Appendix A WHS Induction, Training and Supervision Flowchart

**INDUCTIONS**

- **New Starter (including workers & HDR students)**
  - University WHS Induction (In Pulse - Mandatory for everyone new in first week - month)
    - School/Service Division WHS Induction (Mandatory for everyone new in first week to first month after complete University WHS Induction)
      - High Risk Areas WHS Induction (Mandatory for everyone before commencing work in the High Risk Area)
        - Working in High risk Area?
          - Yes: Work Safely Proficiency Training (Determined in High Risk Area WHS Induction by Supervisor/Delegate)
            - Activities requiring Tier 3 Training?
              - Yes
                - Supervisors to provide information, work instruction AND supervision (in accordance with the supervision table)
              - No
                - Compliance Training (Determined in School/Service Division WHS Induction in accordance with WHS Local Training Plan)
                  - Complete as soon as possible
          - No
            - Working in High risk Area?
              - Yes, compliance training relates to high risk areas must be completed before allowed to work in High Risk Areas
              - No
                - Start working and have a joyful time while in ANU

- **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

- **Training**
  - WHSMS Training
    - WHSMS and Due Diligence for Officers (Under development - currently WHS Due Diligence Framework) - Mandatory for all senior management
    - WHSMS for Supervisors and Managers (Under development - currently Comcare WHS for Managers) - Mandatory for all new supervisors and line managers
    - WHS for Workers and HDR Students (Under development - currently Comcare WHS) - Mandatory for all new supervisors and line managers
  - Compliance Training
    - (Determined in School/Service Division WHS Induction in accordance with WHS Local Training Plan)
      - Complete within first month
  - 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
      - Supervisors to provide information, work instruction AND supervision (in accordance with the supervision table)