

# WHS Training

## Work Health and Safety Directorate

## Mandatory Training Requirements

TRAINING COURSE	STAFF TO BE TRAINED	NOTES	MODE OF DELIVERY	FREQUENCY
<b>Anaphylaxis e-learning (APTSS*)</b>  MyPL Course Code – RG00126	All school based staff	Compulsory for all permanent, temporary and casual staff school based staff.	Online e-learning module required to be completed via the Department's e-Safety system.  To access this course please click <a href="#">here</a>	Every 2 years

**Please note:** all student teachers are required to provide proof of having undertaken the online ASCIA anaphylaxis training.

<b>Anaphylaxis (practical face to face course)</b>  MyPL Course Code – DV00029	School based staff	For schools that have students diagnosed as being at risk of anaphylaxis, as many staff members as possible should attend a practical face to face anaphylaxis course, including SASS and casual staff working in the school on that day.	Face to face for schools diagnosed with students at risk of anaphylaxis.  The NSW Anaphylaxis Education Program is the recommended training provider and can be contacted between 9-3pm Monday to Thursday on (02) 9845 3501 or email <a href="mailto:anaphylaxis@chw.edu.au">anaphylaxis@chw.edu.au</a>	Every 2 years
<b>Cardio-pulmonary resuscitation (CPR) training</b>  MyPL Course Code – DV00030	*While it is not compulsory for staff to attend this training it is to be made available to all staff within the school so as to enable a maximum number of staff to be trained.	For excursions involving swimming, water activities or overnight stays, a member of staff with current accreditation in CPR and emergency care must attend. Schools are required to arrange training annually	Each school is to arrange for annual face to face CPR training for staff to be conducted by appropriately qualified external providers.  <a href="https://detwww.det.nsw.edu.au/workhealthandsafety/training/cardiopulmonary-resuscitation-cpr">https://detwww.det.nsw.edu.au/workhealthandsafety/training/cardiopulmonary-resuscitation-cpr</a>	Annually
<b>e-Emergency Care</b>  MyPL Course Code – 151PLL086	All school based staff	Compulsory.	Online e-learning module  To access this course please click <a href="#">here</a>	Every 3 years

<b>WHS Induction for Employees</b>  MyPL Course Code – NR06185	All new staff including casuals	Compulsory with specific local level induction component	Part 1 - Online e-learning module  Part 2 - Local level induction – specific to individual workplaces – delivered at workplace.  To access the online module and local level documentation please click <a href="#">here</a> .	Delivered once for all new employees
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## Awareness Training

COURSE	RELEVANT STAFF	NOTES	MODE OF DELIVERY	FREQUENCY
<b>Control and management of asbestos in the workplace</b>  MyPL Course Code – NR06218	All staff – particularly those staff working with contractors on a regular basis	This e-learning module provides key information on what asbestos is, the health effect of asbestos exposure, policies and procedures and incident response protocols.	Online e-learning module  To access this module please go to our <a href="#">e-learning</a> web page.	N/A
<b>Establishing effective health and safety consultation arrangements in the workplace</b>  MyPL Course Code – NR06184	All staff	This e-learning module provides key information on how to effectively establish health and safety consultation arrangements in the workplace.	Online e-learning module  To access this module please go to our <a href="#">e-learning</a> web page,	N/A
<b>First Aid in the Workplace</b>  MyPL Course Code – NR06745	All school based staff	This course has been developed to enable school based staff and school first aid officers to further develop their knowledge and understanding of first aid requirements within departmental workplaces.	This course is available for face to face delivery by your <a href="#">local WHS Consultant</a>	N/A
<b>General WHS Awareness</b>  MyPL Course Code – NR06411	All staff	This course provides participants with an overview of key WHS concepts as well as information on their application within the Department, such as hazard identification and risk management.	This course is available for face to face delivery by your <a href="#">local WHS Consultant</a>	N/A
<b>Health and Safety Committee Awareness</b>  MyPL Course Code – NR06588	HS Committee Members	This course is for workplaces that have agreed to a Health and Safety Committee as an appropriate form of WHS consultation.	This course is available for face to face delivery by your <a href="#">local WHS Consultant</a>	N/A
<b>HSR Training</b>	Elected HSRs/DHSRs	WorkCover accredited course. Training is not compulsory.	Five day face to face course	N/A

<b>Manual Handling</b> MyPL Course Code – NR06333	All staff	This course provides an overview of hazards and risks associated with manual handling tasks and include methods for correct lifting, bending and reaching without causing damage or injury.	This course is available for face to face delivery by your <a href="#">local WHS Consultant</a>	N/A
<b>Preparing and responding to bush fires</b> MyPL Course Code – NR07134	Staff located in workplaces listed on the Department's bush fire register	This e-learning module has been developed to support schools in bush fire prone areas to prepare and respond to bush fires.	Online e-learning module To access this module please go to our <a href="#">e-learning</a> web page.	N/A
<b>Resolving health and safety issues in the workplace</b> MyPL Course Code – NR06186	All staff	This e-learning module provides key information on how to resolve health and safety issues in the workplace.	Online e-learning module To access this module please go to our <a href="#">e-learning</a> web page.	N/A

## Other non-WHS based training

COURSE	RELEVANT STAFF	NOTES	MODE OF DELIVERY
Chemical safety in schools	Applies to relevant staff	DEC requirement; module available on web. Refresher training needed periodically.	Self-paced reading and staff training modules – see <a href="#">CSIS Workplace Training</a>
Child protection	All staff	Compulsory; organise within school using materials provided by Employee Performance and Conduct Directorate	Staff training sessions delivered to all staff in staff meeting sessions <a href="https://detwww.det.nsw.edu.au/lists/directorates/az/stuwelfare/stuwellbeing/childprotect/cptrainin/index.htm">https://detwww.det.nsw.edu.au/lists/directorates/az/stuwelfare/stuwellbeing/childprotect/cptrainin/index.htm</a> Available in an online module: <a href="https://www.det.nsw.edu.au/proflearn/cpat/index.html">https://www.det.nsw.edu.au/proflearn/cpat/index.html</a>
e-APMAS	School administrative and support staff	Compulsory for school administrative and support staff with a responsibility for assisting a student to administer prescribed medication.	Online self-paced e-learning module. <a href="https://detwww.det.nsw.edu.au/lists/directorates/az/proflearn/eapmas/e_learn.html">https://detwww.det.nsw.edu.au/lists/directorates/az/proflearn/eapmas/e_learn.html</a>

\*APTSS (Australian Professional Teaching Standards)