

## *Health, Safety and Wellbeing Induction and Training Procedure*

### **Purpose and Scope**

The purpose of this procedure is to outline the Health, Safety and Wellbeing induction and training requirements for all Murdoch University workers.

### **Overarching Policy**

*Health and Safety Policy*

### **Procedure**

1. In this procedure, the following terms have the following meanings:
  - 1.1. “Competent Person” means personnel who have been specifically trained in the approved Risk Assessment program and assessed as competent to perform the specified risk assessment. They have acquired through training, qualification or experience the knowledge and skills to carry out the task.
  - 1.2. “Health and Safety Representative (HSR)” means representatives nominated at each site to be the key consultation point for health and safety matters who also participate in the Health Safety and Wellbeing Committees. Senior Managers cannot be nominated for these positions. To be a HSR you must attend the WorkSafe WA HSR accredited course.
  - 1.3. “Manager” means for the purpose of this procedure, a worker’s immediate manager or another member of the management team such as line manager or academic supervisor.
  - 1.4. “Registered Training Organisation” means a training organisation listed as a registered training organisation on the National Register established under the National Vocational Education and Training Regulator Act 2011 (Commonwealth).
  - 1.5. “Senior Manager” means for the purpose of this procedure anyone listed in the following roles or above: a Head of School, Director level and/or if you lead leaders.

- 1.6. "Training Matrix" means a matrix which identifies the full range of work, health and safety skills required for each job position.
  - 1.7. "Training Needs Analysis" means a process in which the required learning competencies are identified for individuals.
  - 1.8. "Workers" means includes all Murdoch University workers, students, contractors, subcontractors, trainees, labour hire and volunteers.
2. Murdoch University commitment to Health Safety and Wellbeing Induction and Training

Murdoch University is committed to ensuring its workers are provided with all necessary information, instruction, and training, to protect its workers from risk(s) to their health and safety. Induction and training consist of:

- centralised and local work area induction and training,
- emergency management procedures and training, and
- hazard specific training.

Induction and training are offered face-to-face, online, and externally via an RTO.

### **3. Induction**

#### **3.1. Health, Safety and Wellbeing Induction**

Murdoch University's Health, Safety and Wellbeing Induction is mandatory for all workers. This mandatory induction must be undertaken within the first month of commencement at Murdoch University.

Health, Safety and Wellbeing inductions are subject to a regular review cycle and are updated based on legislative changes, and as required.

#### **3.2. Local Area Health and Safety Induction**

Each college, school, institute, research centre or area must provide a local area health and safety induction. The induction must include specific information on health, safety, and emergency management procedures, first aid and risk management for the work area. Local area induction must be provided to all new workers within the first week of commencement.

#### **3.3. Student Induction**

Murdoch University's Health, Safety and Wellbeing Induction for Students is mandatory for all students. Student induction provides information on health, safety and wellbeing, emergency management procedures, first aid and risk management, appropriate conduct and responsibilities whilst studying at Murdoch University.

Students are required to complete induction at the commencement of their study with Murdoch University.

#### **3.4. Contractor Induction**

Contractors who are engaged to perform any work on Murdoch University campuses must complete the mandatory contractor induction. Contractors for low-risk activities complete the Murdoch staff induction. Contractors for high-risk and specialised activities such as property contractors complete a more specialised induction. Contractor induction provides information on

health, safety and wellbeing, emergency management procedures, first aid and risk management, appropriate conduct and responsibilities whilst working at Murdoch University. The induction is designed to ensure contractors are aware of the required safety and design standards. The induction is valid for three (3) years unless there have been changes to system or process or materials or location.

Contractors for high-risk and specialised activities are required to complete induction prior to arriving on site and maintain a record as evidence of the completed induction.

Please refer to the Contractor Management Procedure for further detailed information regarding contractor induction, including roles and responsibilities of Murdoch University personnel and contractor personnel, record keeping requirements and the monitoring of compliance with induction requirements set out.

### 3.5. Visitor Induction

Visitors within an area at Murdoch University must undertake the mandatory Health, Safety and Wellbeing Induction for Visitors, and be provided with a suitable site-specific local induction.

Visitor induction provides information on health, safety, and wellbeing, emergency management procedures, appropriate conduct and responsibilities whilst working at Murdoch University.

## 4. Training

### 4.1. Specialised Training

Specialised training must be identified, and can be done via the Training Matrix, and may include:

<b>Hazard specific training</b>	<b>Training for licensing or qualification requirements</b>	<b>Work health and safety responsibilities</b>
Chemicals and hazardous substances safety	Drone Safety	Managers
Electrical safety	Boating	Supervisors
Manual handling	Diving	Officers of the university
Ergonomics	Health and Safety Representatives	
Biosafety/ Biosecurity	First Aid Training	
Laser Safety	Poison Permit Holder	
X Ray Safety	Biosecurity Accredited Person	
Bone Densitometry (DEXA) Safety	Radiation Licence Holder for each irradiating apparatus/ equipment	

	<ul style="list-style-type: none"> <li>- Bone Densitometry (DEXA) Safety</li> <li>- X Ray Safety</li> <li>- Laser Safety</li> </ul>
Radioisotopes Handling	Radiation Licence Holder for each radioisotope <ul style="list-style-type: none"> <li>- Radioisotopes Handling</li> </ul>
4WD Driving	
Risk Management	

#### 4.2. Refresher Training

Refresher training is determined by:

- legislative requirements,
- University requirements, as specified in the Training Matrix,
- risk assessment,
- a change affecting a work process,
- a response to an incident, and
- return from a period of extended absence.

#### 5. Licences and Permits

Where a task requires a licence or permit, the worker performing the task:

- 5.1. must hold the relevant licence or permit to undertake the work, and
- 5.2. those undertaking high risk work must obtain a high risk works permit.

#### 6. Record Keeping Requirements and Record Keeping and Monitoring of Compliance

##### 6.1. Health, Safety and Wellbeing Induction

Records for health, safety, and wellbeing induction, specialised training, and refresher training will be maintained centrally at several locations throughout Murdoch University including:

- People and Culture via Workday for staff.
- Student Journeys for students.
- Property Development and Commercial Services Office for contractors involved in high-risk and specialised activities.

Reports for health, safety and wellbeing induction completion records are to be provided to the Pro-Vice/Deputy Vice Chancellor, Directors, Deans, Heads of School for each college, school, institute, research centre or area by the responsible areas outlined above.

It is the responsibility of Pro-Vice/Deputy Vice Chancellor, Directors, Deans, Heads of School for each college, school, institute, research centre or area to address any non-compliance with the requirements set out under section 3 above.

##### 6.2. Local Area Health and Safety Induction

Records for local area health and safety inductions will be maintained by each college, school, institute, research centre or area. Records must be comprehensive, and include details such as the person's name, date of

induction, topics covered, acknowledgement of policies and any specific training received (see Local Health, Safety and Wellbeing Induction Checklist). Each college, school, institute, research centre or area must monitor completion rates with the requirements set out under section 3 and report any non-compliance with the requirements set out under section 3 above to the Pro-Vice/Deputy Vice Chancellor, Directors, Deans, Heads of School for each college, school, institute, research centre or area.

### 6.3. Licensing

Records for licensing and qualifications are to be uploaded into Workday by the worker.

## 7. Training Needs Analysis and Planning (TNA)

Each college, school, institute, research centre or area should identify health, safety, and wellbeing training requirements for its workers. Training requirements are identified by completing the training needs analysis (TNA) process for each role within the work area.

To conduct a TNA:

1. Access the TNA Template.
2. Add all positions within your college/school/institute/research centre/area.
3. Add any required qualification or desirable courses specific to your team.

Once TNA is complete for an individual, the college, school, institute, research centre or area must submit the TNA to the Health, Safety and Wellbeing Team for retention.

## Responsibilities

Role	Responsibility
Head of Health, Safety and Wellbeing Manager	<ul style="list-style-type: none"> <li>• Ensure adequate resources, information, procedures, and training are available.</li> <li>• Review and update this procedure.</li> </ul>
Pro-Vice/Deputy Vice Chancellor, Directors, Deans, Heads of School	<ul style="list-style-type: none"> <li>• Ensure that:               <ul style="list-style-type: none"> <li>○ these procedures are implemented,</li> <li>○ adequate resources are available to support local induction and training activities,</li> <li>○ managers and supervisors undertake training relevant to their health and safety responsibilities,</li> </ul> </li> <li>• they regularly receive and review reports of compliance completion rates, and address any non-compliance as soon as is reasonably practicable.</li> </ul>
Managers	<ul style="list-style-type: none"> <li>• Ensure workers under their supervision (including contractors, sub-contractors, volunteers, and visitors) have all necessary information, instruction, and training to perform their work, study, or research in a safe manner, without risk to health and safety.</li> </ul>

Health, Safety and Wellbeing Consultants and Advisors	<ul style="list-style-type: none"> <li>• Provide advice and support to the business in relation to induction and training.</li> <li>• Monitor compliance with this procedure.</li> <li>• Maintain a record of all completed TNAs for work areas.</li> </ul>
Workers	<ul style="list-style-type: none"> <li>• Participate in training as required.</li> <li>• Comply with this procedure, by completing all relevant health, safety and wellbeing induction and training.</li> <li>• Keep up to date qualifications and licences.</li> </ul>
Property, Development and Commercial Services Office	<ul style="list-style-type: none"> <li>• Providing contractors, sub-contractors, and their workers local area induction.</li> <li>• Ensuring that contractors, sub-contractors, and their workers have undertaken the University Contractor Induction.</li> <li>• Ensure reports of compliance completion rates are regularly reviewed, and any non-compliance with requirements set out in this procedure surrounding induction and training is addressed as soon as is reasonably practicable.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Comply with this procedure.</li> </ul>
People and Culture	<ul style="list-style-type: none"> <li>• Maintain records of all induction and training for workers.</li> <li>• Provide regular reports of compliance completion rates to the Pro Vice Chancellor/Deputy Vice Chancellor, Directors, Deans, Heads of School for their monitoring, reviewing, and addressing of non-compliance.</li> </ul>
Student Journeys	<ul style="list-style-type: none"> <li>• Maintain a record of all induction and training for students.</li> <li>• Provide regular reports of compliance completion rates to the Pro Vice Chancellor/Deputy Vice Chancellor, Directors, Deans, Heads of School for their monitoring, reviewing, and addressing of non-compliance.</li> </ul>

## Governance

<b>Approval Authority</b>	Senior Leadership Team
<b>Owner</b>	Chief People Officer
<b>Legislation mandating compliance</b>	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022
<b>Category</b>	Primarily a function of management

<b>Related University Legislation and Policy Documents</b>	<a href="#">Health and Safety Policy</a> <a href="#">Health Safety and Wellbeing Local Induction Checklist</a> <a href="#">Health Safety and Wellbeing Training Matrix and Training Needs Analysis</a>
<b>Date effective</b>	18/03/2025
<b>Review date</b>	25/03/2027

## Revision History

<b>Approved/Amended</b>	<b>Date Approved</b>	<b>Resolution No. (if applicable)</b>
Administrative amendment	18/03/2025	
Approved	25/03/2024	
Approved	22/02/2018	
Approved	21/02/2017	

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