

SOMS TRAINING NEEDS

COURSE OUTLINES

Animal Handling – (Staff, students, researchers working with animals) -

At the end of the course participants will:

- Gain an overall knowledge on ethics and animal handling,
- Understand the proper handling of animals,
- Understand the regulations about animal care and ethics committee applications
- Understand the issues involved in working with animals
- Gain practical skills in handling these animals
- Obtain a greater understanding of legal requirements relating to research with animals and how to do specific practical things such as taking blood etc.
- Learn how to handle animals and conduct experimental procedures and more about the ethics involved with using animals in the lab.

Biosafety and Infection Control – (Staff & Post-graduate students working with potentially infectious materials and organisms) – 2 half days

At the end of this course, participants will be able to identify and manage the hazards involved with using and storing Hazardous substances.

Confined Spaces (NSW Fire Brigade) – (Staff who design, manufacture, supervise, or who enter confined spaces to undertake work responsibilities) – 3 days (\$510-\$680 dependent on number of participants)

This course will provide the participant with confined spaces skills enhancement. This training provides you the necessary skills for 3 years.

Containment Facilities Management Training – (Laboratory and facility managers of containment facilities) – 4 hrs

The aim of this course is to provide participants with the knowledge and skills to effectively manage a physical containment facility within a UNSW Faculty or School. It is assumed that participants will have qualifications and experience relevant to the containment of organisms of the type used in the physical containment facility. The participant should also have an awareness of UNSW organisational structures and systems.

At the end of the session participants will be able to:

- Describe the types of containment facilities and signage required for different organisms and procedures;
- State which legislation, standards, guidelines and policies apply to containment facilities;
- Discuss UNSW requirements for design, construction and management of containment facilities;

- Develop, document and implement procedures and practices to adequately contain organisms used in the facility, and to minimise risks to people or the environment;
- Assess the effectiveness of containment facility procedures and practices.

Driver Safety Awareness – (Staff doing long distance country driving as part of their duties)

External training provider e.g. NRMA or private firm.

Due Diligence – (Heads of Schools, Centres or Units and Managers) – 2 hrs

- To provide all senior managers in both Faculty and Divisional areas with an overview of their key OHS responsibilities to meet due diligence under NSW OHS Act 2000 and OHS Regulation 2001.
- To provide an overview of relevant UNSW policies, procedures, systems and services that are available to help senior managers to meet their responsibilities.
- To ensure all senior managers are aware of and are implementing the UNSW corporate risk management system for identifying, assessing and controlling risks to health and safety

Electrical Safety – (Technical Staff working with electrical equipment e.g. repairs etc)

Arranged through Facilities.

Ergonomics / Preventing Overuse Injury – (Staff working with computers) – 1 hr

To provide staff with the knowledge and skills to set up their workstations correctly and take the necessary steps to prevent the development of occupational overuse injury when working with computers.

At the end of this session, participants will be able to:

1. Demonstrate correct workplace adjustment for working with computers
2. Adopt safe work practices and posture when working with computers
3. Recognise the warning signs for occupational overuse injury and the need for early reporting.
4. Outline treatment options and rehabilitation process for occupational overuse.

Environment Compliance – (Unit and Lab managers and others who dispose of hazardous waste)

Fire Safety and Emergency (Emergency Mgmt) – (Emergency Teams, others welcome) – 3 hrs (\$80)

This course provides staff/wardens with a comprehensive understanding of fire and associated dangers. It identifies various types of fires, the relevant type of equipment

to use on each and the practical operation and application of the various types of fire-fighting equipment installed in your premises.

It also provides emergency wardens, business managers and all occupants of workplaces with the necessary knowledge to assist them in preparing for and responding to emergency incidents.

This course is a pre-requisite for the Advanced Wardens Training Course.

First Aid (Emergency Mgmt) – (First Aid Officers) – 2 days (\$114)

This course is required to become a First Aid Officer at UNSW, or for those who wish to know First Aid.

Forklift / Powered Industrial Vehicle – (Forklift drivers)

Provided externally e.g. NSCA.

Gene Technology Regulation* – (Staff and post-graduate students working with genetically modified organisms or in PC2 certified facilities) – 4 hrs

To provide participants with the knowledge and skills to deal with genetically modified organisms in accordance with:

- Commonwealth Gene Technology Regulations 2001;
- Office of the Gene Technology Regulator (OGTR) guidelines; and
- Relevant UNSW policies, procedures and guidelines.

* Prerequisite: It is assumed that participants will have completed Module 1 Bio-Safety of the Bio-Safety and Infection Control Training Program or will have relevant qualifications and extensive experience in the field of biosafety.

At the end of the session participants will be able to:

- Discuss the purpose and scope of the Gene Technology Regulations 2001 (GTR) and key definitions;
- Determine how the GTR relates to their specific area of work, which may involve dealings with genetically modified organisms (GMOs);
- Describe GTR requirements and guidelines for physical containment facilities and procedures for dealing with GMOs;
- Comply with the GTR requirements and the systems at UNSW for management of GMO dealings.

Hazardous Substances – (Staff and post-graduate students working with chemicals) – 2 half days

At the end of this course, participants will be able to identify and manage the hazards involved with using and storing Hazardous substances.

Hearing Conservation – (Staff/students exposed to noise levels above 85dBA over an 8 hr period)

Induction to UNSW (Staff Dev) – (All new staff to UNSW) – 2 hrs, followed by an optional tour of Kensington campus

You will learn about the past, present and future of UNSW. Meet other staff in the university. Get answers to questions you may have about your work.

Induction to Workplace (School) – (All new staff/students)

Laboratory Safety (School of CSIE) – 2 days for \$100. [NO LONGER BEING OFFERED]

Laser Safety (School of EE) – (Staff working with lasers) – Combined 1-day (\$330) and 3-day (\$1045) courses

The one-day course is for people working with Class 3B or Class 4 lasers or people required to implement laser safety programs devised by a laser safety officer competent to undertake a quantitative analysis of the laser hazards involved. The three-day course provides the training necessary for those appointed as laser safety officers and those who need to calculate safe working conditions. It is also invaluable to OH&S officers and users of laser systems to assess potential hazards, to minimise the possibility of an accident and apply the recommendations of AS/NZS 2211.1.

Machine Guarding – covered in the Plant & Equipment Safety course

Manual Handling Awareness – (Staff who regularly perform manual handling activities in their job) – 3 hrs

WorkCover accredited.

OHS Awareness – (All new staff)* – 2 hrs

To provide an introduction to the NSW OHS legislation and an overview of OHS systems, policies and procedures at UNSW.

* The following alternative courses are provided for staff with specific OHS responsibilities:

- Senior Managers - “Due Diligence”
- Supervisors - “Risk Management for Supervisors”
- OHS representatives/committee members – “OHS Consultation”

At the end of the session participants will be able to:

- State the OHS responsibilities of the UNSW and its managers, staff, students, contractors and visitors;
- Identify hazards and risks associated with their work activities and workplace;
- Report hazards, accidents and work-related illness in accordance with UNSW requirements;
- Participate in OHS consultation processes at UNSW;
- Notify Security promptly in event of emergency;
- Access additional OHS resources when required

OHS Awareness for labs – (Cleaning / Trades / Technical staff)

OHS Committee Chairpersons Training – OHS Committee Chairpersons of Level 2 and 3 Committees – 1 day

To provide attendees with further skills and certainty in their role of OHS Committee Chairperson, so that the Committee operates effectively and makes a greater impact on health and safety.

At the completion of the course, attendees will be able to:

- Explain the purpose and role of the OHS Committee;
- Explain the role of the Chairperson in the decision-making process and in ensuring the Committee has effective impact;
- Work through a conflict-resolving process to handle difficult situations;
- Review the effectiveness of the Committee so that improvements can be made;
- List the factors which can inhibit the Committee members from working effectively as a group and know how to deal with them;
- Prepare for and chair and effective committee meeting;
- Draw up an action plan

WorkCover accredited.

OHS Committee Training – (All OHS Committee members and OHS representatives) – 4 days

WorkCover accredited.

OHS Risk management for Supervisors – (All supervisors) – 1.5 days

Course participants will acquire the information, skills and confidence to ensure an effective workplace health & safety system. This is a WorkCover accredited training program.

Objectives:

- a) identify the main provisions of the legislation governing health & safety in NSW workplaces
- b) describe a dispute settling and discipline process for preventing operational level industrial and OHS grievances from escalating into wider disputes;
- c) explain how the day to day aspects of an organisation's OHS program can be managed within an OHS systems approach used by the organisation
- d) apply an audit system so as to identify problems and implement an effective OHS management system; and
- e) contribute to the effective management of worker's compensation and rehabilitation for employees who suffer illnesses and injuries which occur at the workplace.

Plant & Equipment Safety – (Workshop Staff, Facilities Trade staff) – 4 hrs

At the end of the session participants will be able to:

- Implement the UNSW plant safety policy and program within their areas of responsibility
- Effectively identify the high risk plant in their area of responsibility and the principal types of hazards from each item of plant
- Have a hazard and risk management system in place to effectively identify, assess and control risks arising from plant
- Ensure effective communication and consultation processes are in place
- Ensure the UNSW plant safety policy and program is implemented
- Eliminate or minimise risks within their area of responsibility

Preparing For Your OHS Audit – (Heads of Schools, Centres or Units and Safety Officers) – 4 hrs

To assist Heads of Schools, Research Centres and Divisional units to understand the reasons behind the UNSW internal OHS management system audit program and provide them with information so they and their staff can prepare for, participate in and respond to the audit of their own area.

Radiation Safety – (Staff and post-graduate students working with radioactive substances or irradiating apparatus) – 2 half days

At the end of this course, participants will be able to identify and manage the hazards involved with using radioactive substances and apparatus.

Risk Assessment & Control – (All staff who are required to complete or approve risk assessments)

Safe Lifting Techniques – (Staff required to undertake manual handling work as part of their duties or designing manual handling tasks as a supervisor) – 1 hr

This short course is for staff for whom manual handling may be a small part of their duties or for whom manual handling may be required as a one off activity such as when relocating to a different work location. It provides participants with information with regard to legislative requirements, manual handling risk assessment factors, practical exercises such as warm up exercises and a video demonstrating safe lifting techniques.

Work Stress Management – 1 hr

To assist participants to identify the sources of possible stress in their work, recognise signs of stress in themselves and others and become aware of their response style to stress and take action to minimise and manage their stress more effectively.