

OHS Training Guide for Managers and Supervisors

Owner: Health, Wellbeing and Safety (HR)

Last Review: 5 August 2019

How to comply with your obligations under the University's OHS Training Requirements

Actions required		Who is responsible
1. Identify competencies required to undertake jobs within your work group safely.		<ul style="list-style-type: none"> • Manager/ Supervisor
How to comply	<ul style="list-style-type: none"> • Review position descriptions. • Hold discussions with those undertaking the same role or similar roles to ensure job specific hazards are understood. • Review of the Safety Training Matrix that lists common safety related competencies and how to achieve them. • Review inherent requirements of a role. • Review relevant Codes of Practice, guidance material or legislation. Benchmark training requirements in similar roles at similar organisations. • Complete risk assessments or safe work method statements for particular tasks. • Identify hazards that others (such as visitors) may encounter in a certain location or during a particular event or activity. • Hold discussions with your areas HSR. • Consult with HWS for advice. 	
2. For each role, list competency requirements and identify training that will achieve those competencies		<ul style="list-style-type: none"> • Manager/ Supervisor
How to comply	<ul style="list-style-type: none"> • Refer to Training Matrix for guidance on competencies and training • Use Training plan template 	
3. Add these training requirements to each Individual's Deakin Achieve plan or team training plan.		<ul style="list-style-type: none"> • Manager/ Supervisor
How to comply	<ul style="list-style-type: none"> • Log into Deakin Achieve and update. 	
4. Provide employee with information on how to enrol/complete in course.		<ul style="list-style-type: none"> • Manager/ Supervisor
How to comply	<ul style="list-style-type: none"> • This may include directing employees to Deakin People, engaging with procurement to organise external training providers, or liaison with HR. 	
5. Attend training sessions and complete requirements.		<ul style="list-style-type: none"> • Worker
How to comply	<ul style="list-style-type: none"> • Attend sessions as scheduled • Complete any pre- or post-session work as required. 	
6. Follow up to ensure training has been completed within required timeframes and to required standard.		<ul style="list-style-type: none"> • Manager/ Supervisor
How to comply	<ul style="list-style-type: none"> • Verify with employee after completion. Request certificates of completion or licences from employee or provider. 	
7. Retain evidence of completion		<ul style="list-style-type: none"> • Manager/ Supervisor
How to comply	<ul style="list-style-type: none"> • Save certificates of completion or copies of licences in a central location (e.g. create a file on your team's shared drive). 	

If you require further assistance, please contact your Faculty Health and Safety Manager, or the University Health, Wellbeing and Safety team.