

Work Health and Safety Training and Induction Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

To ensure that Workers, students, visitors and others are provided with:

- a. suitable and adequate information, instruction, training and supervision.
- b. specific instruction or training to allow safe performance of work, study and research tasks.

3. Scope

These procedures:

- a. set out the responsibilities and actions required to manage the Work Health and Safety (WHS) training and induction process to perform work, study and research tasks.
- b. apply to all University Workers, students, visitors and others.

4. Definitions

Competent person	
	A person who has the knowledge and skills, acquired through training, qualification and/or experience, to carry out the tasks required.

PCBU	A person conducting a business or undertaking (PCBU) covers a broad range of modern work relationships and business structures. These include someone operating a business or undertaking for-profit or not-for-profit, whether alone or with others. The definition of a PCBU focuses on work arrangements and the relationships involved in carrying out that work. Flinders University is a PCBU. In the context of the University working with other PCBUs this may include University controlled entities, landlords, tenants, co-tenants and host organisations of students undertaking work integrated learning placements and other collaborators.
Officer	An officer is a person who makes or helps make a decision which affects either the whole or a major part of a business or undertaking. If a person has the capacity to significantly affect the financial standing of the organisation, they are recognised as an officer. Includes: University Council members, Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors, Vice-President (Corporate Services), Vice-Presidents and Executive Deans of Colleges, Deans (People and Resources), Portfolio Heads, Division Directors, Directors of College Services and other staff appointed at a Director level..
Reasonably Practicable	What is, or was at the time, reasonable as an action to ensure health or safety, weighing up matters such as: • likelihood of the hazard or risk occurring • the degree of harm that might result from the hazard or risk • what the person concerned already knows or ought to have known at the time regarding the hazard or risk and ways to eliminate or minimise risk • the availability and suitability of ways to eliminate or minimise the risk • after assessing the extent of risk and available ways to eliminate or minimise risk, the cost associated with the available ways and whether the cost is disproportionate to the risk
Stakeholder	Internal and external people or organisations impacted by University activity.
Training Needs Analysis (TNA)	The process of identifying the training requirements for a position, job role or area of responsibility.
Training organisers	A University staff member who organises training.
Training Plan	Annual schedule of available training that can be used to develop individual training plans.
Worker	Anyone who carries out work for the University regardless of whether they are full-time, part-time or casual. This can be: • an employee • a contractor, subcontractor, or an employee thereof • an outworker, such as a contractor or worker who is engaged to work from their home or at a place that would not previously have been thought of as a business premise • apprentice or trainee • school-based work experience student • labour hire worker

- volunteer.
- This definition excludes Students..

5. Required WHS Induction and Training

5.1. Staff

- a. All staff (including casuals) are required to undertake a local area induction, using the [local WHS Induction checklist](#). This is required to be completed within the first week of employment and lodged on [ServiceOne](#).
- b. All permanent and fixed-term staff must also complete the online new staff orientation available in the Staff Learning Portal.
- c. If managers / supervisors require casual staff to complete new staff orientation, they can access the course via [FLO](#).
- d. Further training may be identified through the Induction and Training Needs Analysis (TNA) process.

5.2. Contractors

- a. Staff who engage contractors are responsible for:
 - i. ensuring contractors are registered with the University and their workers have completed the [online induction](#).
 - ii. providing the contractor(s) with a local [site-specific/work area induction](#).
 - iii. ensuring that contractors are provided with information about hazards in the area in which they will work.
- b. For more information about [contractor induction](#) and registration please see the [Contractor Safety Management Procedures](#).

5.3. Other Workers

Other workers must receive information about emergency procedures and local WHS induction, which must cover job specific WHS information where relevant.

5.4. Managers and Supervisors

- a. All managers and supervisors of workers and others are required to undertake the [WHS Online Training for Managers and Supervisors](#), and other relevant WHS training as determined by the TNA process.
- b. New managers and supervisors must complete this training within three months of starting their appointment.
- c. All managers and supervisors are required to undertake the training as a refresher every three years or when notified of major legislative changes.

5.5. Students

- a. All students must receive information about emergency procedures at the first class of each semester or via an alternative process. Students may also require additional WHS training relevant to their study.
- b. Higher Degree by Research students (HDRs) must have:
 - i. a local WHS induction, which must cover job specific WHS information

- ii. their training needs assessed, and training provided to address any identified risks prior to their project commencing.

5.6. Visitors

- a. Workers who are hosting visitors to the University must inform those visitors about emergency procedures.
- b. Event organisers must make information about safety available to event workers. This should cover emergency procedures and any other hazard-related information specific to that event.
- c. A person visiting a high-risk area (e.g. laboratories and workshops) must be under constant supervision by a competent person.

5.7. Officers

Officers are required to undertake due diligence training which is coordinated by the WHS Unit.

5.8. Other training requirements

- a. Specialised training must be identified via the TNA process and may include:
 - i. hazard-specific training (e.g. hazardous chemicals, electrical safety, manual handling, confined spaces, laser, 4WD),
 - ii. prescribed training for licensing requirements (e.g. ionizing radiation, boating, diving, forklift, high-risk work), or
 - iii. WHS responsibilities training (e.g. health and safety representatives, first aiders, emergency control personnel).

6. Training Needs Analysis and Planning

- a. Managers and supervisors must determine the WHS competencies required for roles reporting to them, taking into account the following:
 - i. WHS competencies – for the level of responsibility of the role
 - ii. hazard specific competencies – the environment in which the person will be working (e.g. laboratory, office, animal house, workshop, garden, etc.)
 - iii. task specific competencies
 - iv. consultation with people undertaking the roles and subject matter experts
 - v. details provided in the training needs analysis documentation
 - vi. the gap between current knowledge and skills of each person and the training required to perform the work tasks safely
 - vii. legislative requirements, including license requirements (e.g. radiation user's license, high-risk work license).
- b. Training needs analysis and implementation plans must be recorded and undertaken with the worker's manager/supervisor.
- c. Training needs analysis should be incorporated into individual Staff Performance Development and Review plans.
- d. All students involved in higher degree by research projects:
 - i. must have their WHS training needs identified by their nominated supervisor

- ii. must complete any required training before starting the parts of the research project which present a WHS risk
- iii. must have their supervisors check that they are following agreed procedures.
- e. Anyone deemed as being not yet competent to undertake their tasks safely must have an appropriate level of supervision until any required training is completed and deemed competent.
- f. Managers and supervisors must regularly monitor and review training plans to ensure that they are current for each of their workers.
- g. Certificates of competency, accreditation, licensing or other legislated training must be completed before commencement of the relevant work.
- h. Where a risk assessment identifies that training is required as part of risk management, this training must be provided before the activity, or work begins and must be recorded on the training plan.

7. Refresher Training

- a. Refresher training must be determined by:
 - i. legislative requirements
 - ii. University Staff Learning Portal refresher intervals
 - iii. University requirements including as specified in the Training Needs Analysis and Plan document
 - iv. risk assessment
 - v. a change affecting a work process
 - vi. a response to an incident
 - vii. return from a period of extended absence.

8. Consultation

8.1. Consultation with stakeholders

During the planning process, training organisers must where reasonably practicable consult key stakeholders for their professional advice and input into training.

8.2. Consultation and communication with other PCBUs

When training involves working with other PCBUs there must be consultation, coordination and collaboration to ensure that training meets the needs of all stakeholders and clearly outlines training responsibilities.

9. Licenses and Permits

- a. Where a task requires a licence or permit the person performing the task:
 - i. must hold the relevant licence or permit to undertake that work (e.g. [radiation](#), [restricted chemicals](#))
 - ii. those undertaking high risk work must apply for any Flinders University [high risk permits / permissions to proceed](#) prior to undertaking the work.

10. Record Keeping

- a. Local areas are required to maintain records for their workers and higher degree by research students in their area, including:

- i. inductions
- ii. site/task/work specific training
- iii. assessments of competency
- iv. training provided by other organisations / training providers.
- b. The University must supply records for training provided to other organisations and their attendees.
- c. Records of permits/approvals/licenses must be retained.
- d. The WHS Unit only maintains records of training organised through the Unit.
- e. Documentation must be retained by the local area in accordance with the records schedule for [WHS Records Management](#).

11. Responsibilities

Portfolio Heads and College Vice-Presidents and Executive Deans	a. Ensure that these procedures are implemented in their College/Portfolio b. Ensure that adequate resources are available to support safe induction / training activities c. Ensure that managers and supervisors undertake training relevant to their WHS responsibilities.
Managers and supervisors (including College Deans / Portfolio Directors)	a. Ensure that, before work, study or research begins, Workers and students under their supervision have the information, instruction and training to perform their work, study or research in a safe manner and without risks to health and safety. b. Implement these procedures in their area of responsibility c. Identify and review WHS training needs, in consultation with Workers d. Develop and implement a plan to deliver the training e. Ensure that the training needs of students undertaking research projects are identified, and training undertaken, before the research starts f. Undertake training relevant to their WHS responsibilities, including the mandatory WHS supervisor and manager training.
Workers / Staff who engage contractors	a. Provide contractors, sub-contractors and their workers local area induction b. Ensure that the contractor, sub-contractors and their workers have undertaken the University Contractor Induction.
Workers and others	a. Participate in the identification of training needs b. Complete relevant WHS training as directed by their supervisor.

12. WHS Associated Procedures

[Work Health and Safety Management System](#) supporting procedures

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#).

13. Related Documents

Relevant WHS legislation covering training and competency requirements in the relevant jurisdiction.

[Training Needs Analysis and Plan template](#)

[Local Induction template](#)

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