chapter).</li> <li><input type="checkbox"/> Ensure the progressive recording of training as completed (e.g. from training attendance records or when copies of statements of attainment/competency/licences are received) onto the TNA.</li> </ul> <p style="text-align: right;">Continued</p>

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2.3.3 Process:

Person Responsible		Actions
<p>2.3.3.1 Head of School/Branch (Continued)</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure the monitoring of each individual's progress against the TNA (e.g. at quarterly intervals and during the Performance Development Review process for staff on continuing/fixed term contracts greater than 12 months) and take remedial action if required.</li> </ul> <p><b>TNA records</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Retain a copy of the completed TNA annually in TRIM or where the School/Branch does not have access to TRIM, forward to the <a href="#">HSW Team</a> for archiving at the end of each calendar year.</li> </ul>
<p>2.3.3.2 Associate Director, HR Policy, Safety and Compliance (or delegate)</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop an <a href="#">annual training plan (program)</a> and course material for general HSW information sessions to be provided internally by the HSW Team.</li> <li><input type="checkbox"/> Provide links on the training plan to training providers where competency based training/licences are required under the legislation. (e.g. where training is required by a Recognised Training Organisation.)</li> <li><input type="checkbox"/> Display the HSW training plan (program) on the HSW website.</li> </ul> <p>[Note: The HSW information sessions listed in the HSW annual training plan and presented by the HSW Team are not mandated and there is no requirement for these information sessions to be recorded on a School/Branch TNA.]</p>

2.3.4 Performance Measures

The HSW Team will use the performance measures listed below to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process. The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

References	Measure	Objective Evidence	Frequency	Indicator of success
See objective 2.3.1.1	<p>% of Schools/Branches with a current HSW Training Needs Analysis which:</p> <ul style="list-style-type: none"> <li>• identifies training appropriate to each worker's role and legislative requirements in accordance with Appendix D; and</li> <li>• meets the format principles in Appendix C to enable the monitoring of performance against the plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Training Needs Analysis</li> <li>• Dates of training are recorded on the TNA.</li> <li>• School/Branch Risk Assessments</li> <li>• Other training recording systems/ process where the TNA is not the planning, monitoring and recording tool.</li> </ul>	As per the Internal audit plan	Success = 100% Less than 100% = Corrective action

2.3.5 Useful information and resources

2.3.5.1	<p><b>University related documents and policies</b>  <a href="#">HSW Policy</a>                      HSW Handbook chapter <a href="#">HSW Training</a>                      HSW Handbook chapter <a href="#">HSW Induction</a>                      HSW Handbook chapter <a href="#">Contractor Safety Management</a></p>
2.3.5.2	<p><b>Related legislation and Australian Standards</b>  <a href="#">WorkCover Code of conduct for Self-Insured employers</a></p>
2.3.5.3	<p><b>Useful Web-links</b>  <a href="#">University HSW Training Plan</a>  <a href="#">SafeWork SA</a> Licencing etc</p>

**TRAINING NEEDS ANALYSIS (2013) as at 1/12/13**

SCHOOL/BRANCH: [INSERT NAME OF SCHOOL/BRANCH]

LEGEND

Essential (Day 1-5) (Note - The time-frame is determined by the School/Branch See Appendix D 1.1)  Essential (one-off training within first 6 months)  Essential prior to commencement of activity then refresher each year  Essential prior to commencement of activity then refresher each 2 yrs  Essential prior to commencement of activity then refresher each 3 yrs  Essential prior to commencement of activity then refresher each 5 yrs  Not Applicable

Names	Commencement Date	Local Induction to area	University HSW web based Induction	Chief Warden Training (Includes Deputies where applic)	Warden Training Level 1	First Aid Training	Additional CPR Training	Fork lift operation	Confined Space entry	Use of Liquid Nitrogen		
	(Optional)	(Information)	(Information)	(Competency)	(Competency)	(Competency)	(Competency)	(Competency)	(Proficiency)	(Proficiency)		
Head of School												
Worker A	4/8/13	6/8/13	6/9/13									
Manager/Supervisors												
Worker B	1/5/13	6/8/13	4/6/13		6/9/13						4/9/13	
Worker C	13/7/06	16/7/06	15/9/06								4/9/13	
Staff												
Worker D	1/7/12	6/8/13	5/7/12			4/10/13	4/10/13				4/9/13	
Worker E – also new HSO	5/7/11	5/7/11	8/7/11			4/10/13	4/10/13					
Worker F	4/4/10	4/4/10	4/4/10							1/11/13		
Worker G	6/7/08	6/7/08	6/7/08					1/6/13				
PhD Students												
Worker H – also a lecturer	5/5/13	5/5/13	6/6/13									
Worker I – also a lecturer	6/6/13	6/6/13	6/6/13									

The TNA: Will need to be populated according to your School/Branch needs and the Legislative requirements set out in Appendix D.

The legend: A colour in a box (except for grey) identifies a training need. The colour identifies the frequency (when due). A date indicates that the training has been completed and is current. Do not leave an expired date in the box. The template should enable the Head of School/Branch or HSO to quickly identify where there is a training need/gap.

Note: Where training is identified and monitored using another database/system, it is not necessary to include the activity on the TNA, if it meets the requirements of this handbook chapter. (e.g. The system used enables mandatory training requirements for the worker to be listed, gaps to be identified and corrective action taken where required. e.g. a Lab logbook of training may be used. We aim to remove duplication of effort and administration where possible.)

Example of how to use this legend

Worker A (Head of School) – Is required to complete mandatory local induction to area, University web based HSW Induction. All training has been completed within the required time-frames.

Worker B (Manager/Supervisor) - Training needs have been identified but the worker has not completed the mandatory local induction. Confined Space entry training has also been identified but they have not attended training to date. It should be noted that as a level of Proficiency/competency is required, they must not undertake this activity until training has been completed. All other training needs have been met.

Please click on this link if you require a blank version of this template. [Training Needs Analysis \(Template A\)](#). An excel version of this template is also available.

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**TRAINING NEEDS ANALYSIS (2013) as at 1/12/13**

**SCHOOL/BRANCH:** [INSERT NAME OF SCHOOL/BRANCH]

This template is recommended where there is a large number of personnel. It is suggested that you divide your School/Branch into work-groups and appoint a Manager/Supervisor/Team Leader to be responsible for the management of each individual workgroup TNA.

**LEGEND**

Essential (Day 1-5) (Note - The time-frame is determined by the School/Branch See Appendix D 1.1)	■	Essential (one-off training within first 6 months)	■	Essential prior to commencement of activity then refresher each year	■	Essential prior to commencement of activity then refresher each 2 yrs	■	Essential prior to commencement of activity then refresher each 3 yrs	■	Essential prior to commencement of activity then refresher each 5 yrs	■	Not applicable	■
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WORKGROUP 1	Name of staff member [Manager/ Team Leader]	Name of staff member (HSO)	Name of staff member Chief (Warden)	Name of staff member (Warden)	Name of staff member (First Aid Officer)	Name of staff member					
Training Courses											
Commencement Date (Optional)	20/7/09	2/4/09	1/1/06	5/8/07	6/6/82	3/3/09	5/7/90	2/2/98	1/10/09	5/2/08	2/2/13
Local HSW Induction	21/7/09	4/4/09	1/1/06	5/8/07	6/6/82	5/3/09	5/7/90	2/2/98	1/10/09	5/2/08	2/2/13
HSW on-line induction	20/8/09	2/6/09	1/2/06	5/9/07	6/6/82	5/3/09	5/7/90	2/6/98	1/11/09	5/2/08	2/2/13
Chief Warden											
Warden (Level 1)									5/11/09		
First Aid Training										16/7/13	
Fork lift operation											

Please click on this link if you require a blank version of this template [Training Needs Analysis \(Template B\)](#)  
 The blank template will need to be populated according to your School/Branch needs and the Legislative requirements as outlined in Appendix D. An [excel version](#) of this template is also available.

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## TRAINING NEEDS ANALYSIS (TNA) FORMAT

The School/Branch TNA format must display and/or meet the following criteria:

1. There must be provision for the names of all the relevant training courses on the TNA unless training is being recorded via another system that meets the requirements of this handbook chapter  
e.g. The system used enables mandatory training requirements for the worker to be listed, gaps to be identified and corrective action taken where required. e.g. a Lab logbook of training may be used. We aim to remove duplication of effort and administration where possible.
2. There must be provision for the names of all relevant workers e.g. staff members, volunteers, titleholders, Higher Degree by Research students, or others as determined by the Head of School/Branch to be recorded on the TNA.
3. The format must enable the names to be grouped in a logical order (e.g. alphabetically, or by position, or by workgroup) to track individual training.
4. There must be a legend which enables the frequency of training (e.g. refresher training) to be clearly identified on the template. (e.g. essential training on commencement, annual training, bi-annual training etc. It is suggested a colour code be used.)
5. The TNA format must make it clear where a training need (i.e. a gap) exists.
6. The TNA format indicates when training is complete.
7. The TNA format enables the Head of School/Branch to measure progress against planned arrangements.
8. The TNA format provides a training plan for each individual based on their role, responsibilities and legislative requirements.
9. The TNA format must be saved each calendar year. (i.e. to ensure re-training doesn't overwrite previous training records.)
10. The TNA format can provide training data to inform the School/Branch/Faculty/Division Health and Safety Committee Report.

**If you require any further information on the  
TNA format please contact your**

[Division/Faculty HSW Manager](#)

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## HEALTH AND SAFETY TRAINING GUIDELINE

### Work Health and Safety Legislative requirements and/or University requirements

To assist Schools/Branches in the identification of training needs.

Legislative/University requirements
<p><b>Information, Instruction and Training [WHS Act Section 19; WHS Regs Section 39]</b>                      There is a legislative requirement to ensure that information, training and instruction is provided to a worker and the training is suitable and adequate having regard to:</p> <ul style="list-style-type: none"> <li>the nature of the work carried out by the worker; and</li> <li>the nature of the risks associated with the work at the time the information, training or instruction is provided; and</li> <li>the control measures implemented.</li> </ul> <p><b>Levels of training</b>                      The training to meet the above requirements is provided at 3 different levels.</p> <ol style="list-style-type: none"> <li>1. <u>Information, instruction and training</u>                          Provides general information to participants. This type of training is suitable where no proficiency, qualification or licence is required.</li> <li>2. <u>Proficiency based training</u>                          Provides a higher level of instruction skill and/or risk associated with the activity. It will generally have a practical component to enable the trainee to observe the process from beginning to end, and then demonstrate back to their trainer/assessor that they are proficient/skilled to undertake the task or operate the equipment without supervision.</li> <li>3. <u>Competency based training (i.e. Statement of Attainment or licence)</u>                          This type of training is required where the operator must attend formal training by an authorised or Nationally Recognised Training Organisation who will provide them with a statement of attainment, qualification or licence following successful completion of the training. Examples may include: first aid training, forklift training, work associated with rigging, cranes, hoists, confined space entry, scaffolding, dogging, work at height, operation of load-shifting equipment, firearms, electrical, asbestos removal, licence to use or handle a radioactive substance.</li> </ol> <p>At each level, some training is mandated by WHS legislation and/or the University (i.e. indicated as red) and the others are optional based on the level of risk to the individual and/or their role (i.e. indicated as blue). It is the responsibility for Manager/Supervisors to identify what training workers will need and ensure this is reflected on the School/Branch TNA. This may be completed in consultation with the <a href="#">School/Branch Health and Safety Officer</a> or person nominated by the Head of School/Branch to maintain the TNA.</p>

Legend : Quick reference guide	Mandated training	Optional – Supervisor/Head of School/Branch (delegate) decides
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	Information, instruction and training	Record	Responsibility for records management
1	Provides general information to participants. This type of training is suitable where no proficiency, qualification or licence is required.		School/Branch
	<b>1.1 Induction [WHS Act Section 19]</b> The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking. Ensure that an employee receives proper information, instruction and training <b>before</b> the worker undertakes the task in accordance with the <a href="#">HSW Induction</a> chapter.  <u>Frequency of Training :</u> <ul style="list-style-type: none"> <li>Local induction program – required within time-frame specified by the Head of School/Branch taking into account the hazards in the area of work. This time-frame <u>must</u> be recorded on the School/Branch TNA.</li> <li>HSW Web-based induction – required within first 6 months from commencement as part of probation.</li> </ul>	Local induction record  Web-based Induction record (or paper copy if printed)	School/Branch is required to track that Web-based induction is completed and record the date on the School/Branch TNA.  <b>NOTE:</b> HSW Team - Human Resources manage the <a href="#">Web-based induction records</a> if completed on-line.  School/Branch is required to manage the record if it is completed off-line (e.g. a hard copy record).

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## HEALTH AND SAFETY TRAINING GUIDELINE

Legend : Quick reference guide      **Mandated training**      Optional - Head of School/Branch (delegate) decides -

Ref	Legislative/University requirements	Record	Responsibility for records management
1	<b>Information, instruction and training (Continued)</b> Provides general information to participants.		
1.2	<b>Emergency Facilities and Procedures [WHS Regulations Section 43]</b> HSW Handbook chapter, <a href="#">Emergency Management</a> Ensure that information, training and instruction are provided to relevant workers on the implementation of the University's emergency procedures and plan. This includes response to an emergency, evacuation procedures, effective communication between those co-ordinating the emergency response and all persons at the workplace. (e.g. Chief Warden (and their Deputy where applicable), Wardens)  <u>Frequency of Training:</u> As required by the HSW Handbook chapter, <a href="#">Emergency Management</a> Security Services – Emergency Warden Training <a href="https://www.adelaide.edu.au/security/emergency_services/training/">https://www.adelaide.edu.au/security/emergency_services/training/</a>	Chief Wardens Statement of Attainment provided by Chubb Training Group  Wardens (Level 1) Statement of Attainment	University Security Services track Chief Warden Training and a gap analysis is provided at the quarterly <a href="#">UHSC meetings</a> or available on the <a href="#">Security website</a> .  School/Branch is required to track the training for the Deputy Chief Warden(s) where applicable and Warden (Level 1 training) on the TNA.
1.3	<b>Emergency Facilities and Procedures [WHS Regulations Section 43]</b> <b>Incident Management Task Group (IMTG) and Incident Response Team (IRT)</b>  <u>Frequency of Training:</u> As required by the HSW Handbook chapter, <a href="#">Emergency Management</a> Determined by the Emergency Director (Vice-President Services and Resources) and Manager, Campus Services.	Signed attendance record	University Security Services track IMTG and IRT Training on the TNA and manage records.
1.4	<b>Hazardous manual tasks [WHS Regs Section 60]</b> Ensure staff required to perform manual handling tasks receive appropriate training in safe manual handling techniques, corrective use or application of any mechanical aids, PPE or team lifting procedures.  <u>Frequency of Training:</u> Determined by Supervisor and/or Head of School/Branch, based on the risk assessment.	Signed attendance record	School/Branch track training on the TNA and manage records.
1.5	<b>Noise [WHS Regs Section 57]</b> HSW Handbook Chapter - <a href="#">Noise Management</a> Ensure staff receive appropriate information and training on any noise control measures which have been implemented. This may be covered off during induction but you would need to be able to demonstrate that this is the case.  <u>Frequency of training:</u> Determined by Supervisor and/or Head of School/Branch, based on the risk assessment.  <b>For noting:</b> Audiometric testing may also be recorded on the TNA. (Refer to the Noise Management HSW Handbook chapter for further information.)	Signed attendance record	School/Branch track training on the TNA and manage records.

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## HEALTH AND SAFETY TRAINING GUIDELINE

Legend : Quick reference guide Mandated training Optional - Head of School/Branch (delegate) decides -

Ref	Legislative/University requirements	Record	Responsibility for records management
2	<p><b>Level of Proficiency required [WHS Act Section 19, Code of Practice “How to Manage Work Health and Safety Risks, December 2011 (p16)]</b> Provides a higher level of instruction skill and/or risk associated with the activity. It will generally have a practical component to enable the trainee to observe the process from beginning to end, and then demonstrate back to their trainer/assessor that they are proficient/skilled to undertake the task or operate the equipment without supervision.</p>		
	<p><b>2.1 Any School/Branch risk assessment where a control measure requires a level of proficiency to perform the task according to the procedure.</b> Examples may include the use of a proficiency template (e.g. against the Safe Operating Procedure), or by using a log book, or via supervised sessions until determined proficient and/or a trade qualification is obtained. <u>Frequency of Training:</u> Determined by the Supervisor and/or Head of School/Branch, based on the risk assessment.</p>	Proficiency record	School/Branch track training on the TNA and manage records.
	<p><b>2.2 Hazardous Chemicals [WHS Regs Section 363]</b> Any person who operates, tests, maintains or decommissions a system that involves hazardous chemicals or uses Hazardous Chemicals. Refer to the <a href="#">WHS Regulations Section 328</a> for a list of chemicals defined as hazardous. <u>Frequency of Training:</u> Determined by the Supervisor and/or Head of School/Branch, based on the risk assessment.</p>	Proficiency record	School/Branch track training on the TNA and manage records.
	<p><b>2.3 Confined Space [WHS Reg Section 76] Code of Practice - Confined Space February 2014.</b> Ensure relevant information, training and instruction is provided to each worker on:</p> <ul style="list-style-type: none"> <li>the nature of all hazards relating to a confined space;</li> <li>the need for, and the appropriate use or control measures to control risks associated with those hazards;</li> <li>the selection, fit, use, wearing, testing, storage and maintenance of any personal protective equipment;</li> <li>the contents of any confined space entry permit that may be issued in relation to work carried out by the worker in a confined space; and</li> <li>emergency procedures.</li> </ul> <p><u>Frequency of training:</u> Re-training or refresher training should be provided as appropriate for a particular workplace. The frequency of this training should depend on how often workers are required to carry out tasks associated with entry to or work in confined spaces.</p>	Proficiency record or Schools/ Branches may elect to send workers to a formal training session provided by a Recognised Training Organisation. A Certificate of Competency issued.	School/Branch track training on the TNA and manage records.
	<p><b>2.4 Asbestos [WHS Regs Section 434] Training in relation to naturally occurring asbestos</b> A person conducting a business or undertaking must ensure that the training required under WHS Regulations Section 445 includes training in the hazards and risks associated with naturally occurring asbestos for workers who carry out work where naturally occurring asbestos is likely to be found. No asbestos removal work is to be undertaken by workers unless a licence has been issued by the “Director” (as defined under the WHS Regulations). If you are working with or/removing samples in order to determine whether asbestos is present then approval must be obtained by the School/Branch Head and the Associate Director, HR Policy, Safety and Compliance.</p>	Licence only for Asbestos removal	School/Branch track training on the TNA and manage records.

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## HEALTH AND SAFETY TRAINING GUIDELINE

Legend : Quick reference guide      **Mandated training**      Optional - Head of School/Branch (delegate) decides -

Legislative/University requirements		Record	Responsibility for records management
3	<p><b>Certificate of Competency or Qualification or Licence</b> This type of training is required where the operator must attend formal training by an authorised or Nationally Recognised Training Organisation (RTO) who will provide them with a statement of attainment, qualification or licence following successful completion of the training.</p>		
	<p><b>3.1 First Aid [WHS Regs Section 42]</b> <b>Code of Practice "First Aid in the Workplace", July 2012</b> Each School/Branch is to ensure an adequate number of workers are trained to administer first aid at the workplace.</p> <ul style="list-style-type: none"> <li><u>Apply First Aid (HLTFA311A)</u> - formally senior First Aid Provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR) and to manage the casualty and incident until the arrival of medical or other assistance. In low risk workplaces, first aiders are sufficiently trained if they can perform CPR and treat minor illnesses and injuries.</li> <li><u>Apply advanced first aid</u> Provides additional competencies required to apply advanced first aid procedures. This type of training is suitable for some high risk workplaces.</li> <li><u>Provide First Aid in Remote Situations</u> Provides the competencies required to administer first aid in a remote and/or isolated situation, including preparing for aero-medical evacuation. This type of training is suitable for high risk workplaces that are likely to have a major delay in accessing emergency services.</li> <li><u>Manage first aid in the workplace (Occupational First Aid)</u> Provides competencies required to apply advanced first aid procedures and to manage a first aid room.</li> </ul> <p><u>Frequency of Training for all courses:</u> Each 3 years.</p>	Formal training required by a RTO and a Statement of Attainment provided for all First Aid training listed.	<p><b>School/Branch</b> track training on the TNA and manage records.</p> <p><b>School/Branch</b> track training on the TNA and manage records.</p> <p><b>School/Branch</b> track training on the TNA and manage records.</p> <p><b>HSW Team – Human Resources Branch</b> track training on the HR and manage records.</p>
	<p><b>Additional Training for First Aiders</b> Schools/Branches should consider if first aiders should attend additional training to refresh their first aid knowledge and skills e.g. refresher training in CPR annually if the workplace exposes workers to high risk hazards that could result in serious injury/illness, if the location of the workplace creates an additional risk and a healthcare facility is not within 20 minutes or if there have been specific situations at the workplace where first aiders may need additional information/training.</p> <p><u>Frequency of Training:</u> Determined by the Supervisor and/or Head of School/Branch, based on the risk assessment.</p> <p>(Note – An attendance record is acceptable if the update is a scenario based exercise, practice session or information is addressing a specific situation which has been identified.)</p>	Statement of Attainment or an attendance record (see note)	<b>School/Branch</b> track training on the TNA and manage records.

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Legend : Quick reference guide Mandated training Optional - Head of School/Branch (delegate) decides -

Legislative/University requirements		Record	Responsibility for records management
3	Certificate of Competency or Qualification or Licence (Continued)		
	<p><b>3.2 Health and Safety Representative [WHS Regulations Section 21]</b>                      The University is required to arrange training with a recognised training organisation <u>within 3 months of a request being received by a HSR.</u></p> <p>The School/Branch is required to pay the course fees and any other reasonable costs associated with the training.</p> <p><u>Training:</u>                      During the:</p> <ul style="list-style-type: none"> <li>• first year of the health and safety representative's term of office – 5 days</li> <li>• second year of the health and safety representative's term of office – 3 days</li> <li>• third year of the health and safety representative's term of office – 2 days.</li> </ul>	Formal training required by a recognised training authority. Certificate of Attendance issued  (Contact HSW Team or refer to the <a href="#">HSW Training Plan</a> for further information.)	School/Branch track training on the TNA and manage records.
	<p><b>3.3 High risk work [WHS Act, Section 43, WHS Regulations Section 81, WHS Regulations Schedule 3 and 4]</b>                      A licence is required for the following:</p> <ul style="list-style-type: none"> <li>• Boom type elevating work platform</li> <li>• Scaffolding work</li> <li>• Dogging and rigging work (e.g. work associated with hoists, cranes, conveyors, dredges, excavators)</li> <li>• Crane and hoist operation (e.g. tower crane, bridge and gantry crane, vehicle loading crane, personnel and materials hoists, boom-type elevating work platform)</li> <li>• Reach stacker</li> <li>• Forklift operation (truck)</li> <li>• Pressure equipment operation (e.g. boiler, turbine operation)</li> </ul> <p><b>Exception under WHS Regulations Section 82</b>                      A person who carries out high risk work is not required to be licensed:</p> <ul style="list-style-type: none"> <li>• if the work is carried out under the supervision of a person who is licensed to carry out the high risk work;</li> <li>• if the work involves plant and the work is carried out at a workplace solely for the purpose of the manufacture, testing, trialling, installation, commissioning, maintenance, servicing, repair, alteration, demolition or disposal of the plant at the workplace or moving the plant while unloaded within the workplace; and the plant is operated or used without a load except when standard weight loads with predetermined fixed points are used for calibration of the plant.</li> <li>• If work is limited to setting up or dismantling a crane or hoist and the person carrying out the work holds a licence in relation to rigging, which qualifies the person to carry out the work.</li> </ul> <p><b>If your School/Branch conducts any of the high risk activities listed above, please review the specific requirements of this Regulation as there may be additional information which relates to your activities which have not been provided here.</b></p> <p><b>Frequency of training</b>                      Licences must be renewed every 5 years unless a specific frequency is mandated under the legislation.</p>	Licence to operate provided by a RTO.	School/Branch track training on the TNA and manage records.

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Legislative/University requirements		Record	Responsibility for records management
3	<b>Certificate of Competency or Qualification or Licence (Continued)</b>		
	<b>3.4 Radiation [Radiation Protection and Control Act 1982 Section 31]</b> A person must not: <ul style="list-style-type: none"> <li>• operate ionising radiation apparatus of a prescribed class;</li> <li>• be in possession of a radiation source</li> </ul> unless the person holds a licence or temporary licence under this section.	Licence	HSW Team – Human Resources track training/licences and records on the Radiation database.
	<b>3.5 Injury Management - Rehabilitation Co-ordinator [Workers Rehabilitation and Compensation Act 28(d)]</b> To co-ordinate the rehabilitation of injured/ill workers on behalf of the University (including Controlled Entities)  <u>Frequency of training:</u> As directed by WorkCover Rehab and Return to Work Co-ordinator Training Advanced (3 days) – Initially one-off	Statement of attainment	HSW Team – Human Resources track training on the HR TNA and manage records.
	<b>3.6 Diving [WHS Regulations Section 171, 171A]</b> A person must not carry out general diving work (other than incidental diving work and limited scientific diving work) unless the person has 1 or more of the following qualifications: (a) certification in relation to a specified VET course for general diving work that includes the type of general diving work to be carried out by the person; (b) a certificate for general diving work, issued by a training organisation, that demonstrates that the person has achieved the competencies specified in AS/NZS 4005.2:2000 ( <i>Training and certification of recreational divers</i> ) or AS/NZS 2815 ( <i>Training and certification of occupational divers</i> ) that are relevant to the type of general diving work to be carried out by the person.  <b>Competence of worker - general diving work</b> In addition to WHS Regulations Section 171, a person must not carry out general diving work (other than incidental diving work and limited scientific diving work) unless the person has, through training, qualification or experience, acquired sound knowledge and skill in relation to the following: (a) the application of diving physics; (b) the use, inspection and maintenance of diving equipment (including emergency equipment) and air supply of the type to be used in the proposed general diving work; (c) the use of decompression tables or dive computers; (d) dive planning; (e) ways of communicating with another diver and with persons at the surface during general diving work; (f) how to safely carry out general diving work of the type proposed to be carried out; (g) diving physiology, emergency procedures and first aid.  <b>WHS Regulations Section 172</b> <b>Competence of worker – incidental diving work</b> (1) A person must not carry out incidental diving work unless the person— (a) has the training, qualification or experience referred to in WHS Regulations Section 171A; and (b) has relevant diving experience; and (c) is accompanied and supervised in the water by a person who has the competencies referred to in WHS Regulations Section 171.  In this regulation, a person has <i>relevant diving experience</i> if the person has logged at least 15 hours of diving, of which at least 8 hours and 20 minutes were spent diving between 10 metres above and any depth below the maximum depth at which the diving work is to be carried out.	<u>Dive Supervisor</u> Open water certificate Provided by a RTO or by the Australian Diver Accreditation Scheme or the relevant regulatory authority.	School/Branch track training on the TNA and manage records.

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Legislative/University requirements		Record	Responsibility for records management
3	<p><b>Certificate of Competency or Qualification or Licence (Continued)</b></p> <p><b>Diving (Continued) WHS Regulations Section 171A</b></p> <p><b>173—Competence of worker—limited scientific diving work</b>                      (1) A person who is not permanently resident in Australia must not carry out limited scientific diving work unless the person has—                      (a) the training, qualification or experience referred to in regulation 171A; and                      (b) relevant diving experience, including relevant diving experience obtained outside Australia.                      (2) In this regulation, a person has <i>relevant diving experience</i> if the person has logged at least 60 hours diving of which at least 8 hours and 20 minutes were spent diving between 10 metres above and any depth below the maximum depth at which the limited scientific diving work is to be carried out.</p> <p><u>Frequency of training:</u> One-off training to gain the open water certificate</p> <p>(Note: Section 2 of Australian Standard 2299 outlines specific requirements for Diver personnel, training and records, including the requirements for first aid training and medical assessments)</p> <p>Refer to the HSW Handbook chapter – <a href="#">Diving</a> for further information.</p>	Statement of attainment.	School/Branch track training on the TNA and manage records.
3.7	<p><b>Construction work [WHS Regs Section 317]</b></p> <p>A person conducting a business or undertaking must not direct or allow a worker to carry out construction work unless—                      (a) the worker has successfully completed general construction induction training; and                      (b) if the worker completed the training more than 2 years previously—the worker has carried out construction work in the preceding 2 years.</p> <p><b>For contractors:</b>                      See <a href="#">Contractor Management</a> chapter of the HSW Handbook for the definition of Construction work.</p>	General construction induction training certification issued to the applicant; or A written declaration by the person who provided the general construction induction training on behalf of the relevant RTO that the applicant has successfully completed general construction induction training.	School/Branch track training on the TNA and manage records.

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