

### Induction and Training

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#### **Purpose**

This procedure outlines the requirements for the management of Health Safety and Injury Management (HS&IM) induction and training for all staff within all University workplaces.

#### **Definitions**

**Contract Supervisor** – the person nominated to administer and supervise a contract (University staff member, usually a manager or supervisor).

**Contractor** – a person, organisation, their staff or a nominated representative engaged to carry out work for the University in a contract for service arrangement

**Induction** – The provision of information designed to introduce a new or transferred staff member to a workplace and provide them with information concerning hazards and associated risks and their control measures.

**Training Needs Analysis (TNA)** – is the process of identifying and assessing the training requirements of staff members based on the tasks they perform.

**Competent Person** - A person who is suitably qualified (whether by experience, training or both) to carry out the work or function.

**Training Plan** - A document stating the training to be delivered to a staff member by the University, normally based upon an analysis of training needs or requirements.

**Training** -The development of skills, knowledge and behaviours through information, instruction or practice.

***NB: It is important to note that where students have an employment contract with the University, they are considered as staff during those periods when the required work as specified in such contracts is being undertaken.***

#### **Responsibilities**

Executive Deans, Directors and General Managers are responsible for:

- the implementation of this procedure in their area of responsibility, the key elements being:
  - all staff are locally inducted during the first week of employment.
  - all staff have their HS&IM training needs identified following induction.
  - all staff have a training plan in place following the identification of training needs.
  - training records are maintained.
  - local area training is evaluated for relevance and effectiveness.
  - for HDR students, Statements of Agreement should be in place with respective academic supervisors which includes HS&IM training requirements.

Staff are responsible for:

- participating in the required induction process.
- participating in the identification of training needs with their supervisor.
- completing all relevant HS&IM training identified as part of their training plan.
- not operating vehicles, plant or equipment without holding a relevant current valid licence or certificate of competency.
- ensuring that the training needs of students conducting research projects for which they are responsible have been identified before research is undertaken.
- working in accordance with the University HS&IM Policy and relevant Procedures.
- casual staff are not required to complete any online training however must complete a local area induction and any other relevant training as required.

Students conducting research projects are responsible for:

- participating in relevant induction processes.
- participating in the identification of training needs with their supervisor.
- completing relevant online learning programs and any other identified related training where required.
- not operating vehicles, plant or equipment without holding a relevant current valid license or certificate of competency.
- carrying out activities in accordance with the University HS&IM Policy and relevant Procedures.

Safety & Wellbeing are responsible for:

- reviewing and updating this procedure in accordance with the criteria for document revision.
- maintaining the currency of the University HS&IM Training Needs Guide.
- the coordination and delivery of general HS&IM training.
- evaluating the effectiveness of general HS&IM training annually.

Academic/Central Units and Research Institutes are responsible for:

- the coordination and delivery of local area specific health and safety training.
- evaluating the effectiveness of local area task specific training annually.
- the maintenance of local area training records.

### Procedure

#### 1. Conduct an induction

Managers and Supervisors shall conduct or make provision for induction training for all new or transferred staff they are responsible for, prior to the commencement of work.

All new staff (**except sessional/casual staff – see section below for explanation**) to the University shall complete the online learning module, **Safety & Wellbeing at UniSA (formerly WHS Fundamentals)** within the first week of employment.

Health and safety inductions for staff members shall be conducted using the Induction Checklist WHS23 as a guide. Inductions should include an introduction to the work environment, specific work requirements and tasks, University procedures and any known hazards and their management.

Specific attention should be given to ensuring familiarity with local Standard Operating Procedures. This includes correct ergonomic setup of screen-based workstations. Workstation Self-Assessment Checklist is to be used by new and existing staff to identify hazards associated with screen-based work. The online training module, **Office Ergonomics at UniSA** is recommended for staff to provide an understanding of ergonomic principles.

All new staff shall also be informed of the WorkPace ergonomic software and its use to minimise muscular injuries occurring while working on screen based equipment. Usage of this software is strongly recommended for individuals where the use of screen based equipment is a significant component of their role. The requirements set out in the induction checklist must be completed and signed off within the first week of employment.

Contract Supervisors will ensure that:

- all contractors receive an adequate induction informing them of any known site specific hazards contractors implement measures to minimise risks to University staff, students, volunteers, others and themselves and have been adequately trained.

Local worksite inductions for contractors or contractor's staff shall be carried out by the responsible University contract supervisor by applying the Contractor Management Procedure and form WHS28 - Contractor Induction Checklist in consultation with the relevant contract project manager. Where possible, inductions should be carried out as part of the contractor's general orientation to the worksite prior to commencing work.

Prior to the commencement of work, contractors are also required to have completed the online induction program, 'Working Safely at UniSA'. A Contractor ID Card needs to be sighted by the contract supervisor, as evidence of completion of this program. For further information regarding the online induction program and how a Contractor ID Card is obtained, please refer to the Facilities Management Unit Contractor & Consultant Website.

### **Sessional/Casual Staff**

Sessional (casual) academic and casual professional staff are required to undertake a local area induction and any other relevant local area task specific training. Supervisors should refer to the Induction & Staff Development Procedure – Sessional (Casual) Staff for further information. Staff in this category are not required to undertake online training unless directed by their supervisor following analysis of job specific risk.

Relevant Quick Guides are also available for all staff members as a part of the induction process.

## **2. Carry out training needs analysis (TNA)**

Following induction, the staff member's supervisor will conduct an HS&IM training needs analysis (TNA) in consultation with the staff member in order to determine the gap between current knowledge, skills and any required competencies for their position.

In order to determine the training needs of a staff member, the form WHS13 - Training Needs Analysis Guide shall be used to determine such training needs. When referring to this Guide it will be necessary for supervisors to determine what specific training listed within it is applicable to their staff. Skills specific to health and safety requirements associated with tasks identified from position descriptions and hazard management processes are to be included in the TNA. Any other specific training skills should also be identified. Competency and/or licence requirements for staff are to be reviewed regularly in accordance with work task requirements including any information, instruction and/or training relevant to standard operating procedures.

The training needs should be translated into a staff training plan as part of the ongoing performance development & management process (see section 3 below). Supervisors should refer to the Safety & Wellbeing training program website to access detailed information about the available training programs. Supervisors should also make themselves aware of available training provided at the local level.

The Project Proposal Safety Authorisation procedure requires the identification and management of hazards associated with research projects and student investigation projects. All students involved in research projects must have their health and safety training needs assessed in conjunction with their nominated supervisor. Any training required to address identified risk to health and safety must be completed before such components of the research project are commenced. In the case of Higher Degree Research (HDR) students, the training needs analysis should be recorded in the Statement of Agreement. Training needs for HDR students must be reviewed annually by the supervisor as part of the Annual Review of Progress. Access to online training modules for research students will be permitted after the training needs have been assessed by contacting Safety & Wellbeing.

### 3. Develop a training plan

An individual training plan based on the outcome of staff member's TNAs shall be developed and implemented by each local area. Training plans are to be regularly reviewed to ensure currency and applicability. Training is to be scheduled and prioritised in accordance with the requirements of the work performed. Where the work requires a licence, certificate of competency or accreditation to perform the work, the required training must be completed prior to commencement of work.

HS&IM training plans are to be incorporated in the Staff Performance Development & Management Planning Process and integrated with other staff development training.

When a risk assessment identifies that training is required as part of a hazard control process this training must be provided prior to the process or operation commencing.

### 4. Maintain training records

Records of training needs, training plans and completed training for all staff must be kept and made available when required for auditing purposes.

Records of completed training are to be maintained by the relevant Dean of Programs or Research Degree Coordinator for all students conducting research projects, in which health and safety requirements have been identified, until at least one year after the completion of the project.

Whenever online training programs are undertaken, completion records are automatically generated within the BI Reporting Hub. Local Area training reports can be generated as required. Alternatively such reports can be generated on request by the Safety & Wellbeing Administration Officer.

For non-online training programs coordinated by Safety & Wellbeing, training attendance information will be added to the BI Reporting Hub by the Administration Officer. Such training reports can also be generated on request by the Administration Officer.

For any other health and safety related training undertaken by staff and/or students, local areas should ensure that training records are maintained and accessible in case of auditing, incident investigation and managing performance.

The responsible manager shall ensure that records of individual staff inductions and local area training are kept. Such records should be kept as follows:

- Training Needs Analysis – at least 5 years.
- Training records relating to plant, substances or activity that is a risk to health or safety – at least 5 years from the date of the last entry
- Course material developed for training – at least 5 years from discontinuance of the course.
- Records of health and safety training & induction programs provided (including specific hazard awareness & management training) – at least 30 years.

Local areas should determine the most appropriate arrangements for this to occur.

Safety & Wellbeing will ensure that all required records are maintained for training programs it has responsibility for.

### 5. Evaluate training programs

All training programs are to be evaluated annually to measure effectiveness and relevance. The evaluation of generic and risk specific training as indicated in WHS13 – Training Needs Analysis Guide is conducted by Safety & Wellbeing. Local training programs shall be evaluated by individual areas responsible for conducting the training. Evaluation feedback sheets from participants are one method that can be used to inform the effectiveness of training provided, observation of work practice and compliance with safe operating procedures is another and discussion with individuals on the practicality of applying the training is also useful.

### Performance Measures

- 100% of continuing and fixed term contract staff have completed a HS&IM induction within the first week of employment or transfer.
- 100% of sessional/casual staff have completed a HS&IM induction within the first week of their employment or transfer.
- 100% of continuing or fixed term contract staff have completed the learnonline module **Safety & Wellbeing at UniSA** (formerly Work Health and Safety Fundamentals)
- 100% of continuing and fixed term contract staff have a HS&IM training plan incorporated into their performance development and management plan.

### Documents/Forms

Further advice on managing risks in university workplaces, including supporting documents and training courses are available on the Safety & Wellbeing website.

- [WHS Procedure - Contractor Management](#)
- [WHS Procedure - Document Control and Record Management](#)
- [WHS Procedure - Project Proposal Safety Authorisation](#)
- [Contractor & Consultant Website](#)
- [WHS13 - Training Needs Analysis Guide](#)
- [WHS23 - Induction Checklist](#)
- [WHS28 - Contractor Safety Induction Checklist](#)
- [WHS45 - Workstation Self-Assessment Checklist](#)
- [Safety & Wellbeing Induction & Training Webpage](#)
- [UniSA Performance Development & Management Webpage](#)
- [Staff Performance & Development Webpage](#)
- [Staff Performance & Development Webpage – Sessional \(Casual\) Academic Staff Quick Guide](#)

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***NB: This Procedure has been developed in accordance with the requirements of all relevant legislation.***

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