

OHS INDUCTION AND TRAINING PROCEDURE

SCOPE

This procedure relates to all OHS Induction and Training activities under the management and control of Monash University and applies to affected staff, students, contractors and visitors.

For the purpose of this procedure, references to 'the University' includes activity at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

PROCEDURE STATEMENT

This procedure outlines the requirements to enable managers and supervisors to identify training required to ensure that they, and their workers, are aware of health and safety responsibilities and, where applicable, relevant requirements of the Monash University Occupational Health and Safety Management System.

1. Abbreviations

LMS	Learning Management System
OH&S	Monash Occupational Health & Safety
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
RTO	Registered Training Organisation
MTLD	Monash Talent & Leadership Development
TNA	Training Needs Analysis

2. Provision of OHS Training

- 2.1 All Managers and Supervisors must ensure that workers are provided with sufficient information, instruction, training or supervision to enable those persons to perform their work in a way that is safe and without risks to health. The extent to which information, instruction and training are sufficient is based around the:
- Degree of autonomy and level of competency; and the
 - Potential for exposure to health and safety risks resulting from the activity.
- 2.2 Workers must initiate the [Health and Safety Issue Resolution Procedure](#) if information, instruction, training or supervision necessary to perform their work safely has not been provided.

3. Online OHS Induction

Performance Managers and Supervisors must ensure that:

- 3.1 All workers under their supervision have completed the online OHS Induction within four (4) weeks of commencing activities and repeated at least once every three (3) years.
- 3.2 If visitors are anticipated to attend the University for more than a short stay (> 21 days), they are required to complete the online OHS Induction. Access to the induction tool must be requested from Monash HR.
- 3.3 Induction requirements for contractors are adhered to in accordance with the [OHS Contractor Management Procedure](#).

4. Local Area OHS Induction

Operational Managers and Supervisors must:

- 4.1 Ensure that all workers under their supervision have completed and signed off on the [Local Area OHS Induction](#) for each workplace they will need to perform tasks that are unsupervised in within four (4) weeks of commencing activities. No contents in the [Local Area OHS Induction checklists](#) are to be removed, however additional items relevant to the area may be added. Areas may use an electronic system only with the approval of the Health, Safety and Wellbeing Manager.
- 4.2 Re-induct any workers impacted by major changes to the workplace and activities (e.g. renovations, new equipment, new processes).
- 4.3 Ensure that the original copy is retained for each local area induction that they, or their delegate, have performed in accordance with the [OHS Records Management Procedure](#).

Operational Managers and Supervisors can:

- 4.4 Choose to delegate delivery of the [Local Area OHS Induction](#) to any persons whom they determine is suitable and familiar with the workplace responsibilities, hazards, uses and functions.
- 4.5 Develop additional Local Area OHS Induction checklists for specialised facilities. [Induction templates](#) are available for some common examples and may be modified to suit the requirements for that area.

5. OHS Training Need Analysis (TNA)

Performance Managers and Supervisors must:

- 5.1 Ensure that all workers (except contractors) performing work autonomously have completed and signed off on the [Training Needs Analysis \(TNA\) checklist](#) within four (4) weeks of commencement. It is recommended that the initial TNA is performed at the conclusion of each local area induction and subsequently as part of the annual myPlan review.
- 5.2 Ensure that the original copy is retained for each TNA that they, or their delegate, have performed in accordance with the [OHS Records Management Procedure](#). Areas may use an electronic system only with the approval of the Health, Safety and Wellbeing Manager.
- 5.3 Ensure that the training identified as required in the TNA is consistent with the [OHS Training Requirements Matrix](#).
- 5.4 Review a worker's TNA if:
 - They have taken on a safety role with training needs;
 - Their work activities have been significantly modified; or
 - They are not able to demonstrate competency.

6. Centrally Managed OHS Training

6.1 The Health, Safety and Wellbeing Manager must ensure that OHS training is available to:

- Inform workers on their responsibilities arising from their roles; and,
- Provide awareness of common health and safety hazards and appropriate control measures as deemed necessary.

6.2 All Centrally Managed OHS Training must:

- Be documented in the [OHS Training Requirements Matrix](#) and [TNA checklist](#).

- Have attendance records stored in the Monash University Learning Management System (LMS) and in accordance with the [OHS Records Management Procedure](#).
- Be delivered by an authorised Registered Training Organisation (RTO) as approved by Monash Talent & Leadership Development (MLTD), if outsourced.
- Be reviewed at least annually to accommodate client feedback and changes to the Monash University Occupational Health and Safety Management System (OHSMS).

7. Locally Delivered OHS Training

- 7.1 Locally delivered OHS training must be identified using an OHS Risk Assessment in accordance with the [OHS Risk Management Procedure](#).
- 7.2 Where locally delivered OHS training is required, the Operational Manager or Supervisor must ensure that:
- A suitable learning package has been created and reviewed at least every three (3) years (Guidance is available in the [Guidelines for developing local OHS training](#));
 - Trainers are competent to deliver the training;
 - Records are kept of all locally delivered OHS training in accordance with the [OHS Records Management Procedure](#). The [local training record proforma](#) is available to record locally delivered OHS training and may be modified to suit local requirements; and
 - All relevant Performance Managers and Supervisors have been notified of this training requirement.

8. Responsibility for Implementation

- 8.1 A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Responsibilities and Committees Procedure](#).

The specific responsibilities for this procedure are described in the relevant sections.

9. Tools

- 9.1 The following tools are associated with this procedure:

- [Monash OHS online induction program](#)
- [Local Induction Checklists](#)
- [Training Needs Analysis Checklist](#)
- [OHS Training Requirements Matrix](#)
- [Guidelines for developing local OHS training](#)
- [Local Training Records proforma](#)

10. Records

- 10.1 For OHS Records document retention please refer to:

[OHS Records Management Procedure](#)

DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below.

Key word	Definition
Competence	The ability to apply knowledge and skills to achieve intended results.
OHS Instruction	The provision of information on how work is to be performed safely.
Learning Package	The combined set of documented learning outcomes and training materials (including slides and

	activities), and trainer guides.
Learning Management System	A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of educational courses or training programs.
OHS Training	OHS training is the action of providing information and instruction to educate workers on the risks arising from activities and the subsequent manner in which activities are to be performed to ensure a safe environment. All training should consider practical application of theory to evaluate competency.
OHS Induction	OHS Inductions are an introductory training tool designed to be delivered whenever workers enter a new workplace. OHS Inductions introduce workers to the: <ol style="list-style-type: none"> 1. General health and safety obligations, policies and procedures of the University, and to the; 2. Minimum requirements to safely enter and exit a workplace to enable them to perform tasks that they are competent to perform.
Outsourced	An arrangement where an external organisation performs part of the organisations function or process.
Training Needs Analysis	An assessment of the gap between the knowledge and skills that workers currently possess and the knowledge and skills that they require to work safely.

GOVERNANCE

Parent policy	OHS&W Policy
Supporting procedures	Health and Safety Issue Resolution Procedure OHS Contractor Management Procedure OHS Roles, Responsibilities and Committees Procedure OHS Records Management Procedure OHS Risk Management Procedure
Supporting schedules	N/A
Associated procedures	Australian And International Standards ISO 45001:2018 - Occupational Health and Safety Management Systems
Related legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 29 September 2020
Endorsement	Monash University OHS Committee 8 September 2020
Procedure owner	Health, Safety and Wellbeing Manager
Date effective	September 2020
Review date	2023
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DOCUMENT HISTORY

Version	Date Approved	Changes made to document
2.1	August 2010	OHS Induction and Training at Monash University, v2.1
2.2	June 2015	Updated hyperlinks throughout to new OH&S website.
2.3	August 2017	Updated logos in header Updated OHS Regulations to 2017
3	June 2018	Comprehensive review and modifications. Document re-structured into an overarching framework for OHS Training and Induction. Added information on blended learning and online training. Added sections on Training Needs Analysis and Evaluation of Training Effectiveness.
3.1	January 2019	Renamed "OHS Induction and Training Procedure" Change the requirement for "competency base training" from a "must" to a "should". Training run through MTLTD to be done by an RTO when run by a third party.
4	September 2020	Incorporated requirements of AS/NZS ISO 45001 Clarified that the overall responsibility to provide instruction and training sits with each manager and supervisor and what to do if it has not been provided. Streamlined the procedure to focus on who each requirement is assigned to and what type of training or induction these requirements stem from. Added a training needs analysis form. Clarified the role of locally delivered training and on the steps necessary to ensure that this type of training is recognized and effectively delivered.
4.1	July 2021	<ol style="list-style-type: none"> Updated certification logo in footer to ISO 45001 Updated the Standard to ISO 45001 under "Associated procedures" in the Governance table Updated OHS Policy under 'Parent Policy' to OHS&W Policy
4.2	October 2021	<ol style="list-style-type: none"> Updated Scope statement to include Monash University Malaysia, Monash University Indonesia, Monash Suzhou and the Monash University Prato Centre.
4.3	December 2021	<ol style="list-style-type: none"> Updated Scope statement to include World Mosquito Program Ltd (and its subsidiaries). Changed 'Manager, OH&S' to 'Health, Safety and Wellbeing Manager' throughout. Updated title of Procedure owner in Governance table.