

SOP: 3.0HEALTH AND SAFETY TRAINING
PROCEDURE

Scope: The Scope of this training is for all Personnel of the organization.

Responsibility: HSR Representative

Procedures

1. Safety and fire fighting training is conducted by trained personnel/ outside agencies.
2. First Aid, Health and hygiene training is conducted by outside agencies.
3. Some of the employees are trained in first Aid, Health & Hygiene, Safety and Fire Fighting, Evacuation drill, Mock drill training
4. Training records and their activities are maintained and updated regularly.
5. Environmental training is conducted by internal team members / outside agencies

Responsibilities

Management (the supervisor and / or manager) is responsible for providing and maintaining:

- A safe working environment
- Safe systems of work and Facilities for the welfare of workers
- Plant and substances in safe condition
- Information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- A commitment to continually improve our performance through effective safety management.
- Any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health

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Workers are responsible for:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment.
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where necessary
- Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager.

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate. This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

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Appropriate training required to satisfy Health and safety competencies

Training Competency	Competency to be met by?	Mandatory by?	Competency Type	Assessment of Competency	Nominal Refresher Period
<p>Competencies relating to HS Induction</p> <ul style="list-style-type: none"> • Knowledge of Hazards and Risks associated with the work and how they are being controlled. • Knowledge of Safe Work Procedures applicable to their work. • Ability to report hazards / incidents. • Awareness of further training courses required from the training needs analysis. • Knowledge of emergency procedures and key contacts. 	HS Induction	All Staff	License Qualification Skill Knowledge	Verbal Assessment	N/a
Competencies relating to local area HS induction.	Local Area HS induction	All Staff	License Qualification	Verbal Assessment	N/a




<ul style="list-style-type: none"> • Knowledge of access requirements to area. • Knowledge of hazards and required controls for local area via safe work procedures /risk assessments. • Follow the PPE requirements for the area. • Know where the emergency equipment is located. • Knowledge of the safe systems in the laboratory to be adhered to • Local first aid provisions; • Local building emergency provisions. 			Skill Knowledge		
<p>Competencies relating to HS legal responsibilities, HS procedures, risk management techniques, incident reporting and consultation.</p> <ul style="list-style-type: none"> • Knowledge of hazard identificati 	SHE & SR Representative	All Staff	License Qualification Skill Knowledge	Online Assessment	3 years



<p>on techniques.</p> <ul style="list-style-type: none"> • Knowledge of risk assessment procedure. • Utilisation of 'Hierarchy of Controls' to reduce risk. • Ability to use forms to complete a risk assessment and report hazards. • How to raise HS issues and consultation principles. • Awareness of HS Policy and HS Management System. • Knowledge of employer and employee HS responsibilities. • Knowledge of hazard and incident reporting procedures. 					
Competencies relating to supervisor HS	Supervisor	Staff who have Supervisory or Management	License Qualification	Verbal Assessment	3 years

responsibilities:		responsibility.	Skill Knowledge	
<ul style="list-style-type: none"> • Understand HS responsibilities for supervisors. • Apply risk management to control risks in the workplace including hierarchy of controls. • Implement and monitor compliance with safe work procedures. • Maintain the HS system including specific hazard registers, compliance with the applicable HS procedures, registration of premises, maintaining equipment. • Knowledge of monitoring of effectiveness of risk control measures. • Provide HS information to staff including 				



<p>legislative requirements and requirements of HS management system.</p> <ul style="list-style-type: none"> • Monitor effectiveness of consultation mechanism in area of responsibility. • Use the online reporting system to both report and manage hazards and incidents. • Create a training plan for staff. • Investigate incidents and emergencies. • Implement the emergency procedure in the local area. • Monitor HS trends 					
<p>Competencies relating to senior management.</p> <ul style="list-style-type: none"> • Knowledge of how to develop the UNSW HS Policy and establish 	<p>Due Diligence</p>	<p>Senior Management</p>	<p>License Qualification Skill Knowledge</p>	<p>Verbal Assessment</p> 	<p>3 years</p>

<p>the framework for the implementation of UNSW's HSMS.</p> <ul style="list-style-type: none">• Communicate HS responsibilities to line managers.• Establish mechanism to provide financial and human resources to allow for implementation of the HSMS.• Establish consultation arrangements.• Establish a risk management program for UNSW.• Develop a UNSW emergency management plan.• Monitor health and safety trends.• Monitor the effectiveness of the HSMS.• Assess compliance with legislation.				
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<p>Competencies relating to HS consultation arrangement:</p> <ul style="list-style-type: none"> • Understanding of HS legislative framework. • Knowledge of the HS dispute resolution process. • HS consultation principles. • Ability to conduct workplace inspections 	<p>HS Consultation</p>	<p>All HS Representative/Committee Members</p>	<p>License Qualification Skill Knowledge</p>	<p>Written assessment. Demonstration of skill during inspection</p>	<p>As the need is identified</p>
<p>Competencies relating to emergency procedures.</p> <ul style="list-style-type: none"> • Responsibilities of facilities security and employees. • Facilities security and employee's evacuation procedures 	<p>Facilities security training</p>	<p>All staff and Security</p>	<p>License Qualification Skill Knowledge</p>	<p>Demonstration of skill</p>	<p>6 months</p>
<p>Competencies relating to First aid.</p> <ul style="list-style-type: none"> • As per WorkCover First Aid training competencies. 	<p>First Aid training</p>	<p>All staff identified as nomination first aiders, Security staff.</p>	<p>License Qualification Skill Knowledge</p>	<p>Written assessment. Demonstration of skill during inspection</p>	<p>3 years</p>

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Appropriate training required to satisfy Specific Hazard Health and safety competencies

Training Competency	Competency to be met by?	Mandatory by?	Competency Type	Assessment of Competency	Nominal Refresher Period
Competencies relating to Ergonomics <ul style="list-style-type: none"> • Awareness of optimal workstation arrangements. • Ergonomically safe work practices. 	Ergonomics online	All Staff	License Qualification Skill Knowledge	Online Assessment Self-Assessment of workstation	1 year
Competencies relating to Hazardous Manual tasks. <ul style="list-style-type: none"> • Identify risk and hazards in respect to back injuries. • Identify strategies to deal with the risks/hazards identified. • Express a general understanding of the anatomy and biomechanics of the back. • Display an understanding of the physiological process of musculoskeletal injury. • Demonstrate an understanding of the principles of manual handling both theoretically and 	Safe Lifting Techniques	All Staff	License Qualification Skill Knowledge	Online Assessment	1 year



practically					
<p>Competencies relating to Laboratory safety.</p> <ul style="list-style-type: none"> • Knowledge of hazards and controls to minimise risk in a laboratory. • Selection, use and maintenance of PPE. • Use of ChemAlert and basic chemical labeling. • Basic requirements for plant operation 	Laboratory safety Awareness	All Staff working in Laboratory	License Qualification Skill Knowledge	Verbal Assessment	1 year
<p>Competencies relating to Biosafety.</p> <ul style="list-style-type: none"> • Overview of legislation governing biosafety. • Outline of responsibilities concerning biosafety. • Knowledge of risk management and safe work procedures when working with microbiological organisms 	Biosafety Training	All Staff working in Laboratory	License Qualification Skill Knowledge	Verbal Assessment	1 year
<p>Competencies relating to Hazardous Chemicals.</p> <ul style="list-style-type: none"> • Overview of hazardous chemicals legislative requirements. • Recognise the 9 classes of dangerous goods and GHS Physical Hazards. 	Hazardous Chemicals	All Staff or relevant staff using hazardous chemical	License Qualification Skill Knowledge	Verbal Assessment	1 year



<ul style="list-style-type: none"> • Use of safety data sheets. • Labelling of hazardous chemicals. • Use of Chem Alert. • Complete a hazardous chemicals risk assessment. • Control methods for the safe use of hazardous chemicals. 					
<p>Competencies relating to Radiation safety.</p> <ul style="list-style-type: none"> • The radiation hazards associated with their work. • safe working methods and techniques. • precautions to be taken and reasons for taking them; and • emergency procedures. 	Radiation Safety Training	Any official using the Radioactive material or equipment	License Qualification Skill Knowledge	Written Assessment	1 year
<p>Competencies relating to Laser safety.</p> <ul style="list-style-type: none"> • Laser safety in the workplace. • Laser hazards. • Australian Standard requirements. 	Laser safety	All Staff or relevant staff using Laser equipment	License Qualification Skill Knowledge	Written Assessment	1 year
<p>Competencies relating to HS auditing:</p> <ul style="list-style-type: none"> • As per OSHA14001 	HS Auditing	Staff performing verification audit	License Qualification Skill Knowledge	Written Assessment	None
Competencies relating to Materials Hoist & Forklift.	Operating a Hoist Training.	Staff required to operate a	License Qualification	Written and practical assessment	License renewal



• As per Schedule High Risk Work Licenses.		hoist.	Skill Knowledge		
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