**Flinders University**

**WHS Training Plan**

| **Training** | **Timeline for undertaking training** | **Mode of delivery** | **Delivered on demand** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WHS local area induction** | Within first week of starting | Internal – local area to use checklist |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **New Staff Induction** | Within 3 months of starting | Internal – delivered by Professional Development Unit |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WHS for Managers and Supervisors** | Within 3 months of appointment | Internal – online through FLO |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Officers** |  | Internal workshop – delivered by WHS Unit | **✓** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Injury management*** Managers & supervisors
* RTW Coordinator
 | * Within 3 months of appointment
* Prior to appointment
 | * Internal - online module in Manager & Supervisor training
* External RTO
 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **First Aid** | Prior to becoming a first aider | External - RTO |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Emergency evacuation procedures** | * Start of each semester for students
* New staff as part of local induction
 | Internal – online video |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Warden training**(includes emergency response, evacuation procedures) | As soon as possible when appointed a warden | Internal –practical workshop delivered by University Security (Buildings & Property) | **✓** |  |  |  |  |  |  |  |  |  |  |  |  |
| **HSR training** | On request by HSR. Must be permitted within 3 months of the request | External - RTO |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WHS Risk Management**  | As required  | Internal - Online module on FLO |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Laboratory safety**(includes hazardous chemicals, plant and other requirements) | Prior to working in laboratory | Internal – workshop at School/Faculty |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Biosafety**(mandatory for all PC2 work) | When working in PC2 laboratory | Internal – online video and annual workshop |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Animal handling** | Before animal work/handling | Internal – online video and skills workshop |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Radiation safety**(general radiation training) | Prior to use of radioactive materials or equipment | Internal – delivered by University Radiation Officer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Laser safety** | Before working with Class 3 or higher lasers  | Internal – online(in development) | **✓** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Event safety** | Before running University events | Internal – workshop at Division/School/Faculty | **✓** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Driver safety** | Prior to using a University vehicle | Internal - online |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Hazardous manual tasks (manual handling)** | Determined by School/Division, based on risk | External RTOOr Online Video | **✓** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ergonomics** | As required | Internal – online video or face-to-face | **✓** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Diving** | Before undertaking diving or snorkelling activity | External - RTO | **✓** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Boating** | Before undertaking boating activities where legal requirement for certified operators | External – RTO or relevant Government agency | **✓** |  |  |  |  |  |  |  |  |  |  |  |  |
| **FlinSafe** (incident investigation and Moderators) | Determined by School/Division | Internal – online guidance notes, and for Moderators, face-to-face | **✓** |  |  |  |  |  |  |  |  |  |  |  |  |
| **High Risk Licenses** e.g. working at heights, forklift | Before starting High risk work  | External RTO |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **OTHER Specific Training**Areas to include here any specific training, e.g. for equipment, process or other. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |