Appendix A WHS Induction, Training and Supervision Flowchart

**INDUCTIONS**

New Starter (including workers & HDR students)

- **University WHS Induction**
  - (In Pulse - Mandatory for everyone in first week)

- **School/Service Division WHS Induction**
  - (Mandatory for everyone in first week after complete University)

**Training**

- **WHSMS Training**
  - WHSMS and Due Diligence for Officers – Mandatory for all senior management
  - WHSMS for Supervisors and Managers – Mandatory for all supervisors and line managers
  - WHS for Workers and HDR Students – Mandatory for all workers and HDR students
  - Complete within first month

- **Compliance Training**
  - (Determined in School/Service Division WHS Induction in accordance with WHS Local Training Plan)
  - Complete as soon as possible

  - Working in High risk Area?
    - No
      - Start working and have a joyful time while in ANU
    - Yes
      - Yes, compliance training relates to high risk areas must be completed before allowed to work in High Risk Areas

  - Working in High risk Area?
    - No
      - Complete the compliance training within 3 months after identification while working
    - Yes
      - Activities requiring Tier 3 Training?
        - Yes
          - Work Safely Proficiency Training
            - (Determined in High Risk Area WHS Induction by Supervisor/Delegate)
            - Recorded in Tier 3 Record Booklet nearby the activity. Record is maintained for at least 7 years
            - Upload completion with proficiency into relevant Pulse Module
        - No
          - Supervisors to provide information, work instruction AND supervision (in accordance with the supervision table)

**Supervision**

- Performance and Development Review for Staff
- Supervision Check
  - (Annually – Randomly selected according to risk – by supervisor/delegate)
  - Record send to WHS Officer/Manager for archiving for at least 7 years