

## WHS-PRO-004 WHS Training and Competency Procedure

### Appendix 1: JCU Work Health & Safety Mandatory Training Requirements

| Safety Training Course  | Method of Delivery   | Timeline for undertaking safety training course | Duration                 | Refresher                                 | Who  |
|---|--|---|--------------------------|---|--|
| JCU Work Health and Safety Induction                                    | Online   | Within 2 days of commencement                   | 30 minutes               | Every 3 years or when legislation changes | All Workers  |
| JCU Fire & Evacuation Program (FEP)                                     | Online   | Within 2 days of commencement                   | 20 minutes               | Annual                                    | Anyone who occupies a building more than 10 hours a week   |
| JCU Local Area and Site Specific Induction –<br>WHS Induction Checklist | Face-to-Face by Manager or Supervisor<br>WHS Induction Checklist | Within 4 weeks of commencement                  | Varies                   | When work area changes                    | All workers<br>All students  |
| RiskWare System Use   | Practical Workshop or Online                                     | Within 3 months of commencement                 | 60 minutes<br>20 Minutes | Once only                                 | All Staff<br>All Post Graduate Students  |
| WHS Risk Management Fundamentals Training                               | Practical Workshop or Online                                     | Within 3 months of commencement                 | 90 minutes<br>40 minutes | Once only                                 | All Staff<br>All Post Graduate Students  |
| Work Health and Safety Officer Training                                 | Online   | Within 4 weeks of commencement                  | 15 minutes               | Every 3 years or when legislation changes | University Council,<br>Chancellor and Vice Chancellor, Provost,<br>Chief of Staff, Pro Vice Chancellor and Deputy Vice Chancellors,<br>Directors, Deans of College and Executive Officer |