

OHS INDUCTION AND TRAINING PROCEDURE

SCOPE

This procedure relates to all OHS Induction and Training activities under the management and control of Monash University and applies to affected staff, students, contractors and visitors.

For the purpose of this procedure, references to 'the University' include activities in Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

PROCEDURE STATEMENT

This procedure outlines the requirements to enable managers and supervisors to identify training required to ensure that they, and their workers, are aware of health and safety responsibilities and where applicable, relevant requirements of the Monash University Occupational Health and Safety Management System (OHSMS).

1. Abbreviations

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| LMS | Learning Management System |
| OHS | Occupational Health and Safety |
| OHSMS | Occupational Health and Safety Management System |
| RTO | Registered Training Organisation |
| MTLD | Monash Talent & Leadership Development |
| TNA | Training Needs Analysis |
| MUM | Monash University Malaysia |

2. Provision of OHS Training

- 2.1 All Managers and Supervisors must ensure that workers are provided with sufficient information, instruction, training or supervision to enable them to perform their work safely and without risks to health. The information, instruction and training are sufficient is based on:
- Degree of autonomy and level of competency; and
 - Potential for exposure to health and safety risks resulting from the activity.
- 2.2 Workers must initiate the [Health and Safety Issue Resolution Procedure](#) if information, instruction, training or supervision necessary to perform their work safely is not provided.

3. Online OHS Induction

Performance Managers and Supervisors must ensure that:

- 3.1 All workers under their supervision have completed the online OHS Induction within four (4) weeks of commencing activities and refresh the induction once every three (3) years.

- 3.2 Contractors are required to complete the OHS Induction in accordance with the [OHS Contractor Management Procedure](#) and [MUM SINE - New Contractor Management System and Safety Induction Guideline](#).

4. Local Area OHS Induction

Operational Managers and Supervisors must:

- 4.1 Ensure that all workers under their supervision have completed and signed off on the [Local Area OHS Induction](#) or [MUM Contractor Registration and Safety Induction](#).
- 4.2 Ensure the workers completed unsupervised tasks within four (4) weeks of work commencement. No contents in the [Local Area OHS Induction checklist](#) are to be removed, however additional items relevant to the area may be added. Areas may use an electronic system only with the approval of the Occupational Health, Safety and Wellbeing Leaders.
- 4.3 Ensure any workers impacted with major changes to the workplace and activities (e.g. renovations, new equipment, new processes) to be re-inducted.
- 4.4 Ensure that the original copy of the OHS Induction is retained for each local area induction that they, or their delegate, have performed in accordance with the [OHS Records Management Procedure](#).

Operational Managers and Supervisors can:

- 4.5 Choose to delegate delivery of the [Local Area OHS Induction](#) or [MUM SINE Contractor Registration and Safety Induction Guideline](#) to any persons whom they determine is suitable and familiar with the workplace responsibilities, hazards, uses and functions.
- 4.6 Develop additional Local Area OHS Induction checklists for specialised facilities. [Induction templates](#) are available with examples and may be modified to suit the requirements for that area.

5. OHS Training Need Analysis (TNA)

Performance Managers and Supervisors must:

- 5.1 Ensure that all workers (except contractors) performing work autonomously have completed and signed off on the [Training Needs Analysis \(TNA\) checklist](#) within four (4) weeks of work commencement. It is recommended that the TNA is performed during local area induction and subsequently as part of the annual employee's myPlan review.
- 5.2 Ensure that the original copy of the TNA is retained and performed by the workers in accordance with the [OHS Records Management Procedure](#).
- 5.3 Ensure that the training identified as required in the TNA is consistent with the [OHS Training Requirements Matrix](#).
- 5.4 Review a worker's TNA if:
 - They have taken on a safety role with training needs;
 - Their work activities have been significantly modified; or
 - They are not able to demonstrate competency.

6. Central OHS Training

- 6.1 The Occupational Health, Safety and Wellbeing Leaders must ensure that OHS training is available to:
 - Inform workers on their responsibilities arising from their roles; and
 - Provide awareness of common health and safety hazards and appropriate control measures as deemed necessary.
- 6.2 All Central OHS Training must:
 - Be documented and in accordance with the Monash University [OHS Training Requirements Matrix](#) or [MUM OHS Training Matrix](#) and [TNA checklist](#), whichever applicable.
 - Keep the attendance records in the Monash University Learning Management System (LMS) and in accordance with the [OHS Records Management Procedure](#).
 - Be delivered by an authorised Registered Training Organisation (RTO) and approved by Monash Talent & Leadership Development (MLTD) or by Human Resource Development Centre (HRDC), if outsourced.

- Be annually reviewed to accommodate client feedback and changes to the Monash University Occupational Health and Safety Management System (OHSMS).

7. Local OHS Training

- 7.1 Local OHS training must be identified using an OHS Risk Assessment in accordance with the [OHS Risk Management Procedure](#).
- 7.2 Where local OHS training is required, the Operational Manager or Supervisor must ensure that:
- A suitable learning package is created and reviewed at least every three (3) years in accordance to the [Guidelines for developing local OHS training](#);
 - Trainers are competent to deliver the training;
 - Records are kept in accordance with the [OHS Records Management Procedure](#). The [local training record proforma](#) is available to record local OHS training and may be modified to suit local requirements; and
 - All relevant Performance Managers and Supervisors have been notified of this training requirement.

8. Responsibility for Implementation

- 8.1 A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Responsibilities and Committees Procedure](#). The specific responsibilities for this procedure are described in the relevant sections.

9. Tools

- 9.1 The following tools are associated with this procedure:
- [Monash OHS online induction program](#)
 - [MUM SINE Contractor Registration and Safety Induction](#)
 - [Local Induction Checklists](#)
 - [Training Needs Analysis Checklist](#)
 - [OHS Training Requirements Matrix](#)
 - [Guidelines for developing local OHS training](#)
 - [Local Training Records proforma](#)

10. Records

- 10.1 For OHS Records document retention please refer to [OHS Records Management Procedure](#)

DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below.

| Key word | Definition |
|----------------------------|--|
| Competence | The ability to apply knowledge and skills to achieve intended results. |
| OHS Instruction | The provision of information on how work is to be performed safely. |
| Learning Package | The combined set of documented learning outcomes and training materials (including slides and activities), and trainer guides. |
| Learning Management System | A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of educational courses or training programs. |
| OHS Training | OHS training is the action of providing information and instruction to educate workers 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. |

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| OHS Induction | OHS Inductions are an introductory training tool designed to be delivered whenever workers enter a new workplace. OHS Inductions introduce workers to the: 1. General health and safety obligations, policies and procedures of the University, and to the; 2. Minimum requirements to safely enter and exit a workplace to enable them to perform tasks that they are competent to perform. |
| Occupational Health, Safety and Wellbeing Leaders | Person or group of people who direct and are responsible and accountable for OHS at the highest level within each area of the Monash Group e.g. Group Manager, Health Safety & Wellbeing, MUM OHS Manager, etc. |
| Outsourced | An arrangement where an external organisation performs part of the organisations function or process. |
| Training Needs Analysis | An assessment of the gap between the knowledge and skills that workers currently possess and the knowledge and skills that they require to work safely. |

GOVERNANCE

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| Parent policy | HS&W Policy |
| Supporting procedures | Health and Safety Issue Resolution Procedure OHS Contractor Management Procedure OHS Roles, Responsibilities and Committees Procedure OHS Records Management Procedure OHS Risk Management Procedure |
| Supporting schedules | N/A |
| Associated procedures | Australian And International Standards ISO 45001:2018 - Occupational Health and Safety Management Systems |
| Related legislation | Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Occupational Safety and Health Act 1994 (Malaysia) |
| Category | Operational |
| Approval | Chief Operating Officer & Senior Vice-President 29 September 2020 |
| Endorsement | Monash University OHS Committee 8 September 2020 |
| Procedure owner | Group Manager, Health Safety & Wellbeing |
| Date effective | September 2020 |
| Review date | September 2023 |
| Version | 4.4 (<i>Minor amendment effective 27 April 2024</i>) |
| Content enquiries | ohshelpline@monash.edu |

DOCUMENT HISTORY

| Version | Date Approved | Changes made to document |
|---------|----------------|--|
| 2.1 | August 2010 | OHS Induction and Training at Monash University, v2.1 |
| 2.2 | June 2015 | Updated hyperlinks throughout to new OH&S website. |
| 2.3 | August 2017 | Updated logos in header Updated OHS Regulations to 2017 |
| 3 | June 2018 | Comprehensive review and modifications. Document re-structured into an overarching framework for OHS Training and Induction. Added information on blended learning and online training. Added sections on Training Needs Analysis and Evaluation of Training Effectiveness. |
| 3.1 | January 2019 | Renamed "OHS Induction and Training Procedure" Change the requirement for "competency base training" from a "must" to a "should". Training run through MTLD to be done by an RTO when run by a third party. |
| 4 | September 2020 | Incorporated requirements of AS/NZS ISO 45001 Clarified that the overall responsibility to provide instruction and training sits with each manager and supervisor and what to do if it has not been provided. Streamlined the procedure to focus on who each requirement is assigned to and what type of training or induction these requirements stem from. Added a training needs analysis form. Clarified the role of locally delivered training and on the steps necessary to ensure that this type of training is recognized and effectively delivered. |
| 4.1 | July 2021 | <ol style="list-style-type: none"> Updated certification logo in footer to ISO 45001 Updated the Standard to ISO 45001 under "Associated procedures" in the Governance table Updated OHS Policy under 'Parent Policy' to OHS&W Policy |
| 4.2 | October 2021 | Updated Scope statement to include Monash University Malaysia, Monash University Indonesia, Monash Suzhou and the Monash University Prato Centre. |
| 4.3 | December 2021 | <ol style="list-style-type: none"> Updated Scope statement to include World Mosquito Program Ltd (and its subsidiaries). Changed 'Manager, OH&S' to 'Health, Safety and Wellbeing Manager' throughout. Updated title of Procedure owner in Governance table. |
| 4.4 | April 2024 | <ol style="list-style-type: none"> Added Malaysian specific requirements throughout. Updated title of Procedure Owner in Governance table. Removed OH&S from the Abbreviations table as it is not used throughout the document. |