Monash University Procedure

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>OHS Induction and Training Procedure</th>
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<tbody>
<tr>
<td>Parent Policy</td>
<td>OHS Policy</td>
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<td><a href="mailto:Bernadette.Hayman@monash.edu">Bernadette.Hayman@monash.edu</a></td>
</tr>
<tr>
<td>Scope</td>
<td>This procedure applies to all staff, students, visitors and contractors at Monash University in Australia.</td>
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<tr>
<td>Purpose</td>
<td>This procedure outlines the approach taken at Monash University to OHS induction and training.</td>
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1. Abbreviations

<table>
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<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>LMS</td>
<td>Learning Management System</td>
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<td>OH&amp;S</td>
<td>Monash Occupational Health &amp; Safety</td>
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<td>OHS</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>RTO</td>
<td>Registered Training Organisation</td>
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<td>MTLD</td>
<td>Monash Talent &amp; Leadership Development</td>
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<tr>
<td>TNA</td>
<td>Training Needs Analysis</td>
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2. Definitions

A comprehensive list of definitions is provided in the Definitions tool. Definitions specific to this procedure are provided below.

**Blended Learning**: Blended Learning is an education program (formal or non-formal) that combines online digital media with traditional classroom methods.

**Impact Assessment**: A cost-benefit analysis of the implementation of new OHS training. This analysis may include the following:
- Budgets
- Internal resources
- Time management
- Risk reduction

**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 staff and students to conduct work and study safely, while minimising risk. Where applicable, all training should consider practical application of theory.

**OHS Induction**: OHS Induction programs introduce staff, students, visitors and contractors to safe practices and procedures mandated by the University. These may be University wide or local requirements.

OHS inductions must include as a minimum:
- Hazards
- Risks
- Procedural requirements
- Emergency response

**Training Needs Analysis**: An assessment of the gap between the knowledge, skills and attitudes that staff, students, visitors and contractors currently possess and the knowledge, skills and attitudes that they require to meet the University's objectives.
3. Mandatory Requirement for Training
   - Staff, students and visitors must not commence any activities, where there has been an identified requirement to conduct training, before completing the training.
   - Managers and supervisors must ensure that all relevant training is identified and completed in accordance with the OHS Training Requirements Matrix.

4. Training Needs Analysis (TNA)
4.1. Monash Occupational Health & Safety (OH&S)
   A TNA must be completed and reviewed every 5 years by OH&S. The TNA must include the following:
   - Types of hazardous activities undertaken;
   - Number of people conducting hazardous activities;
   - Hazard and Incident data relating to hazards;
   - Benchmarking training courses; and
   - Where identified training has not been provided, an impact assessment must be undertaken, including mitigation strategies.

4.2. Local Area
   - Supervisors must determine the training needs for all their staff, students and visitors based on the OHS Training Requirements Matrix.
   - All activities deemed to be hazardous must be evaluated to determine if training is necessary to assist in controlling the risk as per the Hierarchy of Controls. Where a risk exists, appropriate training must be provided.

5. OHS Training Requirements Matrix
   - The relevant sections in the TNA must be updated prior to modifying the OHS Training Requirements Matrix.
   - An impact assessment must be conducted before modifying any training requirements on the OHS Training Requirements Matrix.
   - A review of the OHS Training Requirements Matrix must occur every 3 years, or if a need for training is identified by the TNA.
   - The OHS Training Requirements Matrix is to be used to inform the Monash University Learning Management System (LMS) of the mandatory training requirements for staff, students and visitors requiring training within the University.

6. Delivery of University Training Online
6.1. LMS deployment
   - All online OHS training and induction developed by OH&S will be deployable within the LMS.
   - Online courses external to the LMS will not be recognised by Monash University unless first authorised by OH&S.
7. Competency Requirements

7.1. Monash University Competency Requirements

- All new training content produced or distributed by OH&S should include a competency-based examination.
- Where competency-based training is delivered, evidence of competency must be recorded. If an individual is not awarded competency, they may not undertake the activities relating to the training.
- All Monash Talent & Leadership Development (MTLD) training run by a third party must be delivered by an authorised Registered Training Organisation (RTO).

7.2. Local Competency Requirements

- Managers/Supervisors or suitably qualified, delegated Safety Officers must determine the level of competency required to undertake hazardous activities based on the level of risk.
- Managers/Supervisors are responsible for making sure their staff and students have demonstrated competence, and this has been recorded; before they undertake unsupervised hazardous activities.

8. Evaluation of Training Effectiveness

OH&S is responsible for the engagement of suitably qualified training providers and ensuring that the delivery of training is effectively managed.

A review must consider:

- Attendance records over time;
- Client satisfaction surveys;
- Client feedback; and
- Benchmarking standards

All Monash University training programs require an evaluation of effectiveness when the contents change or at least every year.

9. Staff OHS Online Induction

9.1. Staff

- The online OHS Induction program for staff must be completed within 4 weeks of commencing employment.
- The online OHS Induction is required to be completed every 3 years thereafter.
- Where a staff member leaves Monash University and returns, they must complete the online OHS induction again, unless the absence from the University was less than 6 months.

9.2. Postgraduate students

All Postgraduate students must follow the requirements set out in section 9.1.

9.3. Visitors

Visitors are required to complete the online OHS induction, when they attend the University for more than 2 consecutive weeks. Their supervisor must arrange an eSolutions Authcate in order to complete this.
10. Local Area OHS Induction Requirements

10.1. All staff members, Postgraduate and Honours students must complete the Local Area OHS Induction.

10.2. The Local Area OHS Induction checklist must not be modified, as all items listed are mandatory and must be discussed. All other induction templates for restricted access areas provided by OH&S may be modified to ensure they incorporate specific requirements for the area.

10.3. All Local Area induction checklists must be signed off by the inductee and their supervisor and retained as a local record.

10.4. At any point where an individual is deemed to be non-competent, they must be re-inducted to the area.

10.5. If local areas have specialised facilities or processes not captured in the Local Area OHS induction templates, appropriate induction checklists must be developed and retained as a local record.

11. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document OHS Roles, Committees and Responsibilities Procedure. The responsibilities with respect to OHS induction and training are summarised below.

Senior Executive, Deans and Directors, Heads of Academic/Administrative Units:

- Ensure budgets are made available for induction and training;
- Ensure safety training gaps are identified and addressed using the OHS Training Requirements Matrix; and
- Ensure OHS training programs are attended by staff and students, where identified.

Safety Officers:

- Safety officers are responsible for facilitating the provision of training identified by senior staff.
- Safety Officers are responsible for identifying training requirements and reporting this to senior staff based on local hazards.
- Qualified Safety Officers are responsible for administering or delegating local practical competence for University online training where applicable, and they are responsible for signing off all training documentation for submission to MTLD.

Local OHS Committees:

- Monitoring of academic/administrative unit or local area performance with regard to OHS induction and training of staff and students;
- Initiating projects to reduce gaps in training; and
- Identify new training requirements based on the areas risk profile in conjunction with relevant safety roles.

Supervisors:

- Ensure that their staff and students are inducted and trained based on the OHS Training Requirements Matrix and their activities.
- Discuss OHS performance as part of their staff members’ performance review and ensure that OHS training gaps are captured in MyPlan.
- Supervisors ensure the University’s LMS is used to track all training for themselves and their staff and students.
• Supervisors organise all training for visitors, where an identified risk indicates the requirement to conduct training.

Staff and Postgraduate students:
• Must ensure they identify their own training requirements and report this to their Safety Officer and management.
• Staff are responsible for identifying their training requirements and incorporating this into their MyPlan.

Monash Talent & Leadership Development (MTLD):
• The appointment and contract management of internal and external training providers; and
• Maintaining training records and infrastructure for University OHS training;

Monash Occupational Health & Safety (OH&S):
• The provision and management of University OHS induction and training content via the LMS;
• Identifying University OHS training requirements via a Training Needs Analysis (TNA); and
• Identifying and reporting all training gaps (including safety roles) to University management and the Monash University OHS Committee.

12. Tools
The following tools are associated with this procedure:
• Monash OHS online induction program
• Local Induction Checklists
• OHS Training Requirements Matrix
• Local Training Records proforma
• MTLD training calendar and enrolment forms

13. Records
13.1. University Training Records
MTLD is responsible for maintaining MTLD coordinated training records.

13.2. Local Area Training Records
Local areas are responsible for maintaining their own training records.
OH&S has developed a simple proforma to use to record attendance at local OHS training in each academic/administrative unit.

13.3. OHS Training Records
OH&S is responsible for maintaining face-to-face and online training media.

13.4. Records to be Retained
For OHS Records document retention please refer to:
Monash University OHS Records Management Procedure
### Status
- Revised

### Approval Body
- Monash University OHS Committee

### Legislation Mandating Compliance
- 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 2017 (Vic)

### Related Policies
- OHS Policy

### Related Documents
- Australian and International Standards

- Monash OHS documents
  - Monash University OHS Records Management Procedure
  - Local Induction Checklists
  - OHS Training Requirements Matrix

### 14. Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Issue</th>
<th>Changes made to document</th>
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<tbody>
<tr>
<td>2.1</td>
<td>August 2010</td>
<td>OHS Induction and Training at Monash University, v2.1</td>
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<tr>
<td>2.2</td>
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<td>Updated hyperlinks throughout to new OH&amp;S website.</td>
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| 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. |