SCHOOL OF LIFE AND ENVIRONMENTAL SCIENCES

PROCEDURE FOR SAFETY TRAINING OF
STAFF, STUDENTS, VOLUNTEERS, VISITORS AND CONTRACTORS

AIM and SCOPE:

• This procedure details the process of safety induction and training for
  a) all staff, students and volunteers in the School of Life and Environmental Sciences
     (SOLES)
  and
  b) University staff (e.g. staff from campus security, ICT, CIS), visitors from The University
     and external organisations, and external contractors (e.g. plumbers, cleaners) that visit
     and/or work in buildings and outdoor areas occupied by SOLES (including work in
     CIS/ICT managed areas such as plant rooms and communication rooms).
• Unless otherwise specified all safety training and induction listed in the process below must
  be completed before commencing any work.
• Staff, students, visitors and volunteers must submit proof of completed training and induction to
  soles.safety@sydney.edu.au. Everyone else must provide this information to their line
  manager or nominated contact at The University of Sydney.

PROCESS:

General comments: This procedure applies to everyone listed in the Aim and Scope Section above.
For details regarding the procedure, see also the flow diagram below. If parts of the training, e.g. the
Online Safety Induction, have been completed previously, evidence of training is to be emailed to
soles.safety@sydney.edu.au.

Process 1: This process is for new staff, students, volunteers and visitors at SOLES

1. Complete the Online Safety Induction for the University on Career Path. If you do not have
   a Unikey (e.g. visitors or volunteers), you will need to register at
   https://sydney.csod.com/selfreg/register.aspx?c=whs2016 before being able to access the
   Online Safety Induction training module. Higher Degree Research (HDR) students access the
   Online Safety Induction via Blackboard.

2. Complete the Local Safety Induction Checklist together with your supervisor, line manager
   or host. The form can be found at http://sydney.edu.au/whs/activities/forms.shtml

3. Complete the Hazard Assessment Form (including the After Hours Access section) together
   with your supervisor or host. The form can be found at
   https://intranet.sydney.edu.au/content/dam/intranet/documents/science/schools/soles/school-
   procedures/hazard-assessment-form.pdf. This form is a “living” document and additional
   tasks and risks should be included at later times as required.

4. Receive additional safety induction for specific rooms and facilities (e.g. PC2 laboratories,
   animal facilities, farms), equipment or tasks if required by the room/facility or equipment
   custodian.

5. Complete additional safety training if required (e.g. working with chemicals, biosafety, WHS
   for managers and supervisors). See also https://intranet.sydney.edu.au/science/soles/new-
   staff.html for role-specific training requirements.

Notes:

1) Steps 1 to 3 must be completed before commencing work and before obtaining key or proxy
   card access to buildings. Proxy access and keys can be applied for at
2) All visitors\(^1\) from external organisations must complete the Memorandum of Understanding before commencing work. Contact your host or facility supervisor to obtain a copy of the Memorandum of Understanding. All visitors from The University of Sydney require a letter of invitation from the Head of School of their delegated authority. Contact the Safety Officer at soles.safety@sydney.edu.au to inquire about a letter of invitation.

**Process 2:** This process is for everyone not included in process 1 including other University staff and contractors.

1. All University staff have to complete the **Online Safety Induction** for the University on Career Path. All external contractors have to complete the **Contractor Online Induction provided by CIS.**

2. Attend a **Local Safety Induction Talk.** Note, the Local Safety Induction Talk is specific for each building and separate Induction Talks must be attended when accessing more than one building. Contact the School’s Safety Officer at soles.safety@sydney.edu.au to schedule a talk. At the safety talk, complete the **Building Induction Checklist.** A copy of the Building Induction Checklist can be found at [https://intranet.sydney.edu.au/science/soles/whs.html](https://intranet.sydney.edu.au/science/soles/whs.html) under Key Documents.

   **Note:**
   - Contractors that do not work in SOLES buildings on a regular basis can receive an *ad hoc* local induction from a Building Warden or Room Custodian.
   - Only contractors that have attended and completed a Local Safety Induction Talk are permitted to obtain proxy card or key access.

3. Report to the **Building Warden or Room Custodian** every time before commencing new work in an office, laboratory or restricted area (exempt are Campus Security, cleaners, and ICT staff that visit communication rooms on a regular schedule). Room custodians are listed on the “Authorised Entry Only” signs located next to the doors of all restricted areas. If a responsible person cannot be contacted, approval must be obtained from the School’s Safety Officer (soles.safety@sydney.edu.au) before commencing work.

4. When working out of normal hours, sign in and out of the **After Hour Access Register/Log Book** where present. The **After Hour Access Register/Log Book** is usually located near the main entrance to a building.

5. A number of **rooms and facilities with specific risks** (e.g. PC2 laboratories, animal facilities, farms) require an extra safety induction from the room/facility custodian before commencing work. Access will only be given to these areas between 9am to 5pm. If in doubt contact the Building Warden or Room Custodian.

   **Note:** In emergencies where restricted areas must be accessed, people without the required safety training must be accompanied at all times by a trained person (e.g. Campus Security Officer). This does not apply to emergency services. Also, all reasonable efforts should be made to contact the room custodian or building warden before entering restricted areas. If this is not possible, the room custodian or building warden must be notified as soon as possible.

Date adopted: 30.10.2016

\(^1\) A visitor is anyone who is not a staff, volunteer or student from SOLES that performs research within buildings occupied by SOLES
University WHS online induction

Local WHS induction checklist
(includes brief general tour of building)

Local induction on-site talk
(incl. tour building rel. to work area)

Hazard assessment form
incl. after hour access

Room, equipment, or task-specific safety induction as required

- Swipe card & key access granted if above complete
  - Permission granted to conduct work

Additional Safety training as required (e.g.
  Working with Chemicals)