



WORK ENVIRONMENT GROUP - TRAINING NEWSLETTER (NOVEMBER & DECEMBER 2016)

To enroll in any of the following courses please email whstraining@anu.edu.au with your Uni ID and a budget code for billing purposes. Please be aware that those who enroll but fail to attend or successfully complete the exam (where relevant); or without giving reasonable notice (24 hrs) will be charged a 'No-Show' fee of \$100.

Incident Reporting & ANU Privacy Training are self-service modules available via Pulse, therefore no enrolment necessary.

INCIDENT REPORTING

COST: NIL FOR ANU
STAFF/STUDENTS

*See attached quick tips (.pdf) for using Pulse & printing completion certificates

Online Course - Self-Service access via Pulse:

www.services.anu.edu.au/training/pulse-online-learning

This training has been created by the Work Environment Group, it is an introduction and overview of Incident reporting, our obligations and responsibilities.

The training is designed to provide learners with;

- Understanding the difference between a Work Health and Safety (WHS) incident and hazard
- An understanding of the University's regulatory obligations for reporting incidents to Comcare and other Regulators.
- Knowledge of how to define notifiable incidents and how to meet reporting requirements.
- Understanding your duties, roles and responsibilities for reporting incidents.
- Understanding the penalties for failing to comply with legislation.

ANU PRIVACY TRAINING

COST: NIL FOR ANU
STAFF/STUDENTS

*See attached quick tips (.pdf) for using Pulse & printing completion certificates

Online Course - Self-Service access via Pulse:

www.services.anu.edu.au/training/pulse-online-learning

This online course provides privacy training for all ANU staff whose tasks involve the handling of personal information. Completion is compulsory for staff wanting to gain access to ANU Insight.

The course focuses on requirements under the Privacy Act 1988 (Privacy Act). The course equips staff with a detailed awareness of privacy, key obligations under the Privacy Act and core areas of risk relevant to day-to-day work functions.

OSLO TRAINING

COST: NIL FOR ANU
STAFF/STUDENTS

*See attached quick tips (.pdf) for using Pulse & printing completion certificates

Online Course - By enrollment only via Pulse:

www.services.anu.edu.au/training/pulse-online-learning

This training has been created by Work Environment Group and provides OSLOs practical information on best practice workstation set up. To request enrollment, please email: Injurymanagement@anu.edu.au

The training is designed to provide learners with;

- An understanding of the principles for safe computer use.
- The latest sit-stand workstation guidelines.
- How to make recommendations on task rotation and work break guidelines.
- Simple stretching exercises to recommend for computer users.
- Practical checklists for use when completing a workstation assessment.

OFFICE ERGONOMICS ESSENTIALS**Online Course - Self-Service access via Pulse:****www.services.anu.edu.au/training/pulse-online-learning**COST: NIL FOR ANU
STAFF/STUDENTS

This is to replace the ergonomics training that was previously on Safety TV.

*See attached quick tips (.pdf) for using Pulse & printing completion certificates

This training is designed to provide office based ANU staff with general information about safety in an office environment and to provide them with information about safe and ergonomic workstations. The module includes information about:

- Your responsibilities under the WHS Act 2011
- How to report injuries
- Where to get support or assistance
- Recognising the signs of overuse injury risks at work
- What a safe workstation should look like
- Implementing preventative strategies

GENE TECHNOLOGY PRACTICES**OHSA14 - Monday 7 November 2016 (Online Course)**COST: NIL FOR ANU
STAFF/STUDENTS

This course offers a practical way for researchers to fulfil the theory aspect of their staff training requirements for the Gene Technology Act. It includes practical interpretation of the Office of the Gene Technology Regulator requirements and how to implement them in your laboratory. The course consists of a reading component followed by an assessment to demonstrate competency. This is an online course and is open for a three week period.

ADVANCED FIRST AID (INITIAL)**OHSG01 - Tuesday 8, 15 & 22 November 2016, 9am - 5pm @ Chancelry 10B (Lower Ground)**COST: \$210 FOR ANU
STAFF/STUDENTS

The advanced course will certify participants for three years, but yearly refreshers are recommended, however, yearly re-certification is required for the advanced resuscitation component of this course.

This course covers advanced concepts and the use of basic oxygen equipment. The course is very practically oriented, with scenarios extensively used to increase participants' knowledge and ability in first aid situations. The course runs over three full days, spaced one week apart.

SENIOR FIRST AID (REFRESHER)**OHSG12 - Monday 14 November 2016, 9am - 5pm @ Chancelry 10B (Lower Ground)**COST: \$90 FOR ANU
STAFF/STUDENTS

Senior refresher courses will be offered on campus five times during the year using Parasol as the first aid provider. The Senior First Aid course will re-accredits the participant for three years, but annual refresher attendance is the preferred method to maintain accreditation. This course covers the essentials of first aid, and focuses on different subjects each year in order to cover all aspects over three years.

Participants will be required to undertake an assessment on all subjects included in the senior course.

ELECTRICAL SAFETY & LOW VOLTAGE RESCUE**OHSA29 - Wednesday 16 November 2016, 9am - 2pm @ Chancelry 10B (Lower Ground)**COST: \$80 FOR ANU
STAFF/STUDENTS

For those who are existing category 1A or 2 competent persons who are requested to perform the role of Safety Observer in accordance with Appendix D and E referred in the ANU's Risk Management Procedure for Electrical Safety.

- Category 1A competent persons perform the role of safety observer for work on the electrical installation, in accordance with Appendix D.
- Category 2 competent persons perform the role of safety observer for work on electrical equipment, in accordance with Appendix E.

The training course shall be presented by an external training authority, who will also facilitate Cardio Pulmonary Resuscitation CPR training as part of this training.

WORKSHOP & TRADE SAFETY

COST: NIL FOR ANU
STAFF/STUDENTS

OHSA22 – Thursday 17 November 2016, 9am – 2pm @ Chancelry 10B (Lower Ground)

The workshop and trade safety course is designed to familiarise workshop and trade staff with occupational health and safety principles. The three main areas discussed include general principles, chemical safety and hearing conservation. The role of hazard identification, assessment and auditing and control of hazards and risks associated with workshop practices are explained.

Information provided includes audit forms and some safe operating procedures. This course is designed for apprentices all the way through to workshop managers. The course can be a useful contribution to induction training for new staff or refining a manager's role in WHS.

MENTAL HEALTH FIRST AID

COST: \$50 FOR ANU
STAFF/STUDENTS

OHSG33 – Monday 21 & Tuesday 22 November 2016 @ Allan Barton Forum, Room 248, Level 2, College of Business Economics Bldg. 26C

Mental Health First Aid is recommended for all ANU staff. First Aid is the help given to an injured person before medical treatment can be obtained. Mental Health First Aid is the help given to someone developing a mental health problem or in a mental health crisis. The first aid is given until appropriate professional treatment is received or until the crisis resolves.

CHEMICAL SAFETY

COST: NIL FOR ANU
STAFF/STUDENTS

OHSA03 – Wednesday 23 November 2016 (Self Study – Online Course)

The course is designed to upgrade the chemical hazard management skills of relevant staff members and post-graduate students. The course covers safety and health concepts relevant to chemicals, hazardous properties of materials, information and material safety data sheets, hazard management in storage, use, transport, disposal and emergency procedures and hazardous substances legislation. Additional specialist courses are also presented for corrosives, flammables, compressed gas and cryogenics and the packaging and transport of dangerous goods by air.

IONIZING RADIATION

COST: NIL FOR ANU
STAFF/STUDENTS

OHSA18 – Thursday 24 November 2016, 9:30am – 1pm @ Innovations Lecture Theatre, Anthony Low Bldg. 124

The training reviews the facilities, equipment, procedures and techniques necessary for the safe handling and use of radioactive materials, including fundamental health physics, detection, natural sources, control techniques, storage, disposal, emergency procedures and legislation.

BIOLOGICAL SAFETY

COST: NIL FOR ANU
STAFF/STUDENTS

OHSA02 – Friday 25 November 2016 (Self Study – Online Course)

This course provides background knowledge as well as contemporary information and guidance about risk assessment and control in a biological laboratory context.

ELECTRICAL DESIGN STANDARDS FORUM

COST: NIL FOR ANU
STAFF/STUDENTS

OHSA24 – Wednesday 30 November 2016, 9:30am – 11:30am @ Chancelry 10B (Lower Ground)

For those who are existing category 1A or 2 competent persons seeking to upgrade and become category 7 approved by their Budget Unit, and under the ANU's Hazard Management Procedures for Electrical Safety, to certify electrical equipment.

'or'

Persons wanting to become a category 3 trained person approved by Budget Unit to work on electrical equipment, who may in the course of their work design, modify and repair electrical equipment under technical supervision.

SENIOR FIRST AID (INITIAL)

COST: \$155 FOR ANU
STAFF/STUDENTS

OHSG11 - Friday 2 & 9 December 2016, 9am - 5pm @ Chancelry 10B (Lower Ground)

Five courses will be offered on campus during the year using Parasol as the first aid provider. The course will certify participants for three years, but yearly refreshers are recommended. The course runs over two full days spaced one week apart.

GENE TECHNOLOGY PRACTICES

COST: NIL FOR ANU
STAFF/STUDENTS

OHSA14 - Monday 5 December 2016 (Online Course)

This course offers a practical way for researchers to fulfil the theory aspect of their staff training requirements for the Gene Technology Act. It includes practical interpretation of the Office of the Gene Technology Regulator requirements and how to implement them in your laboratory. The course consists of a reading component followed by an assessment to demonstrate competency. This is an online course and is open for a three week period.

Other Notices

There will be no lecture for the following courses, meaning that participants will need to self-study the course notes and complete the exam via Wattle. Further details will be sent to those who have registered for the training;

OHSA03 - Wednesday 23 November 2016 (Self Study - Online Course)

OHSA02 - Friday 25 November 2016 (Self Study - Online Course)