

OHS INDUCTION AND TRAINING AT MONASH UNIVERSITY

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1. PURPOSE

The purpose of this document is to outline the approach taken at Monash University to OHS induction and training of staff and students in accordance with the requirements of the Occupational Health and Safety Act (2004), the Dangerous Goods Act (1985) and the Gene Technology Act 2000 and their associated regulations and to meet the requirements of AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use* and OHSAS 18001:2007 *Occupational Health and Safety Systems - Requirements*

2. SCOPE

The approach described in this document applies to OHS induction and training at all the Australian campuses of Monash University and to Monash controlled entities.

3. ABBREVIATIONS

OH&S	Occupational Health and Safety Branch
SDU	Staff Development Unit
OHS	Occupational health and safety
OHS&E committee	Occupational health, safety& environmental committee
RTO	Registered Training Organisation

4. DEFINITIONS

4.1 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT

Head of academic/administrative unit is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, department, school, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.

4.2 MONASH CONTROLLED ENTITIES

Monash controlled entities (e.g. companies) include entities where Monash can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this document, a Monash controlled entity will be referred to as a controlled entity.

4.3 OHS TRAINING

OHS training at Monash consists of centralised, local and task based training.

4.3.1 Centralised training is co-ordinated through SDU and is outsourced to external RTOs or is provided by the OHS&E Consultancy team. The OH&S branch manages the content of the centralised training and the training matrix for the University.

4.3.2 Local training is organised by the individual work unit/controlled entity, is based on local needs and can be provided by the local OHS Manager/Advisor, local experts or external provider.

4.3.3 Task based training may be more informal and based around the conduct of specific tasks. This training may be done by local experts or external providers (e.g. new equipment)

4.4 OHS INDUCTION

OHS induction is used to brief new staff, students, contractors and visitors undertaking work or study on the hazards, risks, rules and emergency procedures associated with their work/study environment.

OHS inductions have two components; centralised and local.

4.4.1 The centralised induction is an on-line program developed by the OH&S branch which provides an overview of the University's OHS management system and hazards.

4.4.2 The local induction is run by individual work areas/entities and covers local hazards and management procedures relating to the general environment as well as hazards associated with specific activities.

4.5 SUPERVISORS

4.5.1 Supervisors are those who are responsible for overseeing:

- the work program of other staff;
- the study program of honours and postgraduate students; and
- undergraduate students in lectures, tutorial and practical classes and on field trips.

4.5.2 The supervisor of staff or students has a particular responsibility for safeguarding the occupational health and safety of those in their charge. The supervisor can delegate the supervision, induction or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that the staff member or student has received appropriate training and has gained sufficient competence to undertake the task.

5. SPECIFIC RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document *Occupational health and safety management at Monash University: Structure, functions, roles and responsibilities*. The responsibilities with respect to OHS induction and training are summarised below.

5.1 SENIOR EXECUTIVE, DEANS AND DIRECTORS OF ADMINISTRATIVE DIVISIONS AND CONTROLLED ENTITIES

Members of the senior executive, deans and directors of administrative divisions and controlled entities are responsible for ensuring adequate budgetary provision is made for OHS programmes and initiatives, including induction and training.

5.2 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS AND CONTROLLED ENTITIES

Heads of academic/administrative units and controlled entities are responsible for providing an OHS management structure and organisation that ensures that staff, safety personnel, students and contractors:

- complete centralised, faculty/divisional and local area OHS inductions;
- undertake essential and recommended OHS induction and training.

5.3 SAFETY OFFICERS

Safety officers are responsible for ensuring that induction and training on local OHS issues is provided and that appropriate records are kept. They are also required to act as a focal point for queries regarding OHS induction and training in their academic/administrative unit.

5.4 OHS&E COMMITTEES

OHS&E committees are responsible for:

- ensuring that all their members have attended relevant OHS training for their roles; and
- monitoring of academic/administrative unit or local area performance with regard to OHS induction and training of staff and students.

5.5 SUPERVISORS

Supervisors are responsible for ensuring that they, and the staff and students that they supervise, undertake essential and recommended OHS induction and training and ensure all induction and training is appropriately recorded.

5.6 STAFF WHO ENGAGE OR MANAGE CONTRACTORS

Staff who engage or manage contractors are responsible for ensuring that contractors and their employees:

- complete the Monash University contractor induction program; and
- have appropriate OHS qualifications for the work that they undertake.

5.7 STAFF AND POSTGRADUATE STUDENTS

Each staff member and postgraduate student at Monash University must ensure that they attend OHS induction and training relevant to their work or study as directed by their supervisor.

5.8 MANAGER RESEARCH ETHICS AND COMPLIANCE, RESEARCH OFFICE

(www.monash.edu.au/research/ethics/)

The Manager, Research Ethics and Compliance Officer is responsible for:

- the provision of training for staff and students using genetically modified organisms;
- maintaining records of gene technology training provided.

5.9 STAFF DEVELOPMENT UNIT (SDU)

SDU is responsible for:

- the appointment and contract management of internal and external training providers
- the provision and scheduling of centralised OHS related training courses for staff and students including training venues, course notes and materials
- maintaining training records for OHS training provided by SDU; and
- providing a central point of contact for organisational units wishing to schedule OHS related training outside the centralised timetable.

5.10 OH&S BRANCH

OH&S is responsible for:

- the provision and management of OHS induction and training content for SDU co-ordinated OHS training courses
- maintaining the Occupational Health and Safety Training guide (training matrix)
- maintaining records of completion for the centralised, online OHS induction program.

6. OVERVIEW OF OHS INDUCTION & TRAINING AT MONASH UNIVERSITY

- 6.1** OHS induction and training must be provided for all activities at the university where there is a potential for OHS risks.

6.2 OHS induction & training is necessary to:

- familiarise new staff, students and contractors with a new work/study environment and with associated emergency and safe work procedures for tasks and the use of machinery/equipment and substances;
- ensure the competency of staff, students and contractors to perform tasks safely; and to
- meet legislative compliance requirements.

6.3 OHS induction and training at Monash University is provided by:

- supervisors, safety personnel and experts at a local level;
- OH&S, Research Ethics & Compliance and SDU at a university level;
- external organisations.

6.4 Centralised OHS training may be:

- essential; and/or
- recommended to ensure competency to complete work or study safely.

6.5 Local and task based OHS training should be:

- based on the hazards and risks to health or safety associated with the work/study activities
- targeted towards those most at risk

6.6 OHS induction and training must be completed:

- before activities commence;
- before the introduction of new equipment, procedures or processes; and
- when equipment, procedures or processes are modified.

7. OHS INDUCTION

7.1 STAFF, AND STUDENTS

At Monash University, OHS induction is provided at university level, unit/entity level (faculty/division/school/department/unit/entity) which may also include laboratories/studios/office based areas for new staff, honours and postgraduate students.

7.1.1 Online Monash health and safety induction program

7.1.1.1 The online Monash Health and Safety Induction program should be completed within 4 weeks of arrival.

7.1.1.2 The Monash Safety Induction program is available at the OH&S web site (www.adm.monash.edu.au/ohse/training/safety-induction.html).

7.1.1.3 The primary aim of the induction is to provide new staff with a brief overview of OHS policies, procedures and practices at Monash and to provide them with a basic understanding of their own OHS roles and responsibilities.

7.1.1.4 Records of completion by an inductee are maintained by OH&S via an electronic database attached to the online induction.

7.1.1.5 Supporting documentation:

The online induction must be used in conjunction with other supporting OH&S documentation and also be accompanied by information on local OH&S processes.

- 7.1.1.5.1 A checklist to be used by supervisors during the local induction of new staff is available at the OH&S web site (www.adm.monash.edu.au/ohse/training/safety-induction.html). The checklist should only be seen as a guide and any local departmental information should also be included.
- 7.1.1.5.2 Upon completion of the induction process, the checklist should be signed by the supervisor and the new staff member as acknowledgement that the induction process has been completed.
- 7.1.1.5.3 Supporting documentation to be distributed to new staff is available at the OH&S web site (www.adm.monash.edu.au/ohse/training/safety-induction.html), including:
- Monash Safety Induction Summary and OHS Information Sheet ;
 - OHS Structure, Function Roles and Responsibilities document.

7.1.2 **Local OHS induction in each academic/administrative unit or entity**

- 7.1.2.1 In addition to the online Monash health and safety induction program, each unit or entity must provide local OHS induction and information to new staff, honours and postgraduate students that is specific to the risks of their teaching, research or administration activities.
- 7.1.2.2 Provision of OHS induction & training
- 7.1.2.2.1 Local Unit/entity based OHS induction can be provided by local safety personnel or experts.
- 7.1.2.2.2 The supervisor of each work/study area in a unit/entity e.g. laboratory, studio or office must also provide OHS induction and information to new staff, honours and postgraduate students that is specific to the risks of the teaching, research or administration activities that they supervise.
- 7.1.2.2.3 Supervisors must also ensure that new staff, honours and postgraduate students attend OHS training relevant to the teaching, research or administration that they supervise.
- 7.1.2.2.4 Local OHS based induction for undergraduate students is the responsibility of the unit/entity in control of the specific coursework of the student.
- 7.1.2.3 Records of completion of local area induction courses or training must be maintained by the unit/entity.

7.2 CONTRACTORS

7.2.1 Contractors engaged through Facilities & Services

7.2.1.1 Before commencing work at Monash University, contractors, sub-contractors and their employees engaged through Facilities & Services must have:

7.2.1.1.1 attended an industry training program and have been issued with a "RED CARD" unless they are only undertaking minor maintenance, cleaning etc;

7.2.1.1.2 completed the contractor safety induction CD specific to the campus where they will be working, conducted by the Monash supervisor or Facilities & Services Project Officer. At this induction they will be issued with the campus-specific Monash University site contractor's OHS reference booklet.

7.2.1.2 Following completion of the Monash contractor safety induction, Facilities & Services will issue each contractor with an ID card.

7.2.1.3 While undertaking work at Monash University, contractors, sub-contractors and their employees must:

7.2.1.3.1 retain in their possession and be able to produce the "RED CARD" on request;

7.2.1.3.2 wear the contractor's I.D. card issued by Facilities and Services at all times.

7.2.2 Contractors employed through a unit/entity

7.2.2.1 Administrative staff, e.g. temporary contract staff

- Contract administrative staff must complete the on-line Monash health and safety induction program (www.adm.monash.edu.au/ohse/training/safety-induction.html).
- OHS can provide a list of contract staff that have previously completed the on-line Monash safety induction program
- In addition to the online induction program, each unit or entity must provide relevant local OHS induction and information to contract staff that is specific to the risks of their teaching, research or administration.

7.2.2.2 Trades staff

- Contract trades staff must complete the Monash contractor induction program, which is available through Facilities & Services.
- Facilities & Services can provide a list of contract staff that have previously completed the on-line Monash contractor induction program.
- In addition to the online induction program, each unit or entity must provide local OHS induction and information to relevant contract staff that is specific to the risks of their the tasks they will be undertaking.

8. OHS TRAINING

8.1 DETERMINATION OF OHS TRAINING NEEDS

- 8.1.1 Each unit/entity must identify the OHS training needs for staff, and students working/studying in their area.
- 8.1.2 The OH&S branch has provided a guide to the OHS training requirements at Monash in the Occupational Health & Safety Training Guide, which is available at the OH&S web site (www.adm.monash.edu.au/ohse).
- The Occupational Health & Safety Training Guide lists:
- the OHS courses available at Monash University,
 - the essential OHS training requirements for staff, students and contractors in various roles;
 - the recommended OHS training requirements for staff, students and contractors in various roles;
 - the time period during which each course remains current, i.e. the time period after which the course must be repeated.
- 8.1.3 In addition to courses outlined in the guide, the individual OHS training needs of units/entities can be determined through discussions with safety officers or by contacting the OH&S branch or the OHS&E consultant for the area.
- 8.1.4 OHS training for undergraduate students is the responsibility of the unit/entity in control of the specific coursework of the student.
- 8.1.5 Following the analysis and identification of OHS training needs, staff, and students must complete the OHS training before they commence activities that may be hazardous. This OHS training can be provided by:
- supervisors, safety personnel and experts at a local level; and/or
 - SDU, Research Ethics & Compliance; and/or
 - external organisations.

8.2 OHS TRAINING PROCESS

8.2.1 OHS training courses

- 8.2.1.1 SDU provides OHS related training courses for staff across all campuses and centres on a cost recovery basis. Some courses are also appropriate for postgraduate and honours students.
- 8.2.1.2 In addition, Facilities and Services co-ordinate training courses on specific hazards and processes for their staff and contractors e.g Job Safety Analysis. Staff wishing to undertake these specific courses should contact Facilities and Services.
- 8.2.1.3 Information regarding the content and scheduling of OHS related courses offered at Monash University is:
- provided at the OH&S and Staff development web sites; www.adm.monash.edu.au/ohse/training/ or www.adm.monash.edu.au/staff-development/a-z.html),
- 8.2.1.4 Competency of OHS training staff:
- OHS courses conducted through SDU are either outsourced to an external RTO, to the OHS Branch or Research Ethics and Compliance.
 - OHS courses are conducted by staff who:

- have OHS qualifications or relevant, related experience; and/or
- have relevant technical experience in the area of training; and/or
- have completed, or are working towards completion of, a Certificate IV in Training and Assessment; or
- have been deemed suitably qualified by SDU.

8.2.2 Conduct of OHS training courses

8.2.2.1 Enrolment

- 8.2.2.1.1 Enrolment forms are available from:
www.adm.monash.edu.au/staff-development/appform/appform.html
- 8.2.2.1.2 Completed enrolment forms should be emailed to staff.development@monash.edu.
- 8.2.2.1.3 Where the number of enrolments exceeds the number of places available, a waiting list will be managed by SDU
- 8.2.2.1.4 Additional courses will be scheduled when there is sufficient demand
- 8.2.2.1.5 Where there is no time tabled course scheduled, the staff or student is able to register interest in the course. Once numbers are sufficient, participants will be notified of the course date.

8.2.2.2 Cancellation of OHS training courses

- 8.2.2.2.1 If an insufficient number of participants enroll in any SDU co-ordinated course, the course may be cancelled.
- 8.2.2.2.2 Whilst late cancellations by participants are sometimes inevitable due to unforeseen circumstances, SDU will in the main, adopt the following policy:
- A full refund will be provided where notification is received seven (7) working days prior to the commencement of a course.
 - There will be a 25% charge for cancellations received more than three (3) working days prior to the commencement of a course.
 - No refund will be given for course cancellations notified after this time.

8.2.2.3 Training evaluation & effectiveness of OHS courses

- 8.2.2.3.1 OHS training programs co-ordinated by SDU are evaluated by one or more of the following methods:
- competency based testing of the knowledge or skill, e.g. induction, radiation safety, chemical safety;
 - demonstration of skills learnt, e.g. fire safety;
 - subsequent assessment of the workplace layout/work practices, e.g. ergonomics, office safety, storage of hazardous chemicals;
 - audit and/or inspection of work/study areas and work practices;

- investigation of incidents, e.g. biosafety, radiation safety;
 - feedback sheets completed by participants at completion of training session.
- 8.2.2.3.2 Course evaluations will be kept by SDU with the training records and the outcomes of the evaluations will be reviewed by the training provider and be used to improve OHS training programs.

9. RECORDS

9.1 OHS TRAINING RECORDS

- 9.1.1 In order for units/entities and supervisors to demonstrate effectively that they have provided comprehensive OHS training for the staff and students that they supervise, the training undertaken must be recorded.
- 9.1.2 The OH&S branch has developed a simple proforma to use to record attendance at local OHS training in each unit/entity, which is available at the OH&S web site (www.adm.monash.edu.au/ohse/documents).
- 9.1.3 A short description of the points covered in the training should also be documented for all OHS training provided in the unit/entity. The description will act as both a reminder regarding the areas that should be covered in the training and as a record of the areas covered in the training.
- 9.1.4 Task based OHS training
- When task based training in a procedure or in the use of equipment occurs, completion of the training must be recorded.
 - Records of OHS training should be maintained in a folder in each area, e.g. laboratory/workshop/studio where training is provided.
 - The student or staff member being trained should be able to demonstrate competence in the task(s) before the training provider completes the record of training.
 - A short description of the points covered in the training should also be kept for each process, use of equipment or laboratory/studio procedure. This description will act as both a reminder regarding the areas that should be covered in the training and as a record of the areas covered in the training.

9.2 RECORDS TO BE RETAINED

<u>Record to be kept by</u>	<u>Records</u>	<u>To be kept for:</u>
Academic/administrative unit/ controlled entity	OHS training records of training provided by unit/entity, including: <ul style="list-style-type: none">• Attendees• Short description of training content	Indefinitely
SDU	OHS training records of training provided centrally, including: <ul style="list-style-type: none">• Attendees• Short description of training content Course evaluation sheets	Indefinitely 2 years
Research, Ethics & Compliance, Research office	Training records of training provided by Research Compliance Officer, including: <ul style="list-style-type: none">• Attendees• Short description of training content Course evaluation sheets	Indefinitely 5 years
OH&S branch	Records of completion for online OHS Induction Program	Indefinitely

10. REFERENCES

10.1 LEGISLATION

Dangerous Goods Act 1985 (Vic)
Gene Technology Act 2000
Gene Technology Regulations 2001
Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2007 (Vic)

10.2 MONASH UNIVERSITY OHS DOCUMENTS

(www.adm.monash.edu.au/ohse)
Monash health and safety induction program
Occupational health & safety training guide
SDU training calendar and enrolment forms
Training records

10.3 AUSTRALIAN AND INTERNATIONAL STANDARDS

AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use.*
OHSAS 18001:2007 *Occupational Health and Safety Systems - Requirements*