EHS TRAINING REQUIREMENTS 2007

This matrix is to be used in conjunction with the Environment Health and Safety Manual and should be used with the Staff Development and Training Development Opportunities 2007 and the Themis Training Self-Service portal.

Compulsory *Compulsory where relevant to their role*

The University is obliged to provide Health and Safety Representative training when requested by a Health and Safety Representative.

For permanent staff – compulsory, For non-permanent staff – dependent upon level of direct supervision

Please Note: These matrixes are designed to assist with Training Needs Analysis within each Faculty/Division/Department. They show the basic requirements. Additional EHS Training may be required for specific hazards or situations, for example, working at heights, forklift truck certificates of competency etc. These should be identified through an assessment of the hazards and risks arising from the activities undertaken and added to the matrix for the area concerned. Retraining may be required where there is a change to legislative requirements or University procedures. Further assistance is available from the EHS Unit.

Roles & Responsibilities

	Executive EHS Roles and Responsibilities	5-day OHS	1-day OHS Refresher	EHS Roles for Non-Supervisory Staff	EHS Roles for Supervisors and Managers	Environmental Systems Promot and Implement'n	Risk Managem't, Incident Resp and Investigation	Injury Management and Return to Work
V.C., D.V.C.s, Deans, V.P.s								
HoDs, Directors, G.M.s								
General Staff Admin Managers/Supervisors								
General Staff Non-Admin Managers/Supervisors								
Academic Supervisors								
* General Admin Staff								
* General Non-Admin Staff								
Academic Staff								
Employee Elected Health & Safety Reps								
Deputy Health & Safety Reps								
Staff Environment Advocates								
Local Safety Officers								

* For casual staff – dependent on individual training needs and level of supervision

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Hazard Based Training

	Compressed Gas Safety	Personal Protective Equipment	Biohazard Laboratory	Chemical Management	Hazardous Waste Management	Radiation Management	Laser Safety	Manual Handling	Office Workstation Assessment	Plant Safety Management	ChemWatch MSDS Management System – End User	ChemWatch MSDS System – Administrator	Suspicious Package & Threat Response
V.C., D.V.C.s, Deans, V.P.s													
HoDs, Directors, G.M.s													
Professional Staff Admin Managers/Supervisors													
Professional Staff Non-Admin Managers/Supervisors													
Academic Supervisors													
* Professional Admin Staff													
* Professional Non-Admin Staff													
Academic Staff													
Elected Employee Health & Safety Reps													
Deputy Elected Employee Health & Safety Reps													
Staff Environment Advocates													
EHS Coordinators/Local Safety Officers													

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First Aid and Emergency Response

	Emergency Life Support First Aid (Level 1) 3yr	First Aid (Level 2) 3yr	First Aid Refresher (Level 2) 3yr	CPR 1yr	Warden – Roles and Responsibilities	BEC Controllers – Emergency Plans
Floor Wardens						
BECs/Deputy BECs						
Admin Staff First Aid Officer						
Non-Admin Staff First Aid Officer						

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