MONASH University

HSW Training Requirements Matrix

	Mandatory
	Mandatory where relevant to the work/study/role
	Courses are recommended where relevant to the work/study or role
*	This training is not offered by Monash University. Evidence of completion through an RTO (Registered Training Organisation) should be forwarded to Talent Development (HR).
!!	This course has pre-requisite requirements.
^^	HLTAID011 is valid for 3 years and includes HLTAID009. You must renew HLTAID009 every year in between to remain qualified.
**	For a definition of when a task requires risk assessment please see section 2 of the OHS Risk Management Procedure.
#	Event Managers who have completed 'OHS for Managers and Supervisors' training for their main Monash role are not required to complete 'OHS Risk Assessment training'.

Unless otherwise stated, courses must be completed within four months of taking up the role. Completion is to be monitored by local area management.

If your role is not mentioned please contact OH&S for further guidance.

	Inductions		Managing Health & Safety In the Workplace							
	Online Monash Safety Induction Program	Contractor Safety Induction (refer to Safety Induction Subject)	OHS for Managers & Supervisors	OHS for Safety Officers	OHS Mock Court	Laser Safety Officer training	Radiation Safety Officer Training	Health & Safety Representative/Deputy	Chemwatch SDS and Chemical Register application	Chemwatch Monash Administrator training
Timeframe of Courses to be completed	On start within 4 wks (3y)	Before start	Before start (3y)	Before start (3y) !!	Before start (3y)	Before start (3y)	Before start (3y)	On election *	As required (3y)	As required (3y)
Duration (D=Day / H= Hours / mins= Minutes)	10mins	30mins	1 D	1 D	2 H	1 H	2 D	5 D	Allow 1 H	Allow 20mins
Staff	Inductions		Managing Health & Safety In the Workplace							
ALL STAFF										
The roles below require additional training as noted:										
Staff conducting tasks that require OHS risk assessment **										
Operational Managers & Supervisors (Staff overseeing tasks with risks)										
Performance Managers & Supervisors										
Heads of Academic/Administrative (Divisional) Units										
Senior Executive (includes Deans & Executive Directors)										
Appointed Safety Roles	Inductions		Managing Health & Safety In the Workplace							
OHS Committee Chairs										
Safety Officers										
Safety Officer (Biosafety)										
Safety Officer (Laser)										
Safety Officer (Radiation)										
Event Safety Marshal										
Event Managers #										
ChemWatch Administrator										
Employee Reps	Inductions		Managing Health & Safety In the Workplace							
Health & Safety Representatives (including Deputy)										
Emergency Roles	Inductions		Managing Health & Safety In the Workplace							
Defibrillator Coordinators										
Floor Wardens										
Building Wardens										
First Aid Coordinators										
First Aiders										
Security Staff										
Students	Inductions		Managing Health & Safety In the Workplace							
Undergraduate Students (excluding Honours Students)										
Honours Students/Final Year Project (FYP) Students										
Postgraduate Students										
All students involved in managing events										
Other Contracted Persons	Inductions		Managing Health & Safety In the Workplace							
Contractors (including contracted cleaning staff)										

	Safety Principles Training												
	Biosafety Basic Principles	Biosafety Module 2 (OGTR/Quarantine)	Cryogenic Material Basic Safety Principles	Dangerous Goods and Hazardous Substances Basic Principles	Ergonomic Principles (Online)	Gas Cylinders Basic Safety Principles	Manual Handling Basic Principles	Hydrofluoric Acid Safety Principles	Lock Out/Tag Out (LOTO)	Laser Safety Principles	Radiation Safety Principles	Running Events Safely	Unsealed Radioactive Materials Safety Principles
Timeframe of Courses to be completed	Before start (3y)	Before start (3y) !!	Before start (3y)	Before start (3y)	Before start (3y)	Before start (3y)	Before start (3y)	Before start (3y)	As required (3y)	Before start (3y)	Before start (3y)	Before start (3y)	Before start (3y)
Duration (D=Day / H= Hours / mins= Minutes)	Allow 60-90mins	Allow 60-90mins	Allow 15mins	Allow 30mins	Allow 20 to 30mins	Allow 15mins	Allow 30mins	Allow 30-45 mins	Allow 15 mins	Allow 1 H	Allow 3 H	Allow 20 mins	Allow 2 H
Staff	Safety Principles Training												
ALL STAFF													
The roles below require additional training as noted:													
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Performance Managers & Supervisors													
Heads of Academic/Administrative (Divisional) Units													
Senior Executive (includes Deans & Executive Directors)													
Appointed Safety Roles	Safety Principles Training												
OHS Committee Chairs													
Safety Officers													
Safety Officer (Biosafety)													
Safety Officer (Laser)													
Safety Officer (Radiation)													
Event Safety Marshal													
Event Managers #													
ChemWatch Administrator													
Employee Reps	Safety Principles Training												
Health & Safety Representatives (including Deputy)													
Emergency Roles	Safety Principles Training												
Defibrillator Coordinators													
Floor Wardens													
Building Wardens													
First Aid Coordinators													
First Aiders													
Security Staff													
Students	Safety Principles Training												
Undergraduate Students (excluding Honours Students)													
Honours Students/Final Year Project (FYP) Students													
Postgraduate Students													
All students involved in managing events													
Other Contracted Persons	Safety Principles Training												
Contractors (including contracted cleaning staff)													

	Risk Assessment Training						First Aid and Emergency Response											
	OHS Risk Assessment Training	OHS Risk Assessment for Student Projects - Basic Principles	OHS Risk Assessment for Student Projects - Workshop	Event Risk Management	Laser Risk Assessment Training	Radiation Safety Risk Assessment Training	Fire Safety & Extinguisher Training (CPPFES2005A) (Group session organised by area)	Floor Warden Training	Building Warden Training	Operating an EWIS Panel Training	Breathing Apparatus (PUAFIR207B)	Course in First Aid Management of Anaphylaxis (22575VIC)	Course in the Management of Asthma Risks and Emergencies in the Workplace (22556VIC)	Provide Cardiopulmonary Resuscitation (HLTAID009)	Provide First Aid (HLTAID011)	Basic Oxygen Administration for First Aid (22575VIC)	Provide First Aid in Remote or Isolated Site (HLTAID015)	Mental Health First Aid
Timeframe of Courses to be completed	Before start (3y)	Before start (3y)	Before start (3y)	As required (3y) !!	As required (3y) !!	As required (3y) !!	(3y)	(3y)	As required (3y) !!	On request	As required (2y)	(2y)	(3y)	1y for FA currency	(3y) Includes Provide CPR ^^	(3y) CPR prerequisite	Before start (3y) includes Provide First Aid	Before start (3y)
Duration (D=Day / H= Hours / mins= Minutes)	2 H	Allow 1H	1-1.5H	Allow 45 mins	1 H	Allow 2 H	2H	Allow 30-45 mins	2 H	30-45 mins	1 D	3H F2F	3 H F2F	3 H F2F	2 D F2F	3 H F2F	2 D F2F	2 D
Staff	Risk Assessment Training						First Aid and Emergency Response											
ALL STAFF																		
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Event Safety Marshal																		
Event Managers #																		
ChemWatch Administrator																		
Employee Reps	Risk Assessment Training						First Aid and Emergency Response											
Health & Safety Representatives (including Deputy)																		
Emergency Roles	Risk Assessment Training						First Aid and Emergency Response											
Defibrillator Coordinators							Note: No formal training required, however checks must be conducted as per the relevant Defibrillator Monthly Maintenance Checklist.											
Floor Wardens																		
Building Wardens																		
First Aid Coordinators																		
First Aiders																		
Security Staff																		
Students	Risk Assessment Training						First Aid and Emergency Response											
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