

# Health, Safety and Wellbeing induction

## What is the Health, Safety and Wellbeing induction?

All employers have a legal duty to provide information, instruction, training and supervision to ensure the health and safety of persons who work in, or enter, their workplaces. An induction program at the commencement of employment at a local workplace (including all schools) is an important part of this process.

Health, safety and wellbeing (HSW) induction informs people of issues, risks and safe work practices at the site as well as informing them of safety arrangements for the department and within their workplace. HSW induction is mandatory across all department workplaces.

HSW induction has two distinct components that are to be provided to all employees:

- **Organisational induction** which provides information about department HSW arrangements and specific requirements common to all employees and all workplaces. This includes information on the HSW duties of both the department and of individuals, as well as general information to raise awareness of hazards and risks, processes for incident reporting, etc.
- **Workplace induction** which provides detailed **workplace specific** information to staff. This should include local HSW appointments (Health and Safety Advisors (HSAs), first aiders, emergency wardens, etc.) local HSW committee consultation/arrangements, awareness information on identified workplace hazards and associated safe work practices, local management expectations, etc. Workplace induction is also required for contractors and visitors to the workplace; however, this may be tailored to reflect the nature of the visit/work being undertaken at the site.

The Principal/manager may delegate responsibility for delivery of both organisational induction and workplace induction.

**Note:** Some staff will require additional job-specific training dependant on their role or work environment, e.g. task specific manual handling, safe use of hazardous substances, operation of plant, occupational noise, office ergonomics, etc. This needs to be considered as part of workplace induction.

## When should induction be provided?

HSW induction is to be provided as a priority when a staff member commences at a new location. New staff are more likely to be injured as they are unfamiliar with the hazards in their new environment and there is a specified legislative requirement to provide information to staff to enable them to work safely.

### Mandatory Induction

Information about online mandatory induction can be found on OnePortal by searching “mandatory induction” or by using the following link:

<https://intranet.qed.qld.gov.au/about/PrioritiesandInitiatives/mandatorytraining>.

## How often should HSW information be provided?

The information contained in organisational and workplace induction is required to be delivered annually to ensure all staff are provided with up-to-date information, including local hazards, risks and safe work practices. This is because organisational information may change, as do department and HSW arrangements.



HSW induction training materials have been designed to enable initial delivery as part of the mandatory induction and then tailored for subsequent annual refresher training.

## Who should receive induction?

All employees, regardless of employment status (full time, casual, part time) and role are to receive induction. It is important that training times are arranged that enable attendance by part time and casual workers as they may not be available for general sessions.

Volunteers and visitors (including contractors) should also receive information relevant to the area they will be accessing and the tasks they will be undertaking e.g. access to areas, asbestos registers, evacuation alarms, assembly points, associated hazards, risks and the methods for controlling them).

## How should induction be delivered?

Ideally, staff induction should be provided face-to-face through an interactive presentation to all employees that actively encourages individual participation. This format promotes discussion on the relevant topics and is particularly beneficial in exploration of hazards and risks in the workplace. It ensures that all staff are provided the same information, and also provides the presenter the opportunity to gain assurance that the information has been understood through any discussions or Q&A.

Where face-to-face presentations are unable to be provided, or where an individual cannot attend, an online self-paced training option is available through the [Learning Place](#). However, it is important to note that induction through this means does not satisfy the requirement for workplace induction which will still need to be delivered in the workplace.

Induction for contractors and other visitors can be achieved through the provision of either a verbal or written brief and the level of detail shall be commensurate with the duration of the visit and/or the nature of the work being undertaken.

## Who should deliver HSW induction training?

### **Both organisational and local**

While the principal, manager or supervisor is responsible for ensuring that induction is provided, local information may be delivered by any staff member (or members) with a local HSW appointment or HSW knowledge. For example, a member of the Health and Safety Committee may lead discussions on local HSW consultation/committee arrangements, administration staff on incident reporting and recording, the school rehabilitation coordinator on injury management and workers' compensation arrangements, etc.

## What induction records need to be kept?

Up-to-date training records, including the content provided, are to be kept by the school/workplace to demonstrate compliance with requirements for induction and training, and to identify training needs. Individual staff should keep personal records of the training they have received for their own reference e.g. for some staff, such as teacher aides, this will form part of their employment requirements.

### **Further information**

- [The DoE Induction and Onboarding website](#) contains links to PowerPoint templates for workplace induction, including speaker notes, as well as to the online module at the Learning Place.
- [Induction and onboarding resources and role specific planners.](#)