**WHSMP06 WHS Training and Competency Procedure**

Appendix 1 – SCU WHS Mandatory WHS Training Requirements

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| **MANDATORY TRAINING**  | **Method of Delivery**  | **Timeline for undertaking the training**  | **All employees**  | **Officers**  | **Higher Degree Research Candidates**  |
| **SCU WHS Induction** General WHS Induction for all employees.  | Online  | Within 1 week of commencement  | 3 yearly  | 3 yearly  | 3 yearly  |
| **Emergency Response Training** Training for anyone who occupies a building to ensure their safety during an emergency event including fire and evacuation, bomb threat and natural disasters.  | Online  | Within 1 week of commencement  | TBC  | TBC  | TBC  |
| **SCU RiskWare System use** Training for all workers on SCU WHS risk management system, including reporting and managing hazards, incidents, and injuries  | Online  | Within 1 month of commencement  | Once only  | Once only  | Once only  |
| **Safety Essentials** Overview of the SCU WHSMS  | Online  | Within 1 month of commencement  | Once only  | Once only  |   |
| **WHS Officer Training** Training for SCU WHS Officers to exercise due diligence complying with their WHS duties and obligations  | Online or F2F  | Within 3 months of commencement  |   | Once only  |   |
| **Health and Safety Representative (HSR) Training (Qld only)**  | F2F  | Within 28 days  |   |   |   |