



## University of Otago

### **ISO45001 Occupational Health and Safety Management System**

**TITLE:** Occupational Health Safety Induction and Training  
**OHSMS REF:** 7.2.0

# Occupational Health and Safety Induction and Training

## 1 Purpose

This document outlines the methods used for OHS induction and training at the University of Otago, in accordance with Acts of Parliament and regulations, as well as the requirements set out by the OHSMS ISO 45001 Standard.

## 2 Scope

This document applies to all OHS induction and training at all University of Otago campuses and University-controlled entities.

## 3 Abbreviations/Definitions

DHSO	Departmental Health and Safety Officer
DLSO	Departmental Laser Safety Officer
ULSO	University Laser Safety Officer
BSO	Biological Safety Officer
DRSO	Departmental Radiation Safety Officer
IBSC	Institutional Biological Safety Committee
H&S	Health and Safety
HSRC	Hazardous Substances and Radiation Committee
HSC	Health and Safety Committee
AEC	Animal Ethics Committee
HOD	Head of Department
Senior Management	Members of Council, Chancellor, Pro-Chancellor, Vice-Chancellor, Deputy Vice-Chancellors, Chief Operating Officer, Directors, Chief Financial Officer, Pro-Vice-Chancellors, Deans

## 4 Introduction

Training is one of the most important components of the University health and safety management system. It gives employees the opportunity to learn their jobs properly, bring new ideas and safety awareness into the workplace, reinforces existing safety practices, and implements the health and safety system.

Written by:	Andrea McMillan	Date Instituted:	1 August 2022
Approved by:	Reference Group	Revision No.:	V1
Person Responsible:	Director, Health, and Safety	Supersedes:	N/A
Author date:	1 August 2022	Review date:	1 August 2024
<i>Document uncontrolled if printed</i>			



## University of Otago

### **ISO45001 Occupational Health and Safety Management System**

**TITLE:** Occupational Health Safety Induction and Training  
**OHSMS REF:** 7.2.0

## 5 Specific responsibilities for H&S training and induction

### 5.1 Senior Management/Officers

Management commitment to training through the provision of time and resources to attend training is pivotal for implementation. All staff are included in health and safety training, including Senior Management/Officers. Senior Managers are expected to set an example by attending the required training and requiring staff in their Divisions/work locations to attend.

### 5.2 Heads of Departments/Directors/Managers of Units/ Deans and controlled entities

Line managers are responsible for reviewing the department-specific health and safety training schedule, based on the H&S training system and critical risks. This may be delegated to the DHSO; however, the HOD/Manager must be aware of and have significant input into the health and safety training within their department. It is the responsibility of the Manager/HOD to ensure staff attendance at the required H&S training.

### 5.3 Safety Officers (DHSO, DLSO, BSO, DRSO, etc.)

The Safety Officers are responsible for programme of training within the Department. This includes identifying the training programme for approval by the Manager/HOD, and the recording of attendance in Vault. DHSOs are responsible for the development and implementation of departmental H&S inductions.


### 5.4 Health and Safety Committees (IBSC, HSRC, HSC, etc.)

The University has a variety of committees with health and safety responsibilities, with different scopes and responsibilities. Where applicable, the committees will approve subject-specific training (e.g. Approved User Training approved by the IBSC). Where the training is a requirement of the committee, the committee will report on the training programme and attendance rates to Senior Management via the H&S and Ethical Compliance Committee.

### 5.5 Supervisors (Professional and Academic)

Supervisors have a pivotal role in the training of their students or staff. A supervisor is to identify where a student/staff member needs to be trained and take responsibility for making sure that the training is completed. This is in addition to the training outlined by their job description. They are also required to keep a training record of the training they provide.

Written by:	Andrea McMillan	Date Instituted:	1 August 2022
Approved by:	Reference Group	Revision No.:	V1
Person Responsible:	Director, Health, and Safety	Supersedes:	N/A
Author date:	1 August 2022	Review date:	1 August 2024
<i>Document uncontrolled if printed</i>			

 <p>UNIVERSITY OF OTAGO</p> <p><i>Te Whare Wānanga o Ōtago</i></p>	<p><b>University of Otago</b></p> <p><b>ISO45001 Occupational Health and Safety Management System</b></p> <p><b>TITLE:</b> Occupational Health Safety Induction and Training</p> <p><b>OHSMS REF:</b> 7.2.0</p>
--	---

## 5.6 Staff and Postgraduate Students

Staff and postgraduate students are required to complete and participate the training allocated to them as a requirement of their work/study. Failure to do so may result in disciplinary action.

## 6 Overview of OHS induction

Induction conveys the status of health, safety and wellbeing of staff at the University of Otago as a first impression. New staff are required to complete H&S induction as soon as possible when commencing work. This induction is provided online via Vault and includes an assessment. When new staff are employed, the induction will be emailed for completion and results are automatically stored in Vault. Reports of completed and incomplete inductions will be forwarded to the HOD/Manager and progress rates reported at senior leadership team level.

Key components of the University H&S induction:

- To familiarise staff, students, and contractors with the unique environment of the University and the critical risks and potential hazards.
- To educate staff, students, and contractors on how to report a hazard, incident, near miss and advise of the emergency procedures.
- To ensure staff, students and contractors have the knowledge and skills to competently perform work tasks safely.
- To raise awareness of the ACC Accredited Employer Programme and staff support and services available.
- To meet legislative requirements.


### 6.1 Departmental induction

The department may have a Departmental H&S Officer or be allocated a H&S Team member as the point of contact for any H&S-related issues or concerns. An onsite departmental induction is required to be completed in addition to the general University-wide H&S induction. The Induction Checklist provides an outline of the required content and is to be completed and signed by both parties and recorded in Vault as "X Departmental H&S Induction".

## 7 Health and Safety risk family and sub-risk training

The Health and Safety Team are responsible for the development of risk family and sub-risk training that may be delivered by the H&S Team, or delegated positions, such as Departmental Laboratory

Written by:	Andrea McMillan	Date Instituted:	1 August 2022
Approved by:	Reference Group	Revision No.:	V1
Person Responsible:	Director, Health, and Safety	Supersedes:	N/A
Author date:	1 August 2022	Review date:	1 August 2024
<i>Document uncontrolled if printed</i>			

 <p>UNIVERSITY of OTAGO</p> <p>Te Whare Wānanga o Ōtago</p>	<p style="text-align: center;"><b>University of Otago</b></p> <p style="text-align: center;"><b>ISO45001 Occupational Health and Safety Management System</b></p> <p><b>TITLE:</b> Occupational Health Safety Induction and Training</p> <p><b>OHSMS REF:</b> 7.2.0</p>
---	---

Managers. For each risk family, a training matrix is available. This matrix identifies the training required, who requires the training and who can deliver the training.

Occupational health and safety training for undergraduate students is needs based and is the responsibility of the department directing the teaching of the papers. Ideally, this training should be embedded throughout their studies.

## 7.1 Health and Safety departmental H&S training

For some tasks and operations, training will be ‘generic’, such as the principles of laboratory safety or plant and equipment safety. This training will be approved by the H&S Team or their delegate.

Departments may have specific activities where they have the best knowledge of the task, such as operating a specific piece of machinery. In these cases, it is the responsibility of the department or work unit to identify the training requirements and provide the training. Support and advice will be available from the H&S Team as required. In some cases, external training providers will be more appropriate (such as the installation of new equipment with training provided by the supplier). Where training is in progress, supervision should be in place until employees are competent in the task. The same principles apply to students. All training records must be maintained in Vault.

## 8 Central H&S training programme

The H&S Team posts an annual training programme on the web page, providing dates and locations. This information is readily available for staff and students to book online. This training includes Fire Warden and First Aid training which are free of charge to Departments. All H&S training records are maintained on Vault.


### 8.1.1 Training providers

Where the training requires an accredited standard, such as first aid, or where there is insufficient internal expertise, external trainers will be selected by the H&S Team.

Internal training providers will be selected based on experience and knowledge and approved by the H&S Team as a part of the programme.

Additional and/or specialist training will be generated as the needs arise and information circulated to the various interested parties. The cost will be covered where possible centrally, where this cannot be achieved, the cost will be charged to the departments.

Written by:	Andrea McMillan	Date Instituted: 1 August 2022
Approved by:	Reference Group	Revision No.: V1
Person Responsible:	Director, Health, and Safety	Supersedes: N/A
Author date:	1 August 2022	Review date: 1 August 2024
<i>Document uncontrolled if printed</i>		

 <p>UNIVERSITY OF OTAGO</p> <p><i>Te Whare Wānanga o Ōtago</i></p>	<p><b>University of Otago</b></p> <p><b>ISO45001 Occupational Health and Safety Management System</b></p> <p><b>TITLE:</b> Occupational Health Safety Induction and Training</p> <p><b>OHSMS REF:</b> 7.2.0</p>
--	---

### 8.1.2 Enrolment

Health and Safety courses can be registered for online:

<https://www.otago.ac.nz/health-safety/training/index.html>

If the course you require is not there, please contact the H&S Team.

### 8.1.3 Cancellation

As the courses are booked out very quickly, we would appreciate that you cancel with enough time for someone else to fill in your space. Please contact the H&S Team to cancel training.

### 8.1.4 Evaluation/effectiveness

The H&S Team do not conduct all the training on offer. Many sessions are through external training contractors that are pre-approved by the H&S Team. If you have any concerns or complaints about the training, please contact the H&S Team.

Internal H&S training includes the opportunity for feedback on the training provision through individual assessment forms completed at the conclusion of the training.

### 8.1.5 Competency and refresher training

Some courses will require a competency assessment. Where this is required, the course attendance and competency assessment will be recorded in Vault. Courses requiring regular refresher training will be identified and refresher training attendance recorded on Vault.

### 8.1.6 Vault training reports

Vault training reports will be provided as a performance measure for Council, Senior Leadership Team, and H&S Committees. Departments can access departmental specific reports. Reports projecting required training up to six months in advance are available for training preparation and planning.

## 9 Departmental H&S training

### 9.1 Postgraduate Students

All postgraduate students are to be treated as staff for induction and training purposes.

### 9.2 Contractors

Contractors engaged by the University of Otago or subsidiaries must complete a Contractor Approval prior to commencing work. This process is managed by the H&S Team. A general University induction is provided to all contractors prior to an identification card being issued. When contractors are engaged to work on site, a site-specific induction is required. There may be specialist training required,

Written by:	Andrea McMillan	Date Instituted:	1 August 2022
Approved by:	Reference Group	Revision No.:	V1
Person Responsible:	Director, Health, and Safety	Supersedes:	N/A
Author date:	1 August 2022	Review date:	1 August 2024
<i>Document uncontrolled if printed</i>			



such as laboratory training for contractors which is available through the H&S Team. Departments may have specifics to include in contractor training.

## 10 Training records

Records of attendance to inductions and training will be electronically stored on Vault. Access to individual records can be provided on request. Training reports by department, division and university wide can be generated for Senior Leadership Reporting and auditing purposes.

Written by:	Andrea McMillan	Date Instituted:	1 August 2022
Approved by:	Reference Group	Revision No.:	V1
Person Responsible:	Director, Health, and Safety	Supersedes:	N/A
Author date:	1 August 2022	Review date:	1 August 2024
<i>Document uncontrolled if printed</i>			