

Appendix 1 – All Staff Mandatory Training Schedule – Effective 5 February 2024

Course Name	Required to Complete Training (All Staff inc. Casuals)	Affiliates Required to Complete Training	Length of time	Frequency	Responsible Organisational Group
Within 2 Days of Commencement					
Emergency Response Training	All Staff	Adjuncts (upon attendance on campus)	15 minutes	Annually	Work Health and Safety
JCU Work Health and Safety Induction	All Staff	Adjuncts	15 minutes	Every three years	Work Health and Safety
Welcome to JCU – Corporate Induction	All Staff	Adjuncts	30 minutes	Once	Human Resources
Within 2 Weeks of Commencement					
JCU Respect Online Modules	All Staff		1 hour	Every three years	Office of the Chief of Staff
Within 3 Months of Commencement					
RiskWare System Use	All Staff	Adjuncts (upon attendance on campus)	15 minutes	Once	Work Health and Safety
WHS Risk Management Fundamental Training	All Staff		15 minutes	Once	Work Health and Safety