

# Health, Safety and Environment Management System

## HSE-PRO-015 HSE Training and Competency Procedure

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# 1 Intent

To define the work health and safety training and competency requirements and expectations for all individuals who work and study at James Cook University (JCU).

# 2 Scope

This Procedure applies to JCU staff, students, visitors and volunteers.

This Procedure does not apply to JCU Controlled Entities.

# 3 Definitions

Term	Definition
Assessment	The process of collecting evidence on whether competency has been achieved to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or an approved University policy or procedure.
Assessor	Person who assesses an individual to determine their level of competence.
Competency	The specifications of knowledge and skill and the application of that knowledge and skill to the standards of performance required in the workplace, as specified in a training package or approved University policy and procedure.
Hazardous work	Work conditions or processes where someone or something is exposed to any source of potential damage, harm or adverse health.
Health and Safety Management System	The comprehensive and integrated system of HSE Policy and Procedures that allows the University to effectively manage and control workplace hazards and risk.
Health and safety representative (HSR)	A Worker who has been elected by a work group to represent them on health and safety issues.
High risk work	Any work set out in schedule 3 of the Work Health and Safety Regulation 2011 (Qld) requiring a high risk work licence including: <ul style="list-style-type: none"><li>• Scaffolding work</li><li>• Dogging and rigging work</li><li>• Crane and hoist operation</li><li>• Reach stacker operation</li><li>• Forklift operation</li><li>• Pressure equipment operation</li></ul>
Officer	A person who makes decisions, or participates in making decisions that affect the whole or a substantial part of a business or undertaking or has the capacity to significantly affect the financial standing of the business or undertaking.  If a person is responsible only for implementing those decisions, they are not considered an Officer under the <i>Work Health and Safety Act 2011</i> (Qld).  Holders of the following JCU positions are considered Officers:

	<p>1. Members of Council</p> <p>2. University Executive, Pro-Vice-Chancellors, Directors and Deans</p>
Others	Visitors to a JCU controlled property and students not performing work experience or paid or unpaid work.
Person Conducting a Business or Undertaking (PCBU)	<p>A term which is primarily used to refer to employers, but which is equally applicable to sole traders, contractors, the self-employed, or anyone else who is responsible for workers.</p> <p>Under the <i>WHS Act 2011</i>, PCBUs are, as far as is possible, responsible for ensuring the health and safety of:</p> <ul style="list-style-type: none"> <li>• Workers they directly engage or whose activities they influence</li> <li>• Anyone else who could be put at risk by the activities the PCBU is undertaking, for example visitors, customers, or members of the public.</li> </ul>
Reasonably Practicable	<p>Means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:</p> <ul style="list-style-type: none"> <li>• The likelihood of the hazard or the risk concerned occurring</li> <li>• The degree of harm that might result from the hazard or the risk</li> <li>• What the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk</li> <li>• The availability and suitability of ways to eliminate or minimise the risk</li> <li>• After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.</li> </ul>
Supervisor	Any person who is responsible for JCU Staff, the allocation of tasks to JCU staff and / or the oversight of JCU students during teaching and / or learning activities, including field trips.
Training Needs Analysis (TNA)	The process of identifying the training requirements of an individual or organisation.
Worker	<p>A person who carries out work in any capacity for JCU, and includes working as:</p> <ul style="list-style-type: none"> <li>• An employee</li> <li>• A volunteer</li> <li>• An apprentice or trainee</li> <li>• A student gaining work experience (paid or unpaid)</li> <li>• A contractor or subcontractor and their employees</li> <li>• Labour hire company employees assigned to work for JCU.</li> </ul>
Workplace	A workplace is the place where work is carried out for JCU and includes any place where a Worker goes, or is likely to be, while at work.

## 4 Duty, Obligations and Responsibilities

A detailed list of work health and safety (WHS) duties, obligations and responsibilities is provided in the [HSE-PRO-008 HSE Responsibilities Procedure](#).

## 4.1 University

As a person conducting a business or undertaking (PCBU) under the *Work Health and Safety Act 2011* (Qld) (the Act), the University must ensure, as is reasonably practicable, the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.

The University is to ensure:

- Information, training and instruction to a Worker is suitable and adequate with regard to:
  - the nature of the work carried out by the Worker; and
  - the nature of the risks associated with the work at the time the information, training or instruction is provided and
  - the control measures implemented.
- Information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided
- Workers are consulted about the provision of health and safety training
- Health and Safety Representatives (HSRs). If requested, are able to attend a work health and safety course approved by Workplace Health and Safety Queensland to enable them perform their functions and exercise their power under the WHS Act.

## 4.2 Officers

Officers are responsible for ensuring:

- Mandatory WHS training needs are identified and monitored for the work area, and gaps addressed in accordance with relevant University procedures and legislative requirements
- All staff in areas under their management or control receive sufficient WHS training relevant to their given tasks and work responsibilities
- If requested, HSRs within their area are provided access to training, in accordance with current WHS legislation
- All staff within their function area(s) are adequately trained and competent in the activities they undertake and
- Training records for staff are current and maintained.

This responsibility includes ensuring that adequate resources are made available for the provision of WHS training.

## 4.3 Workers and Others

All Workers and Others are required to complete mandatory work health and safety training offered by the PCBU and to follow all reasonable instructions with regards to work health and safety.

If the University provides a Worker or Other with personal protective equipment (PPE), the Worker or Other must use or wear the PPE in accordance with any information, training or reasonable instruction.

## **4.4 Health, Safety and Environment (HSE)**

HSE is responsible for facilitating and coordinating general work health and safety training.

A Training Plan is created annually which outlines the work health and safety (WHS) training which will be delivered and coordinated throughout that year by HSE.

Training offered by HSE will be determined by the needs of the University as follows:

- Changes to legislation
- Changes to the Health and Safety Management System
- Feedback from the University community.

HSE provides advice regarding specialised WHS training upon request or when required.

## **5 Mandatory Training**

### **5.1 Safety Inductions**

All new staff, students, visitors and volunteers must complete a work health and safety induction which includes information about:

- The location of WHS policies and procedures
- Emergency protocols, procedures and contacts
- Incident, injury, illness and hazard reporting procedure
- General WHS responsibilities and compliance requirements
- Consultation and participation processes
- WHS risks and hazards in the workplace
- WHS resources
- Injury management and claims
- General WHS information and requirements relating to:
  - chemicals and dangerous goods
  - biological agents and animals
  - working with radiation sources
- Mandatory WHS training requirements
- WHS information and requirements specific to working at the University.

### **5.2 Fire and Emergency Evacuation Training**

All new staff, students, visitors and volunteers must complete fire and emergency evacuation training no later than two (2) days after starting work at the University and annually thereafter.

Additional fire and emergency evacuation training is required in the following situations:

- No later than two (2) days after moving to a new workplace on another floor or building at the University and
- No later than one (1) month after there is a material change to the physical layout of the workplace.

Others who work in, reside in, and/or visit a University building for at least 10 hours each week for two (2) weeks over a three (3) month period must also complete fire and emergency evacuation training for that building.

### **5.3 Local Area and Site Specific Inductions**

In addition to the HSE induction, supervisors must ensure that all Workers and Others under their supervision are provided with a local area induction on WHS risks, facilities and requirements relating to their work environment and activities.

Supervisors must also identify hazardous and high risk work areas and activities and provide a site specific induction before anyone under their supervision commences work on that activity or in that area.

## **6 Training Needs Analysis**

WHS competencies can be identified by completing a Training Needs Analysis (TNA). A TNA is the process of identifying and assessing the training requirements of an organisation, unit, position or individual including staff, students, visitors, contractors and labour hire.

A TNA is used to determine:

- What is required to complete the work activity
- The existing skill levels of persons completing the work
- The training gap (if any).

The HSE Unit provides tools to identify and assess WHS training requirements by conducting a Training Needs Analysis (TNA). This can include consultation with identified personnel to ascertain specific task training requirements, WHS legislative training requirements and any new WHS training courses which may be required.

## **7 Training Records**

The University must ensure that records of all work health and safety training provided to a Worker are kept in line with the University Records Management Framework and Policy. The records are managed and maintained for training that is organised and/or provided by HSE. Supervisors are responsible for ensuring that all other WHS training records are kept for Workers and Others under their supervision.

## **8 Health and Safety Representatives**

A HSR does not need any experience or special qualifications but is entitled to attend a Workplace Health and Safety Queensland (WHSQ) approved training course.

If a HSR requests training the PCBU must:

- Pay the full cost of the training course plus any reasonable costs associated with the HSR's attendance at the training;
- Within three months of the request, provide HSRs paid time off to attend an approved HSR legislative training course;
- Consult with the HSR to select a course that is relevant to the work carried out;

- To attend a refresher training each year providing the HSR has previously completed the initial training course, with the entitlement to the first refresher training commencing 1 year after the initial training; and
- To take time off work at full pay to attend the training.

## 9 Personal Protective Equipment

Supervisors must provide Workers with information, training and instruction in:

- The proper use and wearing of personal protective equipment; and
- The storage and maintenance of personal protective equipment.

## 10 Competency Assessment

In order to determine whether the skill or knowledge gap has been successfully attained, assessment of competency is required to be undertaken after completion of training. If the training session has been designed for awareness then a competency assessment is not required.

Assessing competency involves:

- Preparing Workers for assessment;
- Assessing Workers against a set of relevant criteria;
- Gathering evidence to demonstrate this criteria;
- Workers participating in the assessment process;
- Measuring competency against benchmarks to make the assessment decision (e.g. Standard Operating Procedures, performance standards, product specifications, learning objectives etc.);
- Offering a choice of different assessment pathways suitable to the ability of the Worker; and
- Recording and reporting the assessment decision.

## 11 Related Documents, Legislation and Other Resources

### 11.1 Related Documents and Other Resources

Information	Fire and Emergency Online Training - <a href="https://www.jcu.edu.au/work-health-and-safety/jcu-fire-safety-and-emergency-evacuation-program">https://www.jcu.edu.au/work-health-and-safety/jcu-fire-safety-and-emergency-evacuation-program</a>
	HSE Online Training - <a href="https://www.jcu.edu.au/work-health-and-safety/training">https://www.jcu.edu.au/work-health-and-safety/training</a>
	Training Needs Analysis Information - <a href="https://www.jcu.edu.au/work-health-and-safety/training-needs-analysis-information">https://www.jcu.edu.au/work-health-and-safety/training-needs-analysis-information</a>
Procedure	<a href="#">HSE-PRO-008 HSE Responsibilities Procedure</a>
	HSE-PRO-016 Contractor Work Health and Safety Management Procedure
Policy	<a href="#">JCU Records Management Policy</a>
	JCU Health, Safety and Environment Policy

### 11.2 Regulatory Authorities and Other Relevant Entities

Workplace Health and Safety Queensland



## 11.3 Related Legislation, Codes of Practice and Standards

Legislation	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i>
Standards	AS / NZS 4801 : 2001 Occupational health and safety management systems
Codes of Practice	Work health and safety consultation, co-operation and co-ordination code of practice 2011

## 12 Administration

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

### 12.1 Approval Details

Policy Sponsor	Deputy Vice Chancellor, Services and Resources
Version no.	1.0 (16-1)
Date for next Major Review	20/12/2019

### 12.2 Revision History

NOTE: A minor amendment will not result in a change of the next major review date.

*Approval date - the date the Policy Sponsor approved the establishment, minor or major amendment or disestablishment*

*Implementation Date - the date the procedure was published in the Policy Library and is the date the procedure takes effect*

Version	Approval date	Implementation date	Details	Author
1.0 (16-1)	20/12/2016	22/12/2016	Procedure established	HSE Training and Communications Advisor

Keywords	Training and Competency
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Consultation Committee	Health, Safety and Environment Advisory Committee (HSEAC)
Contact Unit	<a href="mailto:safety@jcu.edu.au">safety@jcu.edu.au</a>

## 13 Appendix 1: HSE Training Process

