



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*.

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

OHSE	Occupational Health, Safety & Environment unit
OHS	Occupational health and safety
Zone OHS&E committee	Zone OHS & environmental committee

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 (eg 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 SUPERVISORS

4.3.1 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.

4.3.2 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:

- attend university, 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 are also required to act as a focal point for queries regarding OHS induction and training in their academic/administrative unit.

5.4 ZONE OHS&E COMMITTEES

Zone OHS&E committees are responsible for:

- ensuring that all their members have attended relevant OHS training for their roles; and
- monitoring of zone OHS 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 recommended OHS induction and training.

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 campus-specific 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 RESEARCH COMPLIANCE OFFICER, RESEARCH ETHICS & COMPLIANCE, RESEARCH OFFICE

(<http://www.monash.edu.au/research/ethics/>)

The Research 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 OHSE

OHSE is responsible for:

- the provision of OHS induction and training courses for staff and students; and

- maintaining induction and training records for OHS induction and training provided by OHSE.

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, honours and postgraduate 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;
- OHSE, Research Ethics & Compliance and Staff Development Unit at a university level;
- external organisations.

6.4 OHS induction and training may be:

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

6.5 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, HONOURS AND POSTGRADUATE STUDENTS

At Monash University, OHS induction is provided at university level, unit/entity level (faculty/division/school/department/unit/entity) and at laboratory/studio/office level for new staff, honours and postgraduate students.

7.1.1 Monash safety induction program

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

7.1.1.2 The Monash Safety Induction program is available at the OHSE web site (<http://www.adm.monash.edu.au/ohse/training/safety-induction.html>).

7.1.1.3 The online induction has been split into the following components:

- A general induction (including various special hazards modules) - 30 minutes; and
- Campus specific modules (2-3 minutes each)

7.1.1.4 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 responsibilities.

7.1.1.5 Whilst the general induction is compulsory, it is only necessary to complete the campus and special hazards modules as appropriate to each individual.

7.1.1.6 Records of the different components completed by an inductee are maintained by OHSE via an electronic database attached to the online induction.

7.1.1.7 Supporting documentation:

The online induction must be used in conjunction with other supporting OHSE documentation and also be accompanied by information on local OHS procedures.

7.1.1.7.1 A checklist to be used by supervisors during the induction of new staff is available at the OHSE web site (<http://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.

7.1.1.7.2 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.

7.1.1.7.3 Supporting documentation to be distributed to new staff is available at the OHSE web site (<http://www.adm.monash.edu.au/ohse/training/safety-induction.html>), including:

- Monash Safety Induction Summary and OHS Information Sheet ;
- Occupational Health, Safety and the Environment at Monash Brochure
- Environment at Monash Brochure

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

7.1.2.1 In addition to the Monash safety induction program, each unit or entity must provide OHS induction and information to new staff, honours and postgraduate students that is specific to the risks of their teaching, research or administration.

7.1.2.2 Provision of OHS induction & training

7.1.2.2.1 In faculties/divisions/entities with a range of similar risks, OHS induction/training courses can be provided at faculty/divisional level by the local OHSE consultant or by the Research Compliance Officer, eg chemical safety, risk management, use of genetically modified organisms etc.

7.1.2.2.2 Unit/entity OHS induction can be provided by local safety personnel or experts.

7.1.2.2.3 The supervisor of each work/study area in a unit/entity eg 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 that they supervise.

7.1.2.2.4 Supervisors must also ensure that new staff, honours and postgraduate students attend OHSE training relevant to the teaching, research or administration that they supervise.

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.

7.2.2 Contractors employed through a unit/entity

7.2.2.1 Administrative staff, eg temporary contract staff

- Contract administrative staff must complete the on-line Monash safety induction program (<http://www.adm.monash.edu.au/ohse/training/safety-induction.html>).
- OHSE can provide a list of contract staff that have previously completed the on-line Monash safety induction program.
- In addition to the Monash safety induction program, each unit or entity must provide relevant 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 or OHSE.
- Facilities & Services can provide a list of contract staff that have previously completed the on-line Monash contractor induction program.

- In addition to the Monash safety induction program, each unit or entity must provide OHS induction and information to relevant contract staff that is specific to the risks of their teaching, research or administration.

8. OHS TRAINING

8.1 DETERMINATION OF OHS TRAINING NEEDS

- 8.1.1 Each unit/entity must identify the OHS training needs for staff, honours and postgraduate students working/studying in their area.
- 8.1.2 OHSE has provided a guide to the OHS training requirements at Monash in the Occupational Health & Safety Training Guide, which is available at the OHSE web site (<http://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, ie 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 departments can be determined through discussions with safety officers or by contacting OHSE (9905 1016, ohsehelpline@adm.monash.edu.au) or the OHSE consultant responsible for the area.
- 8.1.4 OHS training for undergraduate students is the responsibility of the unit/entity responsible for the specific coursework of the student.
- 8.1.5 Following the analysis and identification of OHS training needs, staff, honours and postgraduate students must complete OHS training identified 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
 - OHSE, Research Ethics & Compliance and Staff Development Unit at a university level; and/or
 - external organisations.

8.2 OHSE TRAINING PROCESS

8.2.1 OHSE training courses

- 8.2.1.1 OHSE conducts training courses for all staff across all campuses and centres. Some courses are also appropriate for postgraduate and honours students. OHSE conducts most training courses free of charge or on a cost recovery basis.
- 8.2.1.2 Information regarding the content and scheduling of OHSE courses offered at Monash University is:
- provided at the OHSE web site; (<http://www.adm.monash.edu.au/ohse/training/>), and
 - in the OHSE Training Course booklet, which is available from OHSE(9905 1016,ohsehelpline@adm.monash.edu.au).

8.2.1.3 Competency of OHSE training staff:

- OHS courses conducted by OHSE are designed by staff who have completed the Certificate IV in Assessment and Workplace Training.
- OHS courses at OHSE are conducted by staff who:
 - have OHS qualifications or relevant, related experience; and/or
 - have relevant technical experience in the area of training, and
 - have completed, or are working towards completion of, the Certificate IV in Assessment and Workplace Training, **or**
 - have been approved as suitably qualified by the Manager, OHSE.

8.2.2 **Conduct of OHSE training courses**

8.2.2.1 Enrolment

8.2.2.1.1 Enrolment forms are available from:

- the forms section of the OHSE website at <http://www.adm.monash.edu.au/ohse/forms>;
- zone OHS&E committee members;
- OHSE (9905 1016; ohsehelpline@adm.monash.edu.au).

8.2.2.1.2 Completed enrolment forms should be forwarded to OHSE, Clayton campus, no later than two weeks before the commencement of a course. Participants will receive confirmation of their enrolment approximately one week before the commencement of the course.

8.2.2.1.3 Where the number of enrolments exceeds the number of places available, alternative dates and times will be offered if possible.

8.2.2.1.4 Additional courses will be scheduled if the demand for courses exceeds the number of places available.

8.2.2.2 Cancellation of OHSE training courses

8.2.2.2.1 If an insufficient number of participants enrol in any OHSE course, the course may be cancelled.

8.2.2.2.2 Whilst late cancellations are sometimes inevitable due to unforeseen circumstances, OHSE 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 conducted by OHSE

8.2.2.3.1 OHS training programs conducted by OHSE are evaluated by one or more of the following methods:

- competency based testing of the knowledge or skill, eg induction, radiation safety, chemical safety;
- demonstration of skills learnt, eg fire safety;
- subsequent assessment of the workplace layout/work practices, eg ergonomics, office safety, storage of hazardous chemicals;
- audit and/or inspection of work/study areas and work practices;
- investigation of incidents, eg biosafety, radiation safety;
- feedback sheets completed by participants at completion of training session.

8.2.2.3.2 Evaluation records will be kept by OHSE with the training records and the outcomes of the evaluations will be reviewed and used to improve OHSE training programs.

9. RECORDS

9.1 OHS TRAINING RECORDS

9.1.1 In order for units/centres 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 OHSE has developed a simple proforma to use to record attendance at OHS training in each unit/entity, which is available at the OHSE web site (<http://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 OHS training by supervisors

- When a supervisor provides training in a procedure or in the use of equipment, the completion of the training must be recorded.
- Records of OHS training should be maintained in a folder in each area, eg 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 supervisor 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.

10. 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
OHSE	OHS training records of training provided by OHSE, including: <ul style="list-style-type: none">• Attendees• Short description of training content	Indefinitely
Research, Ethics & Compliance, Research office	Course evaluation sheets	5 years
	Training records of training provided by Research Compliance Officer, including: <ul style="list-style-type: none">• Attendees• Short description of training content	Indefinitely
	Course evaluation sheets	5 years

11. REFERENCES

11.1 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 (Asbestos) Regulations 2003 (Vic)
Occupational Health and Safety (Confined Spaces) Regulations 1996 (Vic)
Occupational Health and Safety (Hazardous Substances) Regulations 1999 (Vic)
Occupational Health and Safety (Noise) Regulations 2004 (Vic)
Occupational Health and Safety (Plant) Regulations 1995 (Vic)

11.2 MONASH UNIVERSITY OHS DOCUMENTS

(<http://www.adm.monash.edu.au/ohse>)
Monash safety induction program
Occupational health & safety training guide
OHSE training course booklet
OHSE training calendar and enrolment forms
Training records

11.3 AUSTRALIAN STANDARDS

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.