

This guidance is an extract of the relevant responsibilities for supervisors from the University HSW Procedure for [HSW Information, Instruction and Training](#) (the provision of). The responsibilities listed below apply to supervisors of any task, activity or work area. Where supervisors require advice on how to meet these requirements in their workplaces, they should contact hswteam@adelaide.edu.au.

Process: Provision of information, instruction, training and supervision

- Ensure no access to those tasks, equipment or processes that require information, instruction, training and supervision prior to undertaking the activity. Refer to Section 3.1 of the handbook chapter HSW Training Plan for methods to do so.
- Provide the appropriate levels of information, instruction and training required for the workers you supervise and discuss this with them in accordance with Appendix A and Appendix B:
 - on commencement; and
 - when activities or responsibilities change that require specific information/instruction/training.
- Ensure the information, instruction and training for the activities undertaken by the worker are appropriate to the individual's ability and/or disability and the level of risk.
- Ensure that where a person you supervise will supervise others, then they are aware of their HSW responsibilities as a supervisor. (Refer to the HSW Training and Induction page for on-line information and resources for supervisors)
- Discuss, where appropriate, any potential exemptions for proficiency based training with the worker and relevant assessor (i.e. where the worker holds a degree/formal qualification in the relevant activity and has 3 years practical experience) and ensure the details for the exemption are recorded on Appendix C where applicable.
- Develop proficiencies and tools (if required) where level 2 training is conducted locally and in your control.
- Ensure the provision of adequate supervision to a worker for any activity in your control, which may place a worker at risk of injury, until they have the appropriate level of experience, proficiency or competency as required. (Note: it is not appropriate that the supervision is provided by a student.)
- Ensure where incident investigations identify a lack of instruction (level 2) and training (level 3) is a factor that it is appropriately reflected in the incident investigation report and corrective action is taken.

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Process: Records management

- Ensure that instruction and training records are being maintained in accordance with Appendix A in either hard copy or electronic copy.

This includes copies of:

Level 2 training

- Proficiency assessments (refer Appendix C);
- Local inductions for workers required to work with or access an area containing hazardous chemicals; and/or
- Any activity with a residual risk of High or Very High (excluding travel).

(Note: Level 2 training records may be recorded locally e.g. in a lab/workshop log book or stored electronically/hard copy.)

Level 3 training

- Licences;
- Certificates of competency;
- Certificates of attendance or statements of attainment.

(Note: Level 3 training is to be recorded by the worker in Staff Services On-line (SSO), where enabled, in accordance with section 4.2. Where Level 3 training is not enabled in SSO, it must be recorded locally e.g. in a lab/workshop log book, or other local recording system, electronically or in hard copy.)

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