Edith Cowan University
Safety and Employment Relations

Health and Safety Training Guideline

Guideline Owner: Director Human Resources Services Centre

Keywords: 1) Health and Safety 2) Training 3) Competency 4) Awareness 5) Induction

1. INTENT

The purpose of this guideline is to describe the process by which the University ensures the effective planning, development, delivery and assessment of Health and Safety (HS) training to reduce risk and meet legislative and international standard requirements.

2. ORGANISATIONAL SCOPE

All ECU workers, contractors and visitors

3. DEFINITIONS

TERM	DEFINITION
Awareness training	Training used to distribute information that provides an individual with awareness of the basic concepts of a policy, program, process or system. Understanding may be assessed but there is no requirement to for it to be assessed.
Competency	The ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills and knowledge relevant to effective participation in an industry, industry sector or enterprise. Competency must be assessed by verbal questioning or written means and/or in a practical demonstration.

Competent person	A person who has been assessed and deemed to be qualified to perform a duty based on training, knowledge, skill and relevant experience.
Contractor/Consultant	Person/s, partnership or corporation bound to execute the works/services under the contract with the University. This includes sub-contractor/consultants their employees/agents and all other persons.
ECU	Edith Cowan University
EIM Support	Refers to Enterprise Information Management support provided by the Finance and Business Services Centre.
External training provider	A person or organisation providing training services to the University and that has been certified as holding the prescribed scope of registration, qualifications, training and experience to deliver University HS and specialist training.
HR Information System (HRIS)	The secure Payroll/HR database used by the University (currently AscenderPay).
Labour Hire	Individuals engaged through a labour hire firm or on a temporary contract.
Manager/ Supervisor	The person with line management responsibility for any employee including all full time, part time and casual staff. A person responsible for controlling activities areas, workers or students.
Managing for Performance System (MPS)	ECU's Managing for Performance System is an annual planning and review process that enables the worker and the worker's supervisor to set goals for the year ahead and to review progress to ensure these align with the area's operational plan and the University's strategic priorities.
Position	Refers to the expected outcomes, tasks and behaviours associated with a particular job.
Responsible Officer (Contractor/Consultant)	A University worker nominated to act as the School/Service Centre manager for any contractor/consultants working at the University and/or managed work area.
Role	Refers to a position assigned to an individual.
Role Based Development Framework (RBDF)	The key objective of the Role Based Development Framework (RBDF) is to ensure all staff identify and attend appropriate training and access development opportunities to enable them to successfully perform their roles and responsibilities. Six capabilities have been defined along with six main role types across the University.
Safety and Employment Relations (SER)	Refers to the Safety and Employment incorporating Occupational Safety and Health and

	Employment Relations, part of the Human Resources Services Centre.
Scope of Work (SoW)	A document that defines the nature of work that the contractor is to complete and the expected outcomes of the work.
Staff Kiosk	A web-based system that provides access by individuals to view, update and submit requests related to their personal information held on the HRIS, such as salary, leave and professional development/training.
Training	The process used by a qualified person to facilitate learning.
Training Needs Analysis	The formal process of determining the training needs of an individual, group or organisation. The analysis reveals the difference between the required and the existing skill (competency) levels and the recommended training required to enable the individual, group or organisation to safely and effectively perform their work.
Training Owner	The nominated position responsible for developing, storing and maintaining training material.
Worker	The person who carries out work in any capacity for ECU, including work as: a. an employee; or b. a contractor or subcontractor; or c. an employee of a contractor or subcontractor; or d. an employee of a labour hire company who has been assigned to work in the persons business or undertaking; or e. an apprentice or trainee; or f. a student gaining work experience; or g. a volunteer; or h. an adjunct appointment for the University.

4. GUIDELINE CONTENT

4.1. Identifying Required Health and Safety Training

4.1.1. ECU Role Based Development Framework

The Role Based Development Framework (RBDF) identifies the required immediate, short term and optional medium term training required by the six role types identified within the University.

The RBDF Course matrix, available from the Learning Intranet (Individual, Team and Organisation Development website on the RBDF web page), includes required health

and safety training for the six specific role types outlined in the RBDF, including refresher requirements. Additional health and safety training may be added to the RBDF for the six roles types following approval by the Director Human Resources Services Centre (HRSC).

ECU employees are required to review and update their progress on completion of role type training requirements annually using the Management for Performance System (MPS).

4.1.2.   Legislated Health and Safety Roles

In addition to the HS training requirements for the six ECU role types outlined in the RBDF, workers may require additional training for specific legislated HS roles they conduct as part of their employment with ECU.

The Safety and Employment Relations (SER) team should undertake an assessment of the training requirements for specific legislated HS roles that may be conducted by ECU workers as part of their employment with ECU and ensure that the *ECU HS Training Needs Analysis (TNA) tool* is updated.

The legislated HS roles include, but are not limited to;
- Safety and Health Representatives (SHR)
- First Aiders
- Fire Wardens
- Radiation Safety Officer (RSO)
- In-house Electrical Licence Holder (Technical Electrical Officer)

The outcome of the TNA for legislated HS roles will be reviewed by the SER team and approved by the Director HRSC as legislative changes occur.

Employees and their Manager/Supervisor should include review of these requirements as part of the annual MPS discussions.

4.1.3.   Teams and Individuals

Workers may require HS training and licensing specific to the work activities they conduct at ECU. Managers and Supervisors are responsible for ensuring HS training, licensing and competency requirements associated with their team's work activities and the health and safety hazards they may be exposed to, have been identified and captured in a document. The *HS TNA tool* may be used to identify and document HS training, licensing and competency requirements. HS training, licensing and competency requirements should be discussed with individual workers as part of the MPS review process.

When conducting a HS TNA, it should consider, but is not limited to:
- Required HS training as identified for the six RBDF role types
- Any legislated HS roles held by team members
- Work area specific induction and orientation

- Legislative and internal requirements for performing work activities including technical certification, licensing and registration (i.e. Hazardous Substances Training, High Risk licensing, Manual Handling Training etc.)
- Any qualifications, training or licences required to conduct HS activities listed in the position description
- Hazard Controls put in place to reduce exposure to HS hazards including policies, guidelines, procedures, work instructions and permits
- Training identified as an action to control identified HS hazards relevant to the work conducted or work area within which the team members work
- Role specific fitness for work criteria including immunisation requirements
- HS Training and competency refresher requirements.

The outcome of the TNA should be approved by the line Manager of the area.

4.1.4.   Review of Identified Health and Safety Training Requirements

TNAs should be reviewed and updated as follows:
- When there are changes to HS training requirements associated with HS hazard controls
- Where additional HS training needs are identified through a worker's personal development plan
- When workers change positions or commence in a specific HS role
- When there are changes to minimum legislative or internal HS training requirements
- When developing or updating HS training material
- In response to significant HS incidents
- Where training is identified as an action to manage an identified new HS hazard
- Following a HS Hazard risk register review
- Following audits if changes are required
- As otherwise indicated

4.1.5.   Labour Hire, Contractor and Consultant Health and Safety Training Requirements

Labour hire personnel should be treated the same as an employee for all aspects of health and safety including inductions and training.

Responsible Officers (ROs) should ensure that only suitably qualified contractors/consultants, as identified in the Scope of Work (SoW), associated risk assessment and/or HS management plan, are engaged to perform work at University owned or operated areas.

ROs should ensure any contractors/consultants they are responsible for:
- Hold current technical certifications, licences or registrations where required by local legislation, regulatory bodies or the University hazard controls
- Complete the required induction(s) as outlined in section 4.2 of this guideline

- Complete the required University HS training/competency/ awareness as identified in this guideline and the SoW.

Certified copies of the required qualifications and/or proof of competence must be made available to the RO prior to work commencing.

The RO must ensure the records of these qualifications are maintained and are readily available for the duration of the contract.

ROs are required to undertake training in accordance with the Contractor Management – Responsible Officers Work Instruction (2.5.1.6), available from the Facilities and Services Centre website.

4.2. Health and Safety Inductions

To ensure all new and existing workers receive accurate, up to date, and consistent information about how to carry out their work in a safe and healthy manner they must undertake relevant HS induction training.

Induction requirements are outlined in Table 1 below:

Person category	Induction	Delivery method	Refresher frequency
University employees who work on campus including temporary, fixed term, permanent and casual staff and labour hire workers.	PE038 Health and Safety Induction	Online	Two yearly
	PE089 Emergency and Evacuation Induction	Online	Annual
University workers who work on campus on a casual contract who are anticipated to work less than 150hrs over the course of their contract and adjunct staff who work on campus *Note - Should staff work more than 150hrs at ECU they will then be required to undertake the full Health and Safety induction.*	PE098 Short term casual worker Health and Safety Induction	Online	Two yearly
	PE089 Emergency and Evacuation Induction	Online	Annual
University workers <u>who do not work or visit on campus</u> including interstate and international staff, practicum supervisors and adjunct staff	PE097 Off Campus Worker Induction	Online	Two yearly
Postgraduate and Doctoral students with supervisory responsibilities e.g Higher Degrees students.	PE038 Health and Safety Induction	Online	Two yearly
	PE089 Emergency and Evacuation Induction	Online	Annual
Contractors and sub-contractors	Campus Access Induction for Contractors	Online	Annual
Consultants	Campus Access Induction for Consultants	Online	Two yearly
Visitors	Campus Access Induction for Visitors	Online	Valid for one day
Managers and Supervisors (in addition to other induction requirements)	ML099 and ML100 Health and Safety for Leaders	Online plus workshop	Three yearly

Local work area inductions may also be required by Schools and Centres. These may include, for example, laboratory and workshop inductions.

To ensure students are aware of emergency evacuation, hazard and incident reporting processes it is recommended lecturers deliver a student safety information induction at the beginning of lectures and tutorials in the first weeks of each semester. An example student induction that can be customised for School requirements is available from the Health and Safety pages of the Human Resources Service Centre website.

4.3. Training Status

Managers and Supervisors should regularly review the status of their team's HS training, licensing and technical certification requirements. Reports on training compliance can be requested from EIM Support and the *Health and Safety TNA tool* can be utilised to manage this information.

Workers are encouraged to regularly review and monitor their own HS training progress to ensure all requirements are met in the agreed timeframes.

The status of compliance with HS training requirements should be discussed and reviewed at local HS committee meetings, leadership and team meetings and as part of MPS discussions.

4.4. Training Delivery and Development

Where a School or Centre develops and delivers HS training, it is the responsibility of the Executive Dean, Dean or Director, or their delegate, to ensure:
- The training is designed to meet required learning outcomes
- A training content owner is determined and delivery methods established
- Training refresher frequency is stipulated where relevant
- The training is only delivered by suitably qualified and certified personnel

The Organisational Development (OD) team can provide guidance on these requirements.

4.5. Competency Based Training

The competency of trainees should be assessed and results recorded following completion of all competency based training.

Assessment of an individual's competency should take into consideration their training, knowledge, education, qualifications, experience and demonstration of skills achieved. Personnel who are not deemed competent must not be imparted the qualification.

4.6. Training Effectiveness

The effectiveness of all HS training should be recorded using formal participant feedback and periodic feedback from the presenters.

The training owner should review the feedback and incorporate changes as required when conducting training material reviews.

Supervisors should be reviewing the effectiveness through implementation in the workplace and recorded in the Review and Development Plan (RDP) as part of the MPS process.

4.7. Training Material and Record Management

HS training material, including presentations and competency assessments, must be kept in electronic form as described in the *HS Document and Records Management Procedure.*

HS training material should be reviewed at regular intervals for currency and validity. HS training associated with University HS hazard controls may require more frequent review such as after repeated incidents, audit findings, changes in process and related legislation.

HS training records, including completed competency assessments, licensing and certification records, must be kept in electronic or hardcopy form according to the requirements outlined in the *HS Document and Records Management Procedure*.

If HS training records are required to be entered into the HR Information System the information should be forwarded to the appropriate CLT or Payroll administrator for entry.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this Guideline, the following positions are responsible for;

Guideline Owner

The Guideline Owner, the Director Human Resources Service Centre, has overall responsibility for the content of this Guideline.

Executive Deans, Deans and Directors

Executive Deans, Deans and Directors have a strategic and operational responsibility to ensure that the requirements of this Guideline are implemented into their School/Centre. This includes the provision of human and financial resources required for the development and ongoing management of all aspects of this Guideline.

Associate Deans, Managers and Supervisors

Associate Deans, Managers and Supervisors are responsible for ensuring that the requirements of this Guideline are implemented, monitored and reviewed.

Human Resources Services Centre Safety and Employment Relations Team

The Safety and Employment Relations Team is delegated the responsibility for reviewing and amending the Training Guideline and supporting documentation as appropriate.

Workers, Visitors and Students with Supervisory Responsibilities (e.g. Higher Degrees students)

Workers, visitors and students with supervisory responsibilities are required to comply with the content of this Guideline and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS

The guidelines are supported by the following documents available from the Health and Safety pages of the Human Resources Services Centre website:
- HS Document and Records Management Procedure
- Health and Safety Training Needs Analysis (TNA) Template
- University Work Health and Safety Policy [HR081]
- Student Safety Information Induction

The guidelines are supported by the following documents available from the Learning Intranet – Professional development web pages:
- The Role Based Development Framework – Introduction Brochure
- ECU Course Matrix for the Six Role Types
- Role Based Development Framework web based tools

The guidelines are supported by the following documents available from the Facilities and Services Centre web pages:

- Contractor Management – Responsible Officers Work Instruction (2.5.1.6), available from the Facilities and Services Centre website.

Australian Standards and Legislation available online via the Edith Cowan Library databases:
- ISO 45001:2018 Occupational health and safety management systems – Requirements
- Occupational Health and Safety Act 1984
- Occupational Health and Safety Regulations,1996

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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