1. **Mandatory Requirements for All University Staff**

* A local induction using the [WHS23 Induction Checklist](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs23.docx) as a guide is mandatory for new or transferred continuing staff, fixed term contract staff and casual/ sessional staff working on campus within the first week of employment. The checklist may also be used as a guide to induct HDR students, volunteers and work experience students to the workplace.
* As part of the local induction process, it is mandatory that all new continuing and fixed term contract staff complete the online training module:

***“Safety & Wellbeing at UniSA”*** within the first week of employment. Some training may be mandatory through the Local Action Plan template.

* It is **NOT** mandatory for casual or sessional staff to complete any online training courses unless their manager believes particular training is required following analysis of job specific risk. Casual or sessional staff who do not work on campus are not required to undergo local induction however, should refer to the relevant [Quick Guides](https://i.unisa.edu.au/staff/ptc/resources/pdp-resources/) for health and safety information.

1. **Identifying Individual Training Needs**

* **PART 1** of the guide indicates training that is recommended based on specific health and safety responsibilities.
* **PART 2** of the guide outlines training that is related to the safe management of specific health and safety risks.

**Note**: In determining individual training needs, staff qualifications relevant to the courses listed may be recognised as prior learning.

To identify training needs, managers and supervisors shall:

1. Consult with staff to determine any learning gap between current knowledge, skills and/or required competencies for their position.
2. Click on individual course titles listed in Part 2 of this guide to view course content and who should attend. This information is also available on the [Safety and Wellbeing induction & training webpage](http://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/).
3. Incorporate identified training needs into individual staff training plans as part of the performance development and management process.
4. Communicate with staff on how to register for face-to-face workshops or access each online module using the link provided – see table on pages 2 and 3 below. Staff can log in using their university user id and password for all online courses except for the mental health modules provided by BUPA where users must sign up. (**Note:** **Users should NOT log in using their UniSA user id and password)**.
5. HDR student training to address identified risks must be assessed in consultation with their direct supervisor prior to project commencement. Training needs should be recorded in the HDR [Statement of Agreement](https://i.unisa.edu.au/students/research-students/commencing-students/induction/) and reviewed by the supervisor as part of the Annual Review of Progress. Students can use their UniSA user id/password to access modules on Learnonline, and their student ID and a new password to sign up to BUPA.
6. **Monitor Training Plans**

* The progress of training completion should be monitored in consultation with staff at performance review meetings. Training reports can be run locally or requested from the [Safety and Wellbeing Team](https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/advisory/whs/).
* There is **no requirement** to repeat online modules unless there is an identified learning gap or where a university strategic priority or other requirement has placed focus on a particular training need.

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| **TRAINING COURSES** | **METHOD OF DELIVERY** | **Executive Dean, Director Research Institute, Director Central Unit,**  **General Manager** | **Manager, Supervisor,**  **Principal Researcher,**  **Academic or Technical Supervisor,**  **Team Leader** | **Academic staff** | **Professional staff** | **Program Services staff, Technical staff, Support Services staff** | **Research staff** | **HDR students** |
| **MANDATORY FOR ALL STAFF AT INDUCTION (Except Casual/Sessional Staff)** | | | | | | | | |
| [Safety & Wellbeing at UniSA](http://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/recommended-training/) | **Learnonline** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** |  |
| **PART 1.** | | | | | | | | |
| **Recommended for staff based on individual roles and responsibilities.** | | | | | | | | |
| [Understanding Mental Health in Your Team](https://lifeskills.bupa.com.au/login/index.php?cc=USA001) (designed for managers) \*New | **Online (BUPA)** | **🗸** | **🗸** |  |  |  |  |  |
| [Building Health Coping Skills](https://lifeskills.bupa.com.au/login/index.php?cc=USA001) (designed for all staff) \*New | **Online (BUPA)** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | 🗸 |  |
| [Respectful Behaviour](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/recommended-training/) | **Learnonline** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** |
| [Managing Health and Safety Risks](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/recommended-training/) | **Learnonline** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** |
| [Incident Investigation](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/recommended-training/) | **Learnonline** |  | **🗸** |  |  |  |  |  |
| [Injury Management for Managers and Supervisors](https://lo.unisa.edu.au/course/view.php?id=9659) | **Learnonline** |  | **🗸** |  |  |  |  |  |
| [Office Ergonomics at UniSA](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/recommended-training/) | **Learnonline** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** |
| [Slips Trips & Falls](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/recommended-training/) | **Learnonline** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** | **🗸** |
| [WHS for Academics](https://lo.unisa.edu.au/course/view.php?id=9658) | **Learnonline** |  |  | **🗸** |  |  |  |  |

**Note:** Where course links are not working in Internet Explorer, right click, copy the hyperlink and paste into the URL address search.

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| **TRAINING COURSES** | **METHOD OF DELIVERY**  **(Provider)** | **Executive Dean, Director Research Institute, Director Central Unit,**  **General Manager** | **Manager, Supervisor,**  **Principal Researcher,**  **Academic or Technical Supervisor,**  **Team Leader** | **Academic staff** | **Professional staff** | **Program Services staff, Technical staff, Support Services staff** | **Research staff** | **HDR students** |
| **PART 2.** | | | | | | | | |
| **Risk-Based Training** (Identify courses related to the safe management of specific health and safety risks) | | | | | | | | |
| [Environmental Awareness](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Learnonline** |  |  |  |  |  |  |  |
| [Chemical Safety](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Learnonline** |  |  |  |  |  |  |  |
| [Chemical Spills Management](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Learnonline** |  |  |  |  |  |  |  |
| [Manual Handling Safety](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Learnonline** |  |  |  |  |  |  |  |
| [Plant & Equipment Safety](https://lo.unisa.edu.au/enrol/index.php?id=15683) \*New | **Learnonline** |  |  |  |  |  |  |  |
| [Driving Safely](https://lo.unisa.edu.au/course/view.php?id=15393) \*New | **Learnonline** |  |  |  |  |  |  |  |
| [Biological Safety](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Learnonline** |  |  |  |  |  |  |  |
| [Liquid Nitrogen](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Learnonline** |  |  |  |  |  |  |  |
| [Radiation Safety](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Learnonline** |  |  |  |  |  |  |  |
| [Fume Cupboards](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Learnonline** |  |  |  |  |  |  |  |
| [Chemwatch GoldFFX](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Practical Workshop** |  |  |  |  |  |  |  |
| [Safe Driving Courses](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) - external | **Practical Workshop** |  |  |  |  |  |  |  |
| [Emergency Evacuation Training](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) | **Practical Workshop** |  |  |  |  |  |  |  |
| [Provide First Aid -](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) external | **Practical Workshop** |  |  |  |  |  |  |  |
| [Health and Safety Representative (HSR)](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) - external | **Practical Workshop** |  |  |  |  |  |  |  |

**Task Specific Training** related to specific jobs/tasks in defined areas of the University should be coordinated and facilitated by local areas and records maintained locally e.g. Safe Operating Procedures, Forklift training etc..

**Note:** A staff member or HDR student may need training that is not available centrally. In this case the manager/supervisor must identify and arrange suitable training.

*Refer to the* [*WHS Procedure*](https://i.unisa.edu.au/staff/ptc/resources/whs-resources/whs-system-procedures/) *for further information on the University’s approach to managing health and safety training.*