



AFTRS Occupational Health and Safety Staff Training Policy

Responsible Officer	Director, Corporate and Student Services
Contact Officer	Head of Human Resources
Authorisation	AFTRS Executive
Effective Date	8 th December 2010
Associated Documents	AFTRS Health and Safety Management Arrangements AFTRS Enterprise Agreement 2011 <i>Occupational Health and Safety Act 1991</i> First Aid Policy

1. Policy Name

The AFTRS Occupational Health and Safety Staff Training Policy.

2. Preamble

This policy has been developed to formalise and consolidate the health and safety training already occurring within AFTRS.

3. Policy Scope

This policy will apply to all AFTRS employees.

4. Definitions

Health and Safety Representative is an employee who has nominated and/or been elected to act as a Health and Safety Representative on behalf of a group of staff as per the Health and Safety Representative Policy and Procedure.

Harassment Contact Officer is an employee who has nominated and been accepted as a Harassment Contact Officer under the Anti-Harassment Policy and Procedure.

5. Policy Statement

AFTRS is committed to providing a safe and healthy working environment for its staff, students and visitors. It is recognised that a very important part of this is providing all staff with the appropriate level of safety related training for their role.

This policy requires training, as identified under provision 6, to be provided to relevant staff. An annual training calendar will be prepared by the Head of Human Resources.

6. Formal Training Requirements

Title	Frequency	Comments
Senior First Aid • Original • refresher	3 years when certification expires	Run in-house where sufficient numbers. Other training to be organised individually as required
Defibrillator	As required	
Emergency Warden	On commencement of role Refresher training every 2 years	Run in-house by external provider.
Health and Safety Representative	When new HSR appointed	Organised individually or externally as required.
Harassment Contact Officer	Individually as appointed	Run in-house for large group. Other training to be organised individually as required.
Accidental Counselling	Ad hoc	Offer in-house for selected staff. Provide individually where necessary.
OH&S Committee	For new members	Run in-house where sufficient numbers. Other training to be organised individually as required.
Risk Management	Every 3 years	Run in-house –session for managers & separate for trade/building/production staff.
Health and Safety Management Arrangements		Information provided as part of individual staff induction Info included in lecturer induction package
Professional/Trade training	As required by regulating bodies	To be done individually and, for staff, paid for by School.
Stress management	Annually	Provided for interested staff either in-house or in lunchtime sessions
Testing and Tagging	As required	Range of staff trained in simple use of testing and tagging equipment
Safe use of machinery and equipment	As required	Usually can be completed by supervisor – often staff are employed who already have these skills
Bullying/discrimination/harassment	Every 2 years	Run in-house sessions or provide videos etc for viewing
Ergonomic training	Ad Hoc	<ul style="list-style-type: none"> • Individually as they do during a workstation assessment • Staff induction • Regular short seminars
Contractor Induction	Once per contractor or every 2 years	<ul style="list-style-type: none"> • Prior to commencing work
Students	As per Student Safety Information Policy and Procedure	

Records of relevant training are to be maintained by Human Resources and, where relevant particularly in the case of individual certification, by the relevant Department.

7 Review

This policy will be reviewed every 5 years or more often if required by changes to legislation, regulations, standards, guidelines or policy.