

WHS-PRO-004 WHS Training and Competency Procedure

Appendix 1: JCU Work Health & Safety Mandatory Training Requirements

Safety Training Course	Method of Delivery	Timeline for undertaking safety training course	Duration	Refresher	Who
JCU Work Health and Safety Induction	Online	Within 2 days of commencement	30 minutes	Every 3 years or when legislation changes	All Workers
JCU Fire & Evacuation Program (FEP)	Online	Within 2 days of commencement	20 minutes	Annual	Anyone who occupies a building more than 10 hours a week
JCU Local Area and Site Specific Induction – WHS Induction Checklist	Face-to-Face by Manager or Supervisor WHS Induction Checklist	Within 4 weeks of commencement	Varies	When work area changes	All workers All students
RiskWare System Use	Practical Workshop or Online	Within 3 months of commencement	60 minutes 20 Minutes	Once only	All Staff All Post Graduate Students
WHS Risk Management Fundamentals Training	Practical Workshop or Online	Within 3 months of commencement	90 minutes 40 minutes	Once only	All Staff All Post Graduate Students
Work Health and Safety Officer Training	Online	Within 4 weeks of commencement	15 minutes	Every 3 years or when legislation changes	University Council, Chancellor and Vice Chancellor, Provost, Chief of Staff, Pro Vice Chancellor and Deputy Vice Chancellors, Directors, Deans of College and Executive Officer