Induction and training is one of the first introductions to health and safety in the workplace and is an important control measure for managing hazards.

It is important that it is done correctly.

How to ensure you are getting the right induction and training:

1. **Induction**

   The first experience of how-to instructions is via induction. This is face-to-face physical demonstration of the specific area the person will be working in and the work they will be carrying out. Induction is usually completed by the supervisor using HS006 (office) or HS049 (lab).

2. **Mandatory training**

   All workers must complete the UNSW Health and Safety Awareness Training and Ergonomics training. These are both on-line, accessed via Moodle. New staff are enrolled automatically (excluding casuals and contractors), all others must register.

3. **Hazard-specific training**

   Depending on the area where you will be working you may require further training to raise awareness of other specific hazards, this includes Lab Safety Awareness, Hazardous Substances, Biosafety for PC2, Gene Technology, Ionising Radiation, Green Lab Environmental Compliance. Supervisors must determine and advise workers upon commencement of all the relevant training which must be attended.

   There is no requirement that this training must be completed before work can commence/entry granted. It is the responsibility of the local area to provide a thorough induction and determine the competency of the worker to begin work. The classroom training by UNSW is additional awareness.

   If you have completed similar training at another institute contact UNSW Health and Safety to request an exemption from completing the UNSW run course.

4. **Training Needs Analysis**

   Local areas must use the Training Needs Analysis to identify all training individuals need to complete, this can also be used to track when they have completed it or are due to. This is an important document to ensure that all worker's training needs are identified and tracked and that no-one gets missed out.

5. **Training history**

   Evidence of completion of all training is kept in individual's myUNSW Training History.

6. **Training reports**

   Training reports are run through NSS-HR or SiMS. UNSW Health and Safety can assist in training reports needed; please contact ohs@unsw.edu.au.

Reference: [HS320 Training and Induction Procedure](https://www.unsw.edu.au/health-safety)