

Intent

To define the work health and safety Training Needs Analysis Guidelines outlining the mandatory work health and safety training required by individuals who work or study at James Cook University (JCU).

Scope

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

Parent Procedure

[HSE-PRO-015 HSE Training and Competency Procedure](#)

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1 Definitions

Term	Definition
Staff	As per the James Cook University Enterprise Agreement 2016
Occupant	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident.
Others	Visitors to a JCU controlled property and students not performing work experience or paid or unpaid work.
Supervisor	Any person who is responsible for Workers, the allocation of tasks to Workers and / or the oversight of all JCU students during teaching and / or learning activities including field trips.
Worker	A person who carries out work in any capacity for JCU, and includes working as: <ul style="list-style-type: none"> • An employee • A volunteer • An apprentice or trainee • A student gaining work experience (paid or unpaid) • A contractor or subcontractor and their employees • Labour hire company employees assigned to work for JCU
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.

2 Work Health and Safety Mandatory Training Requirements

In addition to the JCU HSE induction, it is mandatory that supervisors ensure that all Workers and Others under their supervision are provided with a location area induction on WHS using the HSE Induction Checklist as a guide. This must be completed within the first four weeks of engagement. As part of the local induction process, it is mandatory that all workers complete the work health and safety training as outline in Appendix 1.

2.1 Identifying Individual Training Needs

Appendix 1 of the guide indicates training that is needed based on specific health and safety legislation requirements and JCU HSE policy and procedures.

Appendix 2 of the guide outlines training that is related to exposure to or management of specific health and safety risks.

Note: In determining individual training needs, workers qualifications relevant to the courses listed may be recognised as prior learning.

HSE –GUI-015 HSE Training Needs Analysis Guideline

To identify training needs, supervisors shall:

1. Consult with worker to determine any learning gap between current knowledge, skills and/or required competencies for their position using the guide in appendix 2.
2. Click on individual course titles listed in Appendix 2 of this guide to view course content and who should attend. This information is also available on the JCU Health Safety & Environment webpage.
3. Incorporate identified training needs into individual training plans as part of the performance development and management process.
4. Communicate with worker on how to register for workshops or access online modules via the following links:
 - My HR Online
 - HSE JCU Training webpage

Workers training needs specific to their job role including risk-based task must be assessed in conjunction with their direct supervisor prior to commencement of the task. Access to training workshops either face to face or online can be organised by contacting the HSE Training and Communications Advisor.

5. Monitor Training Plans

The progress of training completion should be monitored in consultation with staff at performance review meetings. HSE Training and Communications Advisor will provide training reports. Training records can be accessed locally through My HR Online.

There is no requirement to repeat online modules unless there is an identified learning gap or where a university strategic priority or other requirement has placed focus on a particular training need.

3 Records

All records must be retained in accordance with the retention and disposal schedules governed by the Queensland State Archives:

- [General Retention and Disposal Schedule](#)
- [University Sector Retention and Disposal Schedule](#)

4 Related Documents, Legislation and Other Resources

4.1 Related Documents and Other Resources

Procedure	HSE-PRO-015 Training and Competency Procedure HSE-PRO-008 HSE Responsibilities Procedure HSE-PRO-011 Work Health and Safety Risk Management Procedure
Process	HSE Induction

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4.2 Regulatory Authorities and Other Relevant Entities

Nil

4.3 Related Legislation, Codes of Practice and Standards

Legislation	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Building Fire Safety Regulation 2008
Codes of Practice	How to manage work health and safety risks Code of Practice 2011
Standards	AS 3745-2010

5 Administration

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

5.1 Approval Details

HSE –GUI-015 Guideline Sponsor	Associate Director, HSE
Approval Authority	Associate Director, HSE
Consultation Committee	not applicable
Contact Unit	safety@jcu.edu.au

5.2 Revision History

Version	Date Amended	Description of changes	Author
18-1	10/8/2018	Guideline established	HSE Training and Communications Advisor

6 Schedule

Not applicable

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7 Appendix 1 – JCU Work Health and Safety Mandatory Training Requirements

Safety Training Course	Method of delivery	Timeline for undertaking safety training	Duration	Refresher	Who
JCU Health Safety and Environment Induction	Online	Within two days of commencement	40 minutes	Every 3 years Or when legislation changes	All Workers All Post Graduate Students
JCU Fire & Evacuation Program (FEP)	Online	Within two days of commencement of occupancy in the building	20 minutes	Annual	Anyone who occupies a building for more than 10 hours a week
JCU Local Site HSE Induction Checklist Local area (eg: building/lab/field station)	Face to face by Manager/Supervisor	Within 4 weeks of commencement	Varies	Once only or when work area changes	All Workers All Students
RiskWare System Use – Incident & Hazard reporting, recording Risk Assessments	Practical Workshop or online	Within 3 months of commencement	60 minutes	Once only	All Staff All Post Graduate Students
Health Safety & Environment Risk Management Fundamentals Training	Practical Workshop or online	Within 3 months of commencement	120 minutes	Once only	All Staff All Post Graduate Students
Work Health and Safety Officer Training	Online Training Module	Within 4 weeks of starting	10 minutes	Every 3 years Or when legislation changes	Required by University Council, Chancellor and Vice Chancellor, Provost, Chief of Staff, Pro Vice Chancellor and Deputy Vice Chancellors, Directors, Deans of College and Executive Officer

8 JCU Health Safety and Environment Training Needs Analysis – All staff

The list below represents a selection of the health and safety training offered at James Cook University that may be required to carry out work safely and efficiently.

Additional qualifications and safety training may also be required as part of workers role requirements and workplace activities.

Task Specific Training related to particular jobs/tasks in defined areas of the University is to be coordinated & facilitated by local areas eg. Safe Operating Procedures, forklift training and records maintained locally.

Safety training required should be discussed regularly by the supervisor and will depend on worker's experience, prior training, qualifications, and the nature of work activities.

This training need analysis must be completed by the supervisor with all workers at commencement and reviewed as part of performance management reviews or as work activities change at JCU.

Note: A worker may need training that is not available centrally. In this case the supervisor must identify and arrange suitable training in consultation with the HSE Training Communications Advisor. Some courses listed below will incur a cost (\$).

To register for Work Health & Safety training through My HR Online. Session overviews including dates, times and location of training can be found on the HSE Training and Induction Webpage. Contact the HSE Training and Communications Advisor if you have any questions. hsetraining@jcu.edu.au

Safety Training	Training is required/ Recommend for	Required	Delivery Mode
JCU Health Safety and Environment Induction	All staff	Yes	Online
JCU Local Site Safety Induction (e.g. building, field station)	All New Staff	Yes	Face to face by Supervisor HSE Induction Checklist available
JCU Fire & Evacuation Program (FEP)	All Staff	Yes	Online
Health Safety & Environment Risk Management Fundamentals Training	All Staff	Yes	Practical Workshop Or Online
RiskWare System Use – Incident & Hazard reporting, recording Risk Assessments	All Staff	Yes	Practical Workshop Or Online
Work Health and Safety Officer Training	Required by University Council, Chancellor and Vice Chancellor, Provost, Chief of Staff Pro Vice Chancellor and Deputy Vice Chancellors, Directors, Deans of College and Executive Officer	Yes/No	Online
Managers and Supervisors WHS Essentials	Academic and Professional workers with responsibility for the management or supervision of workers, studies or facilities	Yes/No	Practical Workshop
RiskWare System Use – Managing reported hazards, risk and injuries	Academic and Professional workers with responsibility for the management or supervision of workers, studies or facilities	Yes/No	Practical Workshop
JCU Laboratory Safety Training	All JCU Laboratory Workers	Yes/No	Online
Local Laboratory Safety Induction	All JCU Laboratory Workers	Yes/No	Contact Laboratory Manager for the Lab
Biosafety Training	All workers working with Biologicals or in an OGTR certified facility (PC1, PC2, PC3) As per procedure	Yes/No	Online
Chemical Safety Training Hazardous Chemicals	All JCU workers working with chemicals	Yes/No	Online
Chemwatch GoldFFX (\$)	Any worker that are required to maintain Chemwatch manifests, such as Laboratory Supervisors, Technicians and Academics	Yes/No	External Provider Contact HSE Training and Communications Advisor
Radiation User Training (\$)	Before any persons begin work with radiation or radioactive substances, radioactive isotope/apparatus	Yes/No	External Provider Contact HSE Training and Communications Advisor
Radiation Safety Officer Training (\$)	Radiation Safety Officer	Yes/No	External Provider Contact HSE Training and Communications Advisor
Radiation Safety Officer Training – qualification (\$)	Possession Licensee- radiation	Yes/No	External Provider Contact HSE Training and Communications Advisor
Dangerous goods shipping and packing training, 2 full days (\$)	Persons transporting dangerous good e.g. maintenance, workshop, field and lab workers	Yes/No	External Provider Contact HSE Training and Communications Advisor
Hazardous Material Containment Training	Any workers that are required to clean up hazardous material spills, such as Laboratory Supervisors, Technicians and Academics	Yes/No	External Provider Contact HSE Training and Communications Advisor
Working with Quarantine Material	Person wishing to work with quarantine material must undergo the Quarantine Approved Arrangements for Accredited Persons (QAA-AP) training for the type of facility.	Yes/No	External Provider Contact HSE Training and Communications Advisor
Drugs and Poisons	Any worker using S4, S7, S8, S9 Eg; antibiotics, dangerous poisons)	Yes/No	Online
Health and Safety Representative (HSR)	Elected by the workgroup	Yes/No	External Provider Contact HSE Training and Communications Advisor
Emergency Control Organisations(ECO)	Wardens Chief Wardens	Yes/No	Online

HSE –GUI-015 HSE TRAINING NEEDS ANALYSIS GUIDELINE

Safety Training	Training is required/ Recommend for	Required	Delivery Mode
	Deputy Chief Wardens		
First Aid (\$)	First Aid Officers (lab, workshop & field workers may require)	Yes/No	External Provider Contact HSE Training and Communications Advisor
RiskWare Field Trip Module	All JCU Field Trip workers	Yes/No	Practical Workshop
Development of Safe Work Procedures (SWP) for the workplace	Workers developing Safe Work Procedures (SWP)	Yes/No	Practical Workshop
Computer Workstation Adjustments	Workers using computer and workstations needs	Yes/No	Online Training Module and needs assessment required
4WD Training (\$)	Workers driving a 4WD off road	Yes/No	External Provider Contact HSE Training and Communications Advisor
Boating and Diving Inductions and other required training	Workers Diving and/or using a JCU Boat	Yes/No	Contact JCU Boating and Diving Area