

Appendix 1 - JCU WHS Mandatory and Safety Training Requirements

MANDATORY TRAINING	Method of Delivery	Timeline for undertaking safety training course	All staff (incl. P/T, Academics & Adjuncts*, Casuals**)	Officers	JCU Council Members	Post Graduate Student	Higher Degree Research Candidates
JCU Work Health and Safety Induction General work health and safety induction training for all workers.	Online	Within 2 days of commencement	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly
Emergency Response Training Training for anyone who occupies a building to ensure their safety during an emergency event including fire and evacuation, bomb threat and natural disasters.	Online	Within 2 days of commencement	Annual	Annual		Annual	Annual
JCU RiskWare System Use Training for all workers on JCU WHS risk management system, including reporting and managing hazards, incidents, and injuries	Online Practical session if requested	Within 3 months of commencement	Once Only	Once Only		Once Only	Once Only
WHS Risk Management Fundamentals Training for all workers providing an understanding of work health and safety risk management framework.	Online Practical session if requested	Within 3 months of commencement	Once Only	Once Only		Once Only	Once Only
Work Health and Safety Officer Training Training for JCU WHS Officers to exercise due diligence complying with their WHS duties and obligations	Online Practical session if requested	Within 3 months of commencement		3 Yearly	3 Yearly		

NOTE: Online – Staff Learning Hub is where staff online learning is hosted

NOTE: Volunteers, contractors, and Founders are required to complete the JCU work health and safety induction and may be eligible for exemptions for other WHS Mandatory training listed.

*Adjuncts who do not attend campus and work internationally or domestically need to complete the JCU Work Health and Safety induction and may be eligible for exemptions for other WHS Mandatory Training listed.

** Casuals such as Student Ambassadors, STAR Tutors, Student Exam Supervisors, Pass Leaders, and Peer Advisors need to complete the JCU Work Health and Safety induction and may be eligible for exemptions for other WHS Mandatory Training listed.

Training needs are determined on a case-by-case basis by the Supervisor. The WHS unit is available to assist with determining their requirements as requested.

Appendix 1 - JCU WHS Mandatory and Safety Training Requirements

WHS Role Base Training determined by the Manger/Supervisor as part of individual TNA using the WHS Induction Checklist							
SAFETY TRAINING	Method of Delivery	Timeline for undertaking safety training course	Managers/Supervisors	Fire Warden	Health and Safety Representative	Staff	Students
Managers and Supervisors WHS Essentials Academic and Professional Technical workers with responsibility for the management or supervision of workers, studies or facilities	Online or Practical Workshop	Within 3 months of commencement	Once only				
Fire Warden Training – Emergency Control Organisation Mandatory training provided to Wardens to assist them to understand their role and responsibilities in times of emergency	Online	Within 2 days of becoming fire warden		Annually			
Initial Health and Safety Representative New elected HSR must complete a 5-day HSR training course by an authorised training organisation	Organised by the Work Health and Safety Unit	Within 3 months of appointment			As required		
1 day Refresher Health and Safety Representative Current HSR is reelected they are required to undertake a day refresher training course by an authorised training Organisation	Organised by the Work Health and Safety Unit	As required			3 Yearly		
RiskWare Field Trip Module All JCU Field Trip workers	Online Practical session if requested	Prior to commencing field work				As required	As required
Boating and Diving Induction All JCU workers diving and/or using a JCU Boat	Contact JCU Boating and Diving Area	Prior to commencing boating and diving work				As required	As required
Site Specific Lab Induction All workers who work in labs	Delivered by Lab Manager/Supervisor	Prior to commencing laboratory work				As required	As required
Biosafety Training All workers working with biological or in an OGTR certificated facility (PC1, PC2, PC3)	Learn JCU	Prior to commencing biosafety work				As required	As required
Biosecurity Quarantine	Learn JCU	Prior to commencing biosecurity work				As required	As required
ChemWatch Gold FFX (Cost involved) Any worker that are required to maintain Chemwatch manifests, such as Laboratory Supervisors, Laboratory Support Technicians and Academics	Organised by the Work Health and Safety Unit	As required				As required	As required

Appendix 1 - JCU WHS Mandatory and Safety Training Requirements

Contractor Safety Management Procedure and System Training Any JCU worker wanting to engage contractors to complete works on JCU sites	Organised by the Work Health and Safety Unit	As required				As required	
Dangerous Goods Shipping and Packing Training (cost involved)	Organised by the Work Health and Safety Unit	As required				3 Yearly	
General Construction Induction (cost involved)	Organised by the Work Health and Safety Unit	As required				As required	
First Aid (cost involved) May be required for works such as lab work, field trips.	Organised by the Work Health and Safety Unit	As required				3 Yearly	3 Yearly
CPR (cost involved)	Organised by the Work Health and Safety Unit	As required				Annually	Annually
Remote First Aid (cost involved)	Organised by the Work Health and Safety Unit	As required				3 Yearly	3 Yearly
4WD Training (cost involved)	Organised by the Work Health and Safety Unit	As required				As required	As required
Research Stations Site Specific Induction	Organised by the Research Station Manager	As required				As required	As required