

## Training Requirements

It is a legislated requirement for the ANU to ensure that workers are protected from risks to their health and safety arising from work carried out as part of the conduct of the ANU. Besides other measures to achieve this, the ANU is required to provide any relevant information, training, and instructions to workers. For that reason, ANU mandates certain training modules for workers, depending on the workers' intended work-related activities. Under the legislation, workers are required to follow these policies, hence attend all relevant training. Anyone working at the RSC unsupervised or outside of normal business hours has to have undergone the relevant training modules. People working at RSC without having undergone relevant training modules must be supervised by an RSC worker with relevant competence in the discipline that they are providing supervision in, i.e. the supervising person must have undergone relevant ANU and local training and completed all necessary competency assessments and training records.

## ANU Training Modules

A list of all ANU training courses can be found here:

<https://services.anu.edu.au/training>

Insert a relevant search term (e.g. 'laser') to narrow down the selection. WHS related courses have ID codes of WHHRxx, i.e. searching for 'WHH' provides a list of all WHS courses. Information on how to register for each course is provided when clicking on the course title.

The below list highlights training requirements for RSC workers and their supervisors.

**Table 1 – ANU training requirements (courses provided by ANU or external providers)**

ANU Training Module #	ANU Training Module Title	To be attended by	Date(s)	System
WHHR01	Biological Safety	Anyone working with biological materials (such as bacteria) within a laboratory environment.	16 Feb, then monthly (once online)	FTF
WHHR02	Chemical Safety	Anyone working in a chemical laboratory and/or handling hazardous chemicals.	12 Feb, 7 Mar, 4 Apr, 2 May, 6 Jun, 4 Jul, 1 Aug, 5 Sep, 3 Oct, 7 Nov, 5 Dec	P
WHHR05	Compressed Gas and Cryogenic Safety	Anyone working with compressed gases (such as nitrogen/argon cylinders) or cryogenic liquids (e.g. filling dewars, decanting liquid nitrogen, helium/nitrogen transfers, using LN2 for solvent traps).	15 Feb, 2 Mar, 6 Apr, 4 May, 8 Jun, 6 Jul, 3 Aug, 7 Sep, 5 Oct, 2 Nov, 7 Dec	W
WHHR06	Corrosives Safety	Anyone working with corrosive liquids (e.g. cleaning mixtures for sinter funnels, mineral acids for chemical reactions, generating dilute mixtures for acid baths, etc.).	15 Feb, 2 Mar, 6 Apr, 4 May, 8 Jun, 6 Jul, 3 Aug, 7 Sep, 5 Oct, 2 Nov, 7 Dec	W
WHHR08 (+09) *	Electrical Appliance Testing – Initial (+ Refresher)	Anyone doing testing and tagging or involved in electrical design that requires testing afterwards. Typically only for Workshop staff.	30 May, 12 Sep, (31 May, 25 Oct)	FTF, E
WHHR10*	Electrical Safety & Low Voltage Rescue	Staff working in low voltage areas, electricians, and those working on the repair side of electrical goods.	8 May, 8 Nov	FTF, E
WHHR11	Electrical Design Standards	Staff designing and building electrical equipment.	27 Jun, 28 Nov	FTF
WHHR17	Flammable Liquids Safety	Anyone handling flammable liquids at the RSC.	15 Feb, 2 Mar, 6 Apr, 4 May, 8 Jun, 6 Jul, 3 Aug, 7 Sep, 5 Oct, 2 Nov, 7 Dec	W
WHHR18	Gene Technology Practices	Anyone working with Genetically Modified Organisms and/or in PC2 laboratories.	5 Feb, 5 Mar, 2 Apr, 7 May, 4 Jun, 2 Jul, 6 Aug, 3 Sep, 1 Oct 5 Nov, 3 Dec	W
WHHR19	Hazardous Waste Safety Officer Training	Anyone being in charge of managing hazardous waste at RSC.	TBA	W

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WHHR28*	HAZMAT Response Training	Anyone working on emergency response teams with a responsibility as first responders in, e.g., chemical spill scenarios. SCBA equipment must not be used until training has been completed successfully.	9 May, 24 Oct	FTF, E
WHHR33	Induction to Globally Harmonised System of Classification and Labelling of Chemicals	Anyone working with hazardous chemicals, i.e. anything that is not classified as non-hazardous by GHS standards (including flammable liquids, acids, oxidisers, etc.)	Online	P
WHHR22	Ionizing Radiation Safety	Anyone working with radioactive material.	14 Feb, 1 Mar, 5 Apr, 3 May, 7 Jun, 5 Jul, 2 Aug, 6 Sep, 4 Oct, 1 Nov, 6 Dec	VA
WHHR24	Ionizing Radiation Safety - Machines	Anyone using equipment emitting ionising radiation, such as X-Ray diffractometers.	11 May, then monthly	FTF
WHHR26	Laser Safety	Anyone using class 3 and/or 4 lasers.	12 Apr, then monthly once available online	FTF
WHHR12 (+13)*	Provide Advanced First Aid and Oxygen Resuscitation (+ Refresher)	Members of the First Aid Team who are expected to be able to provide oxygen.	8,15 & 22 Mar, 26/07, 02 Sep, 15,22 & 29 Nov; (1 Mar, 7 Jun, 11 Oct)	FTF, E
WHHR14*	Remote Area First Aid	Anyone working in remote areas, where immediate medical help is not available.		FTF, E
WHHR20 (+21)*	Safe Working at Heights (+ Refresher)	Anyone working at heights greater than 2 meters (including ladders), and supervisors authorising work carried out on roofs.	27 Mar, 1 Oct; (5 Jun, 4 Sep)	FTF, E
WHHR15 (+16)*	Senior First Aid (+ Refresher)	Basic first aid course for designated first aiders. 2-day course (1-day for the refresher).	Feb., May, July, Oct, Dec 2018; (Feb, May, Jul, Sep, Nov)	FTF, E
WHHR29	WHS Committee Member Training	Anyone holding a local or central WHS Committee position.	Online	P
WHHR30	WHS and Fieldwork Safety	Anyone undertaking field work, and anyone supervising those undertaking fieldwork.	Feb, Mar, Apr, Jul, 23 Aug, 20 Sep, 9 Nov, 6 Dec	FTF
WHHR34	WHS Incident Notification Training	All staff/students working/studying at RSC, unless closely supervised at all times (e.g. undergraduate students, short-term exchange students for collaborations, short-term visitors)	Online	P
WHHR32	Workshop and Trade Safety	All workshop staff.	14 Nov	FTF
SHHR02*	Mental Health First Aid	Aimed at a broad audience, from supervisor to Hrs student. All staff and students are strongly encouraged to attend in order to provide initial advice to co-workers in need, and to recognise early warning signs of mental illness.	12-13 Apr, 6-7 Sep, 1-2 Nov	FTF
OHSO05	Due Diligence for Senior Managers	Anyone with senior management responsibilities.	Online	P
IMHR01	Manual Task Risk Assessment	Designed for staff working in workshops or stores, where manual handling is required.	Online	P
IMHR02	OSLO Training	Occupational Strain Liaison Officers (OSLOs).	On request.	P, FTF
IMHR03	Office Ergonomic Essentials	Anyone who does extended periods of office work (e.g. thesis writing, admin staff, stores staff, academics)	Online	P
IMHR04	WHS and Injury Management for Supervisors		Online (not avail. yet as at March 2018)	P
SECECO	ANU Emergency Control Organisation	Anyone with Warden or emergency response responsibilities (i.e. Chief/Deputy Chief Wardens, Fire Wardens, Technical Officers, Communication Officers), or with involvement in emergency planning (e.g. Emergency Response Committee members). Any RSC members without such responsibilities are also very welcome to attend the training as it provides useful information on emergency responses in general. <a href="https://services.anu.edu.au/training/fire-safety-training">https://services.anu.edu.au/training/fire-safety-training</a>	Sign-up instructions and dates being obtained. In the interim, email <a href="mailto:fire.safety@anu.edu.au">fire.safety@anu.edu.au</a> for signing up.	FTF
N/A*	Fire Extinguisher Training	Mandatory for first responders (Wardens, TOs). Strongly recommended for anyone working in a high-hazard environment such as synthetic chemistry laboratories, biological laboratories,	Organised RSC wide once or twice a year (or whenever there is demand)	FTF, E

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		physchem laboratories. Organised by the RSC, provided by an external training provider.		
N/A*	Confined spaces (+ Refresher)	Any staff working in confined spaces.	On request	FTF, E
N/A	Asbestos Awareness	Mandatory for all staff and students, as per improvement request from Comcare.	Online	P
	* Provided through an external provider – costs involved. Talk to your supervisor for appropriate charge code.			
FTF	Face-to-Face			
E	Extremal training provider			
P	Pulse (online)			
W	Wattle (online)			
VA	VA Solutions (online)			

For the great majority of the courses, there are no charges (unless provided by external providers, such as first aid or breathing apparatus courses). However, a no-show fee applies if the course is not attended without appropriate notice. When signing up for the course, you will be asked for a charge code – please obtain a valid charge code from your supervisor. RSC will charge such a fee to the person’s research group in a no-show event.

If you encounter any difficulties signing up to a particular course, or you are not able to see a relevant training course on any of the three training platforms, email [hrd.development@anu.edu.au](mailto:hrd.development@anu.edu.au), addressing the issue to the Culture and Performance Development team (alternatively, call X55965 or X53657).

## RSC Internal Training

In addition to the ANU/external training courses, RSC requires its workers to be trained on-site on certain equipment or in certain techniques. Typically where hazardous materials/processes are involved or where complicated and/or expensive equipment is being used, workers ought to be trained appropriately by a senior group member, Technical Officer, Service Engineer (where applicable), or other relevant person. Such training must be documented (at a minimum, person who has been trained, who provided the training, what equipment/technique was being trained for, and when the training was done must be recorded).

**Table 2 – RSC training requirements. Training is provided by responsible staff or senior group members.<sup>§</sup>**

RSC Training Type	To be attended by	Training provided by*
Decanting liquid nitrogen	Anyone decanting/transferring nitrogen/helium (e.g. at the building 138 loading dock or at the decanting stations in building 137, X-Ray suite, laser labs, NMR rooms/suites).	Paul Carr, Nick Kanizaj, Daniel Bartkus, Adam Zupanic, Hideki Onagi
Decanting specialty gases (e.g. hydrogen, carbon monoxide)	Anyone decanting gases from pressurised gas cylinders.	Nick Kanizaj, Hideki Onagi, Daniel Bartkus
Medium/high pressure labs	Anyone intending to perform experiments at medium and high pressure using one of the two pressure laboratories.	Nick Kanizaj
Stinks and/or flames lab.	Anyone intending to work within the stinks or flames lab within building 137.	Nick Kanizaj
Bioreactor	Anyone intending to use the bioreactor in building 138.	Ruhu Qi, Daniel Bartkus
PC 1 (and 2) laboratories	Anyone working within biological laboratories.	Ruhu Qi, Hideki Onagi
X-Ray machines	Anyone intending to use any of the X-Ray diffractometers	Paul Carr, Jas Ward, Yun Liu/ Genmiao Wang (powder XRD)
Lasers	Anyone intending to use class 3 or 4 lasers.	Hendrik Maat, Genmiao Wang,
NMR instruments	All users of any RSC NMR instruments must receive training through relevant Technical Officer(s) prior.	Chris Blake, Gottfried Otting
MS Instruments	All users of any MS instruments within the MS suite (building 138) must receive training through relevant Technical Officer(s) prior.	Adam Carrol, Anitha Jeyasingham, Thy Truong

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Distillation apparatus	The RSC still has a set of solvent stills permanently set up. Any user must be trained, and all usage recorded.	Nick Kanizaj, Hideki Onagi
UV reactors	Anyone intending to use any of the UV reactors for UV-activated reactions at RSC.	Nick Kanizaj, Hideki Onagi, Hendrik Maat
Solvent Systems Purification	Cross-contamination of lines and spillage may occur, so all users of solvent purification systems (3 systems available at RSC as at January 2018) must be trained, and all usage must be recorded.	Nick Kanizaj
Chemical practices laboratory	Anyone working in a synthetic laboratories unsupervised	Nick Kanizaj
French Press	Anyone using the French Press in the biochemistry laboratories	Ruhu Qi
Centrifuges	Anyone using one of the ultra-centrifuges at RSC.	Ruhu Qi, Genmiao Wang, Daniel Bartkus
HPLC lab	Anyone using any of the communal HPLC equipment.	Daniel Bartkus, Hideki Onagi
Liquid decanting ammonia	Anyone intending to decant liquid ammonia from one of the cylinders.	Nick Kanizaj
*	Provided here are the names of senior staff that will be the first point of contact for training. Depending on the circumstances, the training may be supplied by or provided as a shared activity.	
§	Once training on the equipment or on the relevant technique has been provided, further supervision through other RSC staff/students (senior group members in most cases) might be needed to ensure competency.	

The contact details of relevant Technical Staff you find on the RSC contact list:

[https://seagull.anu.edu.au/rscdb/view\\_phone\\_list.php](https://seagull.anu.edu.au/rscdb/view_phone_list.php)