

### Overview

Training is fundamental to a safe workplace. The aim of training is to ensure that workers have the appropriate skills and knowledge to perform their work without risk to the health and safety of themselves and others

Training is one example of an administrative control.

Legislative requirements relating to the provision of training are set out in the *OHS Regulation 2001*. *WorkCover's Guide to First Aid in the Workplace - 2001* provides additional guidelines.

This policy covers the rules and requirements for the provision of such training

### Policy

- 4.19.1 The University will ensure that all staff are provided with suitable instruction, training and information.
- 4.19.2 Each new member must receive induction training which covers, arrangements for management of health & safety, reporting of hazards, procedures and how to access OHS information.
- 4.19.3 Information and training (and the timing of its provision) must be commensurate with the health & safety risk concerned.
- 4.19.4 Workers involved in the commissioning, installation, use, testing decommissioning, dismantling or disposal of plant must be providing with information about the health & safety of the plant construction
- 4.19.5 Where the need for one or more First Aid Officers is identified, expressions of interest will be called from amongst the staff in the relevant

### Procedures

- 4.19.6 Where the need for one or more First Aid Officers is identified, expressions of interest will be called from amongst the staff in the relevant area/s to fill the positions.
- 4.19.7 The selection of the appropriate First Aid Officer will be determined by the relevant Head of Cost Centre.
- 4.19.8 Upon appointment, a First Aid Officer will be formally notified by Human Resource Services, and a copy of the notification and their qualifications will be placed on their Personnel file.
- 4.19.9 Upon attainment of the relevant qualification, the allowance will be initiated for the period of the currency of the qualification.

## 4.19 OHS Training

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- 4.19.10 Towards the end of the period of currency of the qualification, First Aid Officers will be advised that they need to renew their certification if they wish to continue in the role.
- 4.19.11 Training will be organised by the Organisational Development unit both for new First Aid Officers, and/or for renewing the qualifications of existing First Aid Officers.
- 4.19.12 First Aid Officers will ensure that an *Incident Report Form (4.05a)* is completed for every incident that they attend.

### References

*OHS Act 2000*

*OHS Regulation 2001*

*WorkCover's Guide to First Aid in the Workplace - 2001*

### Further Information

Occupational Health and Safety Unit                      ext 3232

*Approved Vice-Chancellor*

*RMO Document No.*

*Policy Review Date:*

*Responsibility for review:*

*Human Resource Services*