**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 |  |  |  |