

## HSW Mandatory, Specialist and General Awareness Training

MANDATORY TRAINING	DESCRIPTION	All staff (incl. P/T & Casual)	Supervisors/ Managers	Post Grad Student	Placement Student	Contractors (internal)	LHSC	Fire Warden	First Aid Officer	LEGISLATIVE REQUIREMENTS/REFERENCE (overarching WHS Act 2011/WHS Regulation 2011)
Health and Safety Induction	General health and safety induction training for all staff	3 Yearly	3 Yearly	3 Yearly		3 Yearly	3 Yearly	3 Yearly	3 Yearly	WHS Act 2011 (Section 19), GU H&S Policy (Section 6.6)
Emergency Response and Evacuation	Mandatory training for staff and students to ensure their safety during an emergency event including fire and evacuation, bomb threat and natural disasters.	Annual	Annual	Annual		Annual	Annual	Annual	Annual	WHS Regulation 2011 (Section 43), Building Fire Safety Regulation 2008 (Section 35)
Cyber Security Essentials Training	Cyber Security Essentials Training is designed to help all Griffith University staff better protect themselves and the university from cyber security threats.	Annual	Annual	Annual (if also a staff member)			Annual	Annual	Annual	The Privacy Act, Telecommunications Act 1997, Information Security Management Standard (ISO/IEC 27001), Qld Govt Information Security Guideline(IS18), relevant GU Policies and Procedures
Fraud and Corruption Essentials Training	The Fraud and Corruption Essentials online training is designed to increase your understanding of what constitutes fraud and corruption, and to enable you to identify, prevent and report threats to our integrity.	Annual	Annual	Annual (if also a staff member)			Annual	Annual	Annual	Finanacial Accountability Act 2009; Crime and Corruption Act 2001, Public Sector Ethics Act 1994, Public Interest Disclosure Act 2010; rlevant GU Policies and Procedures
WIL Health and Safety Induction (as required)	Specific H&S training targeted at students on placement to assist them understand their rights and responsibilities when attending a host organisation				Completion Required					WHS Act 2011 (Section 19), GU H&S Policy (Section 6.6)
<b>MANDATORY - ROLE BASED</b>										
Assessing and Managing Risk	The Assessing and Managing Risk module outlines how to assess and mitigate risks		3 Yearly				3 Yearly	3 Yearly	3 Yearly	WHS Act 2011 (Section 19);
Wellbeing for Work and Life	This training has been developed to provide information and resources to support wellbeing. This module covers Griffith University's wellbeing culture, how to manage personal mental health and wellbeing and steps to improve physical health, along with tips on supporting others.	3 Yearly	3 Yearly							WHS Act 2011 (Section 19)
First Aid Training	First Aid training provided by a RTO which fulfils the requirements to perform first aid at the workplace								3 Yearly	First Aid in the Workplace - Code of Practice 2013
Maintain CPR	Annual training required to maintain FAO qualification								Annual	First Aid in the Workplace - Code of Practice 2014
Fire Warden Training	Manadatory training provided to Wardens to assist them to understand their role and responsibilities in times of emergency							Annual		WHS Regulation 2011 (Section 43); GU Emergency Management System
<b>GENERAL AWARENESS TRAINING</b>										
Musculoskeletal Injury Management and Prevention	This module provides practical information on the mechanisms of workplace injury including pain and injury management . It also gives guidance on manual handling and the key aspects of workstation adjustment and injury prevention.									



**Mandatory Training**

**Prescribed training for specific role/location**

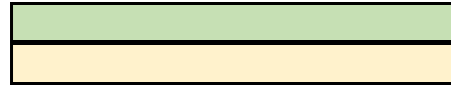
*\*Denotes : Training only stipulated if prescribed for a specific location/work area.*

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SPECIALIST TRAINING - ROLE BASED		Biological Material Workers	Biosecurity Workers	Chemical Laboratory Workers	Radiation Workers	Laser Workers (Class 3 and Above)	Workshop /Studio Workers	Clinic Workers	Maintenance Workers (Laboratory)	
<b>Lab and Workshop Safety</b>	Required training for those staff and students that use or work in labs, workshops, studios and clinics	2 Yearly	2 Yearly	2 Yearly	2 Yearly	2 Yearly	2 Yearly	2 Yearly	2 Yearly	WH&S Act 2011 (Section 19)
<b>PC3 Training</b>	This training module provides a broad overview of the PC3/BC3 facility, certification requirements and operational procedures. Following completion of the module further face to face training is provided by the Facility Managers.	Annual*	Annual*							National Health Security Act 2007; National Health Security Regulations 2018; Office of Gene Technology Regulator and Dept of Agriculture Water and the Environment; Dept of Health
<b>General Biosafety</b>	Required training for those that are involved in activities involving biological materials.	2 Yearly	2 Yearly	2 Yearly*	2 Yearly*	2 Yearly*			2 Yearly	AS/NZS 2243.3, University Biosafety Committee; Animal Care and Protection Act 2001; various Codes of Practice and University Animal Ethics Committee
<b>General Radiation Safety</b>	Required training for those that are users of radiation devices or radioactive sources.				Annual					Radiation Safety Act 1999, Radiation Safety Regulation 2010, Radiation Safety Standards
<b>Genetic Biosafety</b>	Required training for those that are involved in activities involving biological materials.	2 Yearly	2 Yearly						2 Yearly	AS/NZS 2243.3 Australian Standard for Safety in Laboratories, University Biosafety Committee; Animal Care and Protection Act 2001, Codes of Practice and University Animal Ethics Committee
<b>Biosecurity</b>	Required training for those that are involved in activities involving biological materials.	2 Yearly*	2 Yearly						2 Yearly	Dept of Agriculture, Water and Environment - specific criteria, import permits and Biosecurity Approved Arrangement (AA)
<b>Chemical Safety</b>	Required training for those that work with laboratory chemicals	2 Yearly	2 Yearly	2 Yearly			2 Yearly*	2 Yearly*	2 Yearly*	WHS Act 2011; WHS Regulation 2011-Chapter 7; Managing Risks of Hazardous Chemicals in the Workplace- Code of Practice 2013; Preparation of Safety Data Sheets for Hazardous Chemicals- Code of Practice 2011; Labelling of Workplace Hazardous Chemicals - Code of Practice 2011
<b>Scheduled Substances (under review)</b>		Under Review	Under Review	Under Review	Under Review	Under Review	Under Review	Under Review	Under Review	
<b>Gas Cylinder Safety</b>	Required training for those that use or handle gas cylinders	2 Yearly*	2 Yearly*	2 Yearly*		2 Yearly*	2 Yearly*	2 Yearly*	2 Yearly	WHS Act 2011; WHS Regulation 2011; AS 4332; AS 4289; AS4484; AS/NZS 1596; AS/NZS 60079; Worksafe Qld; BOC Guidelines
<b>Laser Safety (Class 3 and Above)</b>	Required training for those that use or intend to use lasers and designed to increase understanding of lasers, and to enable users identify and control laser hazards including selecting appropriate personal protective equipment.					2 Yearly				AS/NZS 2243.5-2004 Australian Standard for Safety in Laboratories - Part 5 Non-Ionising Radiation

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<b>Animal Ethics</b>	This training is compulsory all people involved in the care and use of animals in Griffith University Animal Facilities, the field, in satellite facilities or other institutions or organisations must understand their responsibilities and the requirements of the Australian Code for the Care and Use of Animals for Scientific Purposes.	2 Yearly*	2 Yearly*								Qld Animal Care and Protection Act 2001; Australian Code for the Care and Use of Animals for Scientific Purposes.
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