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UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

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# Work Health and Safety Training

**WHS TRAINING SCHEDULE 2023**

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# Work Health and Safety Training

In accordance with the University of Wollongong's WHS Policy, the University is committed to providing appropriate training to ensure employees, students, contractors and visitors have the skills and knowledge necessary to fulfil their WHS obligations.

WHS Training is a fundamental requirement for any workplace to achieve a safe workplace. This document outlines the different WHS training courses offered at UOW, how they are delivered and how to enrol in them. There is also a short description explaining the learning outcomes of each course.

Please speak with your supervisor prior to enrolling in a course to ensure it is the right course for your role.

COURSE NAME	DELIVERY METHOD	DELIVERY DATE	HOW TO ENROL
ADDRESSING HAZARDS AND RISKS IN THE WORKPLACE	Online	Available any time	This training is available to self-enrol on <a href="#">Moodle</a> .



<b>APPLY FIRST AID IN A REMOTE SITUATION</b>	Face to face	<b>14 March 2024</b> 9.30am – 4.30pm  <b>12 September 2024</b> 9.30am - 4.30pm	Complete a <a href="#">Course Nomination form</a> and email it to <a href="mailto:Pods@uow.edu.au">Pods@uow.edu.au</a>  <i>*Please note participants are required to pay an attendance fee for this training. You must provide your account number when registering.</i>
<b>BIOSAFETY</b>	Online	Available any time	This online training is available to self-enrol on <a href="#">Moodle</a> .
<b>BUILDING WARDEN TRAINING</b>	Online	Available any time	To enrol please email <a href="mailto:whs-admin@uow.edu.au">whs-admin@uow.edu.au</a>
<b>DUTY OF CARE FOR MANAGERS AND SUPERVISORS</b>	Online	Available any time	To enrol please email <a href="mailto:whs-admin@uow.edu.au">whs-admin@uow.edu.au</a>
<b>FIRST AID TRAINING</b>	Face to face	<b>29 February 2024</b> 9.30am – 4.30pm  <b>28 March 2024</b> 9.30am – 4.30pm  <b>30 April 2024</b> 9.30am – 4.30pm  <b>15 May 2024</b> 9.30am – 4.30pm  <b>14 June 2024</b> 9.30am – 4.30pm  <b>30 July 2024</b> 9.30am – 4.30pm  <b>21 August 2024</b> 9.30am – 4.30pm  <b>12 September 2024</b> 9.30am – 4.30pm  <b>22 October 2024</b> 9.30am – 4.30pm  <b>19 November 2024</b> 9.30am – 4.30pm	Complete a <a href="#">Course Nomination form</a> and email it to <a href="mailto:Pods@uow.edu.au">Pods@uow.edu.au</a>  <i>*Please note participants are required to pay an attendance fee for this training. You must provide your account number when registering.</i>
<b>GASCARE SAFETY TRAINING</b>	Face to face	<b>6 March 2024</b> 1.00pm – 1.30pm  <b>6 August 2024</b> 1.00pm – 1.30pm	Complete a <a href="#">Course Nomination form</a> and email it to <a href="mailto:Pods@uow.edu.au">Pods@uow.edu.au</a>
<b>HAZARDOUS CHEMICAL AWARENESS AND CHEM ALERT TRAINING</b>	Online	Available anytime	This training is available to self-enrol via <a href="#">Moodle</a>



<b>LASER SAFETY TRAINING</b>	Currently being reviewed	Currently being reviewed	To enrol please email <a href="mailto:whs-admin@uow.edu.au">whs-admin@uow.edu.au</a>
<b>LIQUID NITROGEN TRAINING</b>	Face to face	<b>28 February 2024</b> 1.00pm – 1.30pm  <b>31 July 2024</b> 1.00pm – 1.30pm  <b>16 October 2024</b> 1.00pm – 1.30pm	Complete a <a href="#">Course Nomination form</a> and email it to <a href="mailto:pods@uow.edu.au">pods@uow.edu.au</a>
<b>MENTAL HEALTH AWARENESS INTERVENTION</b>	Face to face	<b>Currently being reviewed</b>	Complete a <a href="#">Course Nomination form</a> and email it to <a href="mailto:pods@uow.edu.au">pods@uow.edu.au</a>
<b>MENTAL HEALTH LEADERSHIP PROGRAM</b>	Face to face	<b>Currently being reviewed</b>	Complete a <a href="#">Course Nomination form</a> and email it to <a href="mailto:pods@uow.edu.au">pods@uow.edu.au</a>
<b>MANAGING RISKS FOR MANUAL TASKS</b>	Online	Available any time	This training is available to self-enrol on <a href="#">Moodle</a> .
<b>MENTAL HEALTH AWARENESS – EMPLOYEES</b>	Online	Available any time	This training is available to self-enrol on <a href="#">Moodle</a> .
<b>MENTAL HEALTH AWARENESS - LEADERS</b>	Online	Available any time	This training is available to self-enrol on <a href="#">Moodle</a> .



<b>OXYGEN EQUIPMENT TRAINING FOR DIVERS</b>	Face to face	Currently being reviewed	Complete a <u>Course Nomination form</u> and email it to <a href="mailto:pods@uow.edu.au">pods@uow.edu.au</a>  <i>*Please note participants are required to pay an attendance fee for this training. You must provide your account number when registering.</i>
<b>RADIATION SAFETY TRAINING</b>	Online	Available any time	To enrol please email <a href="mailto:whs-admin@uow.edu.au">whs-admin@uow.edu.au</a> <i>*Please note participants are required to pay an attendance fee for this training. You must provide your account number when registering.</i>
<b>SAFETYNET TRAINING</b>	Currently being reviewed	Currently being reviewed	To enrol please email <a href="mailto:whs-admin@uow.edu.au">whs-admin@uow.edu.au</a>
<b>WHS&amp;S PRINCIPLES FOR SAFE@WORK COMMITTEE MEMBERS</b>	Online	Available any time	This training is available to self-enrol on <a href="#">Moodle</a> .



## **COURSE DESCRIPTIONS**

### **Addressing Hazards and Risks in the Workplace**

We all have an element of risk in our lives, whether it is driving a car, swimming at the beach or working in a laboratory. The WH&S Act and Regulation stresses the importance of Risk Management in the workplace as a way of ensuring the safety of employees, students and visitors.

Risk Management principles; hazard identification, risk assessment and control are the key focus of this session. Undertaking this course will ensure that you are competent in addressing hazards and risks in your workplace and in any situation.

Competency assessment: Each participant is to successfully complete a risk assessment form.

Completion of the 'Addressing Hazards and Risk in the Workplace' online training is recommended for all members of safety committees including members of the WHS Committee, Workplace Advisory committees and School Safety committees.

Completion of the 'WHS principles for WAC members' online training is also recommended for all members of safety committees including members of the WHS Committee, Workplace Advisory committees and School Safety committees.

### **Apply First Aid in a Remote Situation**

This course is designed for those who require training that conforms to the recommendations of the Australian Resuscitation Council and provides the knowledge and skills to provide first aid to a casualty in a remote and/or isolated situation where emergency services may not be able to respond for extended periods.

This course will involve a theory component to be completed online before attending this session.

### **Biosafety**

This training course is designed to equip you with basic Biosafety knowledge. It is based on the requirements of AS/NZS 2243.3 Safety in laboratories – Microbiological safety and containment. The course contains essential information for working with biohazardous material as well as practical guidelines and helpful videos.

This course is compulsory for all staff and students who intend to work with biohazardous material or may be exposed to biohazardous material during the course of their work. It is particularly suitable for those working in a general, PC1 or PC2 laboratory setting.

The Biosafety module consists of 10 chapters and will take approximately 2 hours to complete. At the end of each chapter you are required to answer questions to test your level of understanding. These questions will be randomly selected from the question bank. You will not be able to proceed to the next chapter until a mark of 100% is achieved. On successful completion of the module you will be able to download and print off a certificate of completion.

### **Building Warden Training**

Learning Outcomes:

This course will provide an understanding of:

- what emergencies are and how people behave during emergencies
- emergency preparation and prevention, including the need to identify and control hazards
- the roles within and responsibilities of the emergency control organisations (ECO)
- fire protection systems
- how to respond in the event of an active armed offender emergency
- how to respond safely to an emergency and assist other occupants, and
- warden roles before, during and after an emergency.

This course is intended for those performing the roles of Chief Building Warden, Deputy Chief Warden and Building Wardens.

### **Duty of Care for Managers and Supervisors**

The aim of this training session is to provide guidance for supervisors in applying the principles of the Workplace Health & Safety Act (2011) and Regulation (2017). In particular this session outlines WH&S responsibilities and duty of care expectations for those in supervisory roles.

This online course details the key principles and strategies for implementing risk management in a practical way and involves writing risk assessments and safe work procedures.



## First Aid Training

First Aid is a life skill that can be used not just at work but also at home or whilst traveling. This is an accredited, nationally recognised approved course providing the successful participant with the 'Apply First Aid' competency for three years.

The content covers a comprehensive range of first aid issues through both theory and practical exercises. No previous experience or qualifications are required.

The University supports a network of first aid officers across the organisation as a means of providing emergency first aid should the need arise. To support this system, the University provides first aid training for current and prospective First Aid officers. Due to high demand for new qualifications and renewals, this training is normally only made available where a business need exists.

Participants will be required to complete an online workbook which will need to be completed before the training session. The workbook is to replace a full day of training so it may take a few hours to complete.

## Gas Care Safety Training

The gas care training course aims to introduce the participant to the safe procedures for the handling, storage, and use of compressed Gas Cylinders.

Hazards and properties of various gases will be outlined as to where to find the information and what to look for relating to Exposure standards and relative density of gases.

The session also covers:

- Safety overview for the different types of gas e.g. Oxygen, Nitrogen
- Handling, rolling, trolleys (do's and don'ts)
- Introduction to identification of cylinders by colour codes, labels.
- Safe transporting procedures
- Flashback Arrestors requirements (where required)
- Introduction on how a regulator works and why we use them
- Regulator requirements

## Hazardous Chemicals Awareness & Chem Alert Training

The course will cover the following:

Mandatory topics

- What are workplace hazardous chemicals?
- Routes of entry
- Health effects & potential injuries
- Legislation & Duties
- Safety Data Sheets (SDSs)
- Classification
- Labelling
- Hazardous Chemical Register
- Risk Management
- Health Monitoring
- Packaging
- Storage
- Basic ChemAlert use
- ChemAlert colour ratings
- Report Options
- Searching for an SDS

Optional extension for Stock Managers (last hour of training)

- Maintaining Stock Holdings & Stock Register

## Laser Safety Training

This course caters for those who desire general knowledge about laser hazards and those who require specific laser safety training.

The course includes:

- Overview of laser safety regulations and standards
- Basic properties of light and its interaction with the body
- Safe light exposure levels – MPE's
- Overview of Laser Classification – AEL's



- Minimizing risks with control measures and protective equipment

## Liquid Nitrogen Training

This course gives the participant knowledge of the risks associated with Liquid Nitrogen and how to manage those risks both generally and task specific. Theory and practical assessments are used to determine competency.

This Session covers:

- Risks of Liquid Nitrogen
- Brief First Aid
- Management of risks for Storage, Handling and Transport
- Task specific risk management
- Decanting from bulk storage dewars

## Mental Health Awareness and Intervention

This half day workshop is aimed at educating participants on:

- identifying and manage stress for themselves
- building skills in identifying mental health issues in their colleagues
- having the confidence in reaching out and ask a colleague if they are OK
- what to do if a colleague needs extra support, and points of referral utilising internal and external resources.

## Mental Health Leadership Program

This half-day workshop is aimed at educating participants on:

- Increases knowledge of the Total Safety Culture Model
- Teaches the neurochemistry of the brain and the primitive stress response
- Educates leaders on best practice on managing mental health issues in the workplace
- Discusses legal and ethical issues and provides practical tools for managing performance and mental health issues at work
- Introduces leaders rights and responsibilities in managing recovery at work/ return to work process

Completion of the Mental Health Awareness and Intervention training course is required prior to attending this course.

## Managing Risks for Manual Tasks

Statistics report that between 95 to 98% of all adults will experience at least one episode of back pain a year. Back injuries can be both painful and debilitating. Back injuries are also preventable. This course is designed to cover both the theoretical and practical aspects of manual handling techniques and the prevention of back injury.

Outcomes:

- Identify risk and hazards in respect to back injuries
- Identify strategies to deal with the risks/hazards identified
- Express a general understanding of the anatomy and biomechanics of the back
- Display an understanding of the physiological process of musculoskeletal injury
- Demonstrate an understanding of the principles of manual handling both theoretically and practically.

## Mental Health Awareness – Employees

The WHS Unit has been working with Australian company 'The Mental Health Project' to develop online mental health training resources. This is an interesting and relevant eLearning course for all level of employees to increase their awareness of mental health conditions and help reduce the stigma associated with mental health conditions.

## Mental Health Awareness – Leaders

The WHS Unit has been working with Australian company 'The Mental Health Project' to develop online mental health training resources. This is a comprehensive eLearning course for leaders to increase their awareness of mental health, proficiently manage mental health conditions in the workplace and help reduce the stigma associated with mental health conditions.

## Monitoring Impact: How can Impact Tracker software help you?

This short session will introduce options for planning, capturing, and monitoring your research impact using various software options available here at UOW. We will quickly dive into how the Impact Tracker software can save you time as well as provide an intuitive platform for planning and evaluating your impact.

## Oxygen Equipment Training for Drivers



Course content:

- The benefits of breathing elevated oxygen concentrations.
- Adverse reactions to oxygen
- Storage and handling of oxygen
- Oxygen delivery systems, practicalities of oxygen provision
- Risk of Cross infection
- Care and maintenance of oxygen equipment
- Legal considerations
- Preparing oxygen equipment for use
- Positioning oxygen equipment appropriately
- Selecting appropriate oxygen concentrations to meet casualty demands
- Utilising oxygen in simulated resuscitation
- Undertaking safety and maintenance checks
- Repacking or storing equipment appropriately

This training is recommended for all staff required to dive and is available for groups in specific areas on demand.

## Radiation Safety Training

These courses will provide participants with the necessary skills and knowledge to safely use ionising radiation in a laboratory setting.

Please note: All participants are required to pay an attendance fee for this training. You must provide your account number when registering.

A number of different courses are available. Please ensure you register for the correct course. Unsealed or Sealed Sources for licence conditions S5/S8 - for those working with unsealed or sealed sources not in a device.

X-rays for licence conditions IA5/IA8 - for those working with ionising radiation apparatus and sealed source apparatus

## SafetyNet Training

Under the provisions of the Work Health & Safety Regulation (2017) and associated University safety programs, operations involving risk are to be controlled so that they are safe. SafetyNet is the online system for recording hazard/incidents reports, safe work procedures and risk assessments at the University.

This course will outline the uses and benefits of the system as well as provide hands on experience in completing the online forms appropriately. Focus will be given to identifying hazards and addressing risks.

### Course Pre-Requisites:

It is assumed that attendees have some understanding of the identification of hazards and the assessment of risk.

Completion of the Addressing Hazards and Risks in the Workplace training course in Moodle is required prior to attending this course.

## WH&S Principles for Safe@Work Committee Members

At the completion of this training members will be able to:

- Understand key principles of the WHS Act and Regulation
- Identify the key responsibilities of employers and employees for WH&S in the workplace
- Understand the function and roles of the committee in resolving WH&S issues and raising WH&S awareness
- Identify the key systems and procedures of the University's WH&S system to provide a safe workplace.
- Training is compulsory for members of Workplace Advisory Committees for WH&S. Competency assessment:

### This program has the following topics:

- Topic 1: Introduction
- Topic 2: Legislation
  - It's the law Lesson
  - Who's responsible Lesson
- Topic 3: WHS Management System
  - Our commitment Lesson
  - How we do safety at UOW Lesson
  - How are we tracking Lesson
- Topic 4: WorkCover
  - Role of WorkCover NSW Lesson
- Topic 5: Test your knowledge
  - Each participant is to successfully complete a small quiz at the end of the session.

