

Health, Safety and Wellness Training Needs Analysis



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

The below list represents *a selection of the health and safety training courses* offered at the University of Queensland that may be required for you to carry out your work safely and efficiently. Please note - additional safety training may also be required, and task specific safety training should be arranged by your Supervisor. Your safety training requirements should be discussed regularly with your Supervisor, and will depend on your experience, prior training and the nature of your work activities.

Training	Training is Required / Recommended	Required?	Source:
Health, Safety and Wellness Induction	All UQ Workers	Yes	Workday / Blackboard
Annual Fire Safety Awareness Training	All UQ Building occupants	Yes	Workday / Blackboard
Local Site HSW Onboarding Induction	All UQ Workers	Yes	Supervisor and/or Local WHSC/ Induction Officer
Laboratory Safety Induction	All UQ Laboratory Workers	Yes/No	Workday / Blackboard
Facility Onboarding Induction	All UQ Laboratory / Workshop Workers	Yes/No	Facility Manager
Biosafety Training	All persons working with Biologicals, or in an OTGR certified facility (PC1, PC2, PC3)	Yes/No	Workday / Blackboard
Biosecurity Safety and Compliance	Users of Imported Biosecurity materials	Yes/No	Workday / Blackboard
Chemical Safety Training	Workers using hazardous chemicals	Yes/No	Workday / Blackboard
Compressed Gases Safety	Workers using compressed gases	Yes/No	Workday / Blackboard
Fieldwork Safety Training	Field Workers <u>and</u> Supervisors	Yes/No	Workday / Blackboard
Computer Workstation Self-Assessment tool	Workers using computer workstations	Yes/No	Online tool
Hand Tool Safety	Persons working with hand tools e.g., Maintenance, Workshop, Field and Lab Workers	Yes/No	Workday / Blackboard
Supervisor Work Health and Safety Responsibilities	Supervisors and Managers of staff/students (including academics who supervise staff/students)	Yes/No	Workday / Blackboard
Managing OHS in the Laboratory	Laboratory, Floor and Facilities	Yes/No	Workday / Blackboard
Dangerous Goods Transport within UQ	Persons transporting dangerous goods e.g., Maintenance, Workshops, Field and Lab Workers	Yes/No	Workday / Blackboard
Personal Protective Equipment (PPE)	Workers using hazardous materials and/or working in hazardous environments e.g., Maintenance, Workshop, Field and Lab Workers	Yes/No	WHSC and/or Supervisor

Health, Safety and Wellness Training Needs Analysis



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Emergency Procedures/Spill Kits for Hazardous Material	Workers using hazardous materials	Yes/No	Workday / Blackboard
Radiation Safety with Unsealed Sources	Users of radioactive isotopes	Yes/No	Workday / Blackboard
OGTR Licence Training	Persons working on OGTR licensed material	Yes/No	HSW Division
PC3 Theory Training	Persons working in PC3 facilities	Yes/No	Workday / Blackboard
Swagelok Training	Workers using compression fittings	Yes/No	Workday / Blackboard
Safety			
4WD Training (\$\$)	Persons driving a 4WD off-road	Yes/No	Local WHSC
Diving / Boating (\$\$)	Persons diving and/or using UQ vessels	Yes/No	Local WHSC
First Aid Training	UQ Appointed First Aid Officers (+Lab, Workshop and Field Workers may require Anaphylaxis/Asthma training)	Yes/No	Workday/Local WHSC
Advanced First Aid Training (\$\$)	Field Workers may require	Yes/No	Local WHSC
Specialised Facility Safety Induction	Persons working in Labs, Workshops, Glasshouses, Animal houses, Field Units etc.	Yes/No	Local WHSC

Resources / Links	
Health and Safety Training information	https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/health-safety-workplace/training-induction/staff
HSW Division	https://coo.uq.edu.au/operational-areas/health-safety-and-wellness
UQ Safety Network/Local WHSC	https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/health-safety-workplace/governance/network

*** It is the responsibility of the Supervisor and Worker to ensure required safety training is undertaken***

Worker – Name and Signature

_____ Date _____

Supervisor – Name and Signature

_____ Date _____