1. Mandatory Requirements

Local HSW Induction Checklist

New Workers Induction program

2. Identifying Training Needs

3. Record Keeping and Monitor Training Plans

Training Needs Analysis

The purpose of this document is to assist managers / supervisors in determining the training needs of workers, graduate research students or others, as well as record a training plan and training completed. Programs listed must be completed as indicated. Local worksite-specific training can be added to this table by managers / supervisors. This is designed for a work area, where you could reuse each year as a

A local induction using the HSW Induction Checklist is required within the first week of employment for all new workers. The induction checklist may also be used to induct Graduate Research Students, volunteers and work experience students into the workplace.
All new workers must undertake the mandatory health, safety and wellbeing induction.

Graduate Research Students Training requirements should be identified and recorded by the supervisor in a training plan prior to project commencement and reviewed as part of the Annual Progress Review.

This guide outlines
Inductions/Training - Required induction and training based on individual roles and responsibilities.
Emergency Management - Required training based on emergency procedures and on roles and responsibilities.
Hazard Specific - Risk-based training related to specific health and safety risks.

To identify training needs, managers and supervisors must:
1. Consult with workers to determine any learning gap between required competencies for their position and their current knowledge and skills.
2. Identify worker qualifications relevant to the training listed, which may be recognised as prior learning.
3. Identify individual training requirements in line with roles and responsibilities.
4. Integrate identified training needs into individual training plans as part of the development review.
5. Ensure staff are aware how to access the required training.

Training records can be requested from Workday. Additionally, induction and training records will reported to Pro-Vice/Deputy Vice Chancellor, Directors, Deans, Heads of School, as required under the Health, Safety and Wellbeing Induction and Training Procedure.

Training Courses	Delivery Mode	Delivery Frequency	Senate Member	Senior Leadership Team	Non-Science Based Academic Staff (incl casuals) (College/School/Institute/Centre)	Science Based Academic Staff (incl casuals)	Professional Staff (incl casuals)	Technical based Professional Staff (incl casuals) (College/School/Institute/Centre)	Health and Safety Representative (incl Deputy HS	First Aider	Chief Warden	Fire Warden (incl Deputy Warden)	Graduate Research Students (Honours, Masters,	Undergraduate Student	Volunteers (incl Adjunct, Emeritus, Contractor, Sub-Contractor, Labour Hire)	Visitors	Scheduled Date	Completion Date
			Roles															
Inductions/Training																		
Health, Safety and Wellbeing Induction	Face-to-face/online	Within first week of work of starting a new role	X		X	X	X	X					X	X	X	X		
Officer Due Diligence Training	Face-to-face	As required with legislative changes	X	X														
Work Health and Safety for Supervisors and Managers	Inhouse	When starting a new supervisory role		X	X	X	X	X							X			
Contractor Induction	Inhouse	Prior to commencing on campus													X	X		
Local Area Induction (incl laboratory, farms etc)	Face-to-face	Within first week of work of starting a new role			X	X	X	X					X	X	X	X		
HSR 5 Day Course	External RTO	When elected as HSR (within 3 months)							X									
HSR Refresher Training	External RTO	Annually after initial training							X									
Legislation Updates			X	X					X									
Emergency Management																		
Emergency Procedures	Inhouse/online		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Fire Warden, Chief Warden and Fire Extinguisher	External RTO										X	X						
Provide First Aid - 1 day	External RTO	Prior to becoming a first aider, then 3 yearly								X								
Provide First Aid - 2 day	External RTO	Prior to becoming a first aider, then 3 yearly								X								
Provide First Aid in remote or isolated site	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually								X								
Provide cardiopulmonary resuscitation	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually								X								

Murdoch University	Delivery Mode	Delivery Frequency	Senate Member	Senior Leadership Team	Non-Science Based Academic Staff (incl casuals) (College/School/Institute/Centre)	Science Based Academic Staff (incl casuals)	Professional Staff (incl casuals)	Technical based Professional Staff (incl casuals) (College/School/Institute/Centre)	Health and Safety Representative (incl Deputy HS	First Aider	Chief Warden	Fire Warden (incl Deputy Warden)	Graduate Research Students (Honours, Masters,	Undergraduate Student	Volunteers (incl Adjunct, Emeritus, Contractor, Sub-Contractor, Labour Hire)	Visitors	Scheduled Date	Completion Date
Provide advanced resuscitation and oxygen therapy	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually								X								
First Aid for Mental Health	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually								X								
Low voltage rescue and CPR Training (recommended for Electricians)	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually								X								
Hazard Specific																		
4WD Drive	External RTO	As required, prior to use of 4WD			X	X		X					X					
Animal handling	Inhouse/online	As required				X		X					X					
Asbestos Awareness	Online	As required													X			
Biosafety/Biosecurity	Inhouse/online	As required, prior to working with biological materials				X		X										
Bone Densitometry (DEXA) Safety																		
Boating/Diving/Snorkelling/Kayaking	Inhouse/online	As required, prior to undertaking water based activities				X		X					X					
Chemical and Hazardous Substances Safety	Inhouse/online	As required, prior to working with chemicals and hazardous substances				X		X					X					
Chemwatch Training	Inhouse/online	As required				X		X					X					
Drone Safety	Inhouse/online	As required, prior to undertaking activities involving drones																
Electrical Safety	External RTO/Online	As required			X	X	X	X		X	X	X	X	X	X			
Ergonomics	Inhouse/online		X	X	X	X	X	X	X	X	X	X	X	X	X			

Murdoch University	Delivery Mode	Delivery Frequency	Senate Member	Senior Leadership Team	Non-Science Based Academic Staff (incl casuals) (College/School/Institute/Centre)	Science Based Academic Staff (incl casuals)	Professional Staff (incl casuals)	Technical based Professional Staff (incl casuals) (College/School/Institute/Centre)	Health and Safety Representative (incl Deputy HS	First Aider	Chief Warden	Fire Warden (incl Deputy Warden)	Graduate Research Students (Honours, Masters,	Undergraduate Student	Volunteers (incl Adjunct, Emeritus, Contractor, Sub-Contractor, Labour Hire)	Visitors	Scheduled Date	Completion Date
Farm Safety	Online	As required				X		X	X	X		X	X	X				
Fieldwork Safety	Online	As required			X	X		X					X	X	X			
General Laboratory Safety	Inhouse/online	As required				X		X					X	X	X			
Health, Safety and Wellbeing Hazard Identification and Risk Management	Inhouse/online	As required		X	X	X	X	X					X	X	X			
Laser Safety	External RTO	As required				X		X					X	X	X			
Manual Handling	Inhouse/online	As required			X	X	X	X	X	X	X	X	X	X	X			
Plant and Equipment	Inhouse/online	As required			X	X	X	X					X	X	X			
Risk Management	Inhouse/online	As requires	X	X	X	X	X	X	X	X	X	X	X	X	X			
Radiation Safety	Inhouse/online	As required				X		X					X	X	X			
Unsealed radioisotopes	External RTO	As required				X		X					X	X	X			
Working at Heights	Inhouse/online	As required			X	X	X	X			X	X	X	X	X			
Working in Isolation	Inhouse/online	As required			X	X	X	X		X	X	X	X	X	X			
X-Ray Safety		As required				X		X					X	X	X			
Area Specific Qualifications and Competencies																		
Poison Permit Holder																		
Biosecurity Accredited Person																		
Radiation Licence Holder for each irradiating apparatus/equipment (Bone Densitometry (DEXA) Safety, X-Ray Safety, Laser Safety)																		
Radiation Licence Holder for each radioisotope (Radioisotopes Handling)																		

Work Area:

Training Courses	Delivery Mode	Delivery Frequency	Insert role [e.g. Vice Chancellor, Deputy Vice Chancellor, Pro Vice Chancellor, Director, Manager]	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Scheduled Date	Completion Date
			Roles															
Inductions/Training																		
Health, Safety and Wellbeing Induction	Face-to-face/online	Within first week of work of starting a new role	X	X	X	X	X	X	X	X	X	X	X	X	X			
Officer Due Diligence Training	Face-to-face	As required with legislative changes																
Work Health and Safety for Supervisors and Managers	Inhouse	When starting a new supervisory role																
Contractor Induction	Inhouse	Prior to commencing on campus																
Local Area Induction (incl laboratory, farms etc)	Face-to-face	Within first week of work of starting a new role	X	X	X	X	X	X	X	X	X	X	X	X	X			
HSR 5 Day Course	External RTO	When elected as HSR (within 3 months)																
HSR Refresher Training	External RTO	Annually after initial training																
Legislation Updates																		
Emergency Management																		
Emergency Procedures	Inhouse/online		X	X	X	X	X	X	X	X	X	X	X	X	X			
Fire Warden, Chief Warden and Fire Extinguisher	External RTO																	
Provide First Aid - 1 day	External RTO	Prior to becoming a first aider, then 3 yearly																
Provide First Aid - 2 day	External RTO	Prior to becoming a first aider, then 3 yearly																
Provide First Aid in remote or isolated site	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually																

	Delivery Mode	Delivery Frequency	Insert role [e.g. Vice Chancellor, Deputy Vice Chancellor, Pro Vice Chancellor, Director, Manager]	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Scheduled Date	Completion Date
Provide cardiopulmonary resuscitation	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually																
Provide advanced resuscitation and oxygen therapy	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually																
First Aid for Mental Health	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually																
Low voltage rescue and CPR Training (recommended for Electricians)	External RTO	Prior to becoming a first aider, then 3 yearly, CPR refreshed annually																
Hazard Specific																		
4WD Drive	External RTO	As required, prior to use of 4WD																
Animal handling	Inhouse/online	As required																
Asbestos Awareness	Online	As required																
Biosafety/Biosecurity	Inhouse/online	As required, prior to working with biological materials																
Boating/Diving/Snorkelling/Kayaking	Inhouse/online	As required, prior to undertaking water based activities																
Bone Densitometry (DEXA) Safety	External	As required																
Chemical and Hazardous Substances Safety	Inhouse/online	As required, prior to working with chemicals and hazardous substances																
Chemwatch Training	Inhouse/online	As required																

	Delivery Mode	Delivery Frequency	Insert role [e.g. Vice Chancellor, Deputy Vice Chancellor, Pro Vice Chancellor, Director, Manager]	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Insert role	Scheduled Date	Completion Date
Drone Safety	Inhouse/online	As required, prior to undertaking activities involving drones																
Electrical Safety	External RTO/Online	As required																
Ergonomics	Inhouse/online																	
Farm Safety	Online	As required																
Fieldwork Safety	Online	As required																
General Laboratory Safety	Inhouse/online	As required																
Health, Safety and Wellbeing Hazard Identification and Risk Management	Inhouse/online	As required																
Laser Safety	External RTO	As required																
Manual Handling	Inhouse/online	As required																
Plant and Equipment	Inhouse/online	As required																
Radiation Safety	Inhouse/online	As required																
Risk Management	Inhouse/online	As required																
Unsealed radioisotopes	External RTO	As required																
Working at Heights	Inhouse/online	As required																
Working in Isolation	Inhouse/online	As required																
X-Ray Safety	External	As required																
Area Specific Qualifications and Competencies																		
Poison Permit Holder																		
Biosecurity Accredited Person																		
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Radiation Licence Holder for each radioisotope (Radioisotopes Handling)																		

	Murdoch University		
		Delivery Mode	Delivery Frequency
	Insert role [e.g. Vice Chancellor, Deputy Vice Chancellor, Pro Vice Chancellor, Director, Manager]		
	Insert role		
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	Insert role		
	Insert role		
	Insert role		
	Insert role		
	Insert role		
	Insert role		
	Insert role		
	Insert role		
	Insert role		
	Scheduled Date		
	Completion Date		

[OFFICIAL]

Murdoch University

Surname	First Name	Start Date	Site	Position	Supervisor

Health, Safety and Wellbeing Induction	Officer Due Diligence Training	Work Health and Safety for Supervisors and Managers	Contractor Induction	Local Area Induction (incl laboratory, farms etc)

[OFFICIAL]

HSR 5 Day Course	HSR Refresher Training	Legislation Updates	Emergency Procedures	Fire Warden, Chief Warden and Fire Extinguisher

[OFFICIAL]

Provide First Aid - 1 day	Provide First Aid - 2 day	Provide First Aid in remote or isolated site	Provide cardiopulmonary resuscitation	Provide advanced resuscitation and oxygen therapy

[OFFICIAL]

First Aid for Mental Health	Low voltage rescue and CPR Training (recommended for Electricians)	4WD Drive	Animal handling	Asbestos Awareness

[OFFICIAL]

Biological Safety	Boating/Diving/Snorkelling/Kayaking	Chemical and Hazardous Substances	Chemwatch Training	Drone Safety

Electrical Safety Awareness	Ergonomics	Farm Safety	Fieldwork Safety	General Laboratory Safety

[OFFICIAL]

Health, Safety and Wellbeing Hazard Identification and Risk Management	Laser Safety	Manual Tasks	Plant and Equipment	Radiation Safety

Unsealed radioisotopes	Working at Heights	Working in Isolation	**Scheduled Date**	**Completion Date**

[OFFICIAL]