

## TRAINING RECORDS

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Training in occupational health and safety principles and procedures is one of the essential elements for a safe working environment. Monash University offers a wide range of courses in all areas of occupational health and safety. However, much of the training in safe work procedures and processes at the University is carried out at academic/administrative unit level by supervisors of staff and students. For supervisors to effectively demonstrate they have provided comprehensive training in safe work procedures for the staff and students that they supervise, the training that they undertake must be recorded.

### Record all training

A simple proforma to use to record training provided by an academic/administrative unit is attached. Copies of this form should be maintained in a folder in each office, laboratory, workshop, or studio where training is provided. When a supervisor trains a staff member or student in a procedure or in the use of equipment, the completion of the training should be recorded on the form.

### Demonstrate competence

The student or staff member being trained should be able to demonstrate competence in the task(s) before the supervisor completes the record of training.

### Describe training

A short description of the points covered in the training should also be kept in the folder for each process, use of equipment or office/laboratory/studio/workshop procedure. This description will act both as a reminder to supervisors of the essential points to cover, and as a record of the content of the training. Sections of equipment manuals or laboratory safety manuals can be used for this purpose.

### Safe work instructions

Safe work instructions should be displayed near equipment or where procedures/processes are carried out to remind staff and students of key steps to use. *Guidelines for the development of safe work instructions* can be found at [www.monash.edu.au/ohs/topics/guidelines/safe-work-instruction.pdf](http://www.monash.edu.au/ohs/topics/guidelines/safe-work-instruction.pdf)

