

The University of Melbourne
Faculty of Medicine Dentistry and Health Sciences

SCHOOL: MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES

LOCATION: REDMOND BARRY BUILDING & CARDIGAN ST CLINIC (HEALTH SERVICES)

OHS Online Training Completion Rates:

As at 14 th December 2017	OHS Roles and Responsibilities for staff/ students	Manual Handling
Staff (all)	80%	59%
PhD students (all)	74%	72%
PhD students (2017)	68%	77%
MPsych students (All)	55%	67%
MPsych students (2017)	39%	64%
Tutors Semester 2	91%	78%
Casual Research Assistants	71%	67%
Honours Students (Specific Module 'Scholarly Selective Students')		96%

As at 30 th April 2018	OHS Roles and Responsibilities for staff/ students	Manual Handling
Staff (all)	73%	54%
PhD students (all)	61%	62%
PhD students (2018)	63%	63%
MPsych students (All)	39%	47%
MPsych students (2018)	57%	55%
Tutors Semester 1	47%	47%
Casual Research Assistants	38%	50%
Honours Students (Specific Module 'Scholarly Selective Students')		65%

Challenges:

- Nil

Proposed Strategy: (Adopted changes rolled over from 2017)

- Review of local training register taking place, working with School Academic Coordinators and Contracts Officer to obtain current lists of enrolled and departed Students, employed Casuals/Staff/Tutors (over five hundred entries in place).
- Additional reminders to be sent out (2nd round).
- 3rd round reminders to come from Head of School as urgent requirement to complete; (new addition) and also include Academic course coordinators as CC in email.
- Students inducted before 2017 to receive email reminder from HoS
 - *Members proposed for group program coordinators to send out reminders as second round reminder following 3rd round from HoS.*