### Australian School of Business OHS Training Requirements

#### Job Category

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Due Diligence</th>
<th>OHS Awareness</th>
<th>Ergonomics/Preventing Overuse Injury</th>
<th>Risk Assessment &amp; Control</th>
<th>Manual Handling</th>
<th>OHS Committee Training</th>
<th>First Aid</th>
<th>Fire Safety &amp; Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 hrs</td>
<td>2 hrs</td>
<td>1 hrs</td>
<td>1 hr</td>
<td>4 days</td>
<td>2 days</td>
<td>3 hrs</td>
<td>2 days</td>
</tr>
</tbody>
</table>

- **Senior Managers**
  (eg Deans, HOS, Directors of Research Centres and Administrative Units)
  - Due Diligence: ✓
  - OHS Awareness: ✓
  - Ergonomics/Preventing Overuse Injury: ✓
  - Risk Assessment & Control: ✓
  - Manual Handling: ✓
  - OHS Committee Training: ✓
  - First Aid: ✓
  - Fire Safety & Emergency: ✓

- **Managers & Other Persons with Supervisory Responsibility**
  (eg managers of offices, course coordinators, student supervisors)
  - Due Diligence: ✓
  - OHS Awareness: ✓
  - Ergonomics/Preventing Overuse Injury: ✓
  - Risk Assessment & Control: ✓
  - Manual Handling: ✓
  - OHS Committee Training: ✓
  - First Aid: ✓
  - Fire Safety & Emergency: ✓

- **Administrative Staff**
  (eg Administrative officers and assistants, other office-based staff)
  - Due Diligence: ✓
  - OHS Awareness: ✓
  - Ergonomics/Preventing Overuse Injury: ✓
  - Risk Assessment & Control: ✓
  - Manual Handling: ✓
  - OHS Committee Training: ✓
  - First Aid: ✓
  - Fire Safety & Emergency: ✓

- **Students**
  (research)
  - Due Diligence: ✓
  - OHS Awareness: ✓

### Who is responsible for the training

- OHS & Workers Compensation, HR
- Faculty organised workshops in coordination with HR or staff can registrar directly with OHS & Workers Compensation, HR
- Emergency Management Unit
- Training is only required when applicable to specific position

#### Please refer the following weblink for UNSW OHS Training Schedule

http://www.hr.unsw.edu.au/ohswc/ohs/ohs_training.html