

HSW INDUCTION AND TRAINING STANDARD

SCOPE

This standard applies to all staff, students, contractors and visitors who are participating in, or are affected by Monash University (Monash) related activities.

For the purpose of this standard, references to 'Monash' include activity at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre, Monash College Pty Ltd and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

This standard outlines the requirements to enable the identification of Health Safety and Wellbeing (HSW) induction and training requirements to ensure that staff, students, contractors and visitors are aware of health and safety responsibilities and, where applicable, relevant requirements of the Monash University Health, Safety and Wellbeing Management System (HSWMS).

1. Provision of HSW Induction

Management must ensure that staff, students, contractors and visitors are provided with sufficient information, instruction, training or supervision to enable those persons to perform their work in a way that is safe and without risks to health and wellbeing. The extent to which information, instruction and training are sufficient is based around the:

- Degree of autonomy and level of competency; and
- Potential for exposure to health and safety risks resulting from the activity.

Staff, students, contractors and visitors can initiate the [Health and Safety Issue Resolution Procedure](#) if information, instruction, training or supervision necessary to perform their work safely has not been provided.

2. Monash Online Occupational Health and Safety (OHS) Induction

Management must ensure that:

- All staff and students under their supervision have completed the online OHS Induction within four weeks of commencing and that this is renewed every three years.
- Visitors who are anticipated to attend the University for more than 21 days complete the online OHS Induction. Access must be requested from Monash HR.
- Induction requirements for contractors are adhered to in accordance with the [HSW Contractor Management Standard](#).

3. Local Area HSW Induction

Management must:

- Ensure that there is a process for the Local Area HSW Induction of all staff, students, visitors and contractors under their supervision.
- Ensure that the process includes acknowledgement of completion by the inductee and their manager/supervisor or authorised delegate.
- Ensure that all local area inductions, relevant to the person's work location(s) and activities are completed within four weeks of commencing their role at Monash.
- Ensure that any staff, students, contractors or visitors, impacted by major changes to the workplace and activities e.g. renovations, new equipment, new processes, are re-inducted.
- Ensure that a local record is retained in accordance with the University's [Information Governance and Recordkeeping Procedure](#).

Management can:

- Add additional items relevant to the area, however the minimal requirements set out in the [Local Area HSW Induction checklists](#) must be retained.
Note: If additional items are added to the induction checklist, the requirements of the [HSW Document Control and Retention Standard](#) must be followed.
- Choose to delegate delivery of the general Local Area HSW Induction to any persons whom they determine competent and familiar with the workplace responsibilities, hazards, uses and functions.
- Develop additional Local Area HSW Induction checklists for specialised spaces (Cryogenic, Radiation, Laboratories, Workshops, Maker Spaces and Animal Laboratories).

[Induction templates](#) are available for specialised spaces with minimal requirements and may be modified to suit the requirements for that area. Document control requirements must be followed.

4. HSW Training Need Analysis (TNA)

Management must:

- Ensure that there is a process for identifying the training needs of all staff, students and visitors under their supervision based on the [HSW Training Requirements Matrix](#) or [Monash College HSW Training Matrix](#).
- Ensure that training needs are discussed as part of the local area induction, with staff, students and visitors, who perform work autonomously.
- Review the training needs of their staff, students and visitors regularly or if:
 - They have taken on a safety role with training needs;
 - Their work activities have been modified; or
 - They are not able to demonstrate competency.

5. Locally Delivered HSW Training

- Locally delivered HSW training must be identified using a Risk Assessment in accordance with the [HSW Risk Management Standard](#).
- Where locally delivered HSW training is required, Management must ensure that:
 - A suitable learning package has been created and is reviewed at least every three years (Guidance is available in the [Guidelines for developing local HSW training](#));
 - Trainers are competent to deliver the training; and
 - Records are kept of all locally delivered HSW training in accordance with the University's [Information Governance and Recordkeeping Procedure](#). The [local training record proforma](#) is available to record locally delivered HSW training and may be modified to suit local requirements.

6. Tools

The following tools are associated with this procedure:

[Guidelines for developing local HSW training](#)

[HSW Training Matrix \(online\)](#)

[Local HSW Induction Checklists \(general and specialised\)](#)

[Local Training Records proforma](#)

[Monash College HSW Training Matrix](#)

- [Monash HSW online induction program](#)
- [Training Needs Analysis Checklist](#)

7. Records

For HSW Records document retention, please refer to the University's [Information Governance and Recordkeeping Procedure](#).

8. Definitions

Key word	Definition
Competence	The ability to apply knowledge and skills to achieve intended results.
HSW Training	HSW training is the action of providing information and instruction on the risks arising from activities and the subsequent manner in which activities are to be performed to ensure a safe environment. All training should consider practical application of theory to evaluate competency.
HSW Induction	HSW Inductions outline the: 1. General health and safety obligations, policies and procedures of the University, and; 2. Minimum requirements to safely enter and exit a workplace to perform tasks that the person is competent to perform.
Management	The term Management for the purposes of this standard includes roles such as: Operational Managers/Supervisors, Senior Leadership Team(s), Extended Leadership Team(s) (Australia) or School/ Unit Senior Manager(s) (Malaysia). Management are ultimately accountable for the HSW outcomes within their areas of control.
Training Needs Analysis	An assessment of the gap between the knowledge and skills that the person currently possesses and the knowledge and skills that they require to work safely.

GOVERNANCE

Parent policy	HSW Policy
Supporting schedules	N/A
Associated documents	Australian And International Standards ISO 45001:2018 - Occupational Health and Safety Management Systems Monash University OHS Documents Health and Safety Issue Resolution Procedure HSW Roles and Responsibilities Standard HSW Contractor Management Standard HSW Risk Management Procedure
Related legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Occupational Safety and Health Act 1994 (Malaysia)
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DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1.0	August 2026	Administrative changes due to: • Conversion of Procedure to a HSW Standard • Transition Procedure out of University Policy Bank on to HSW website