

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 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%

As at 4 th June 2018	OHS Roles and Responsibilities for Snr. Management* (Target >95%)	OHS Roles and Responsibilities for staff/ students	Manual Handling	Appropriate Workplace Behaviour
Staff (all)	100%	76%	56%	73%
PhD students (all)		56%	54%	
PhD students (2018)		30%	30%	
MPsych students (All)		57%	58%	
MPsych students (2018)		53%	51%	
Tutors Semester 1		48%	48%	
Casual Research Assistants		29%	42%	
Honours Students (Specific Module 'Scholarly Selective Students')		69%		
Masters of Psychology 2018		27%		

* Senior Management include: Dean, Head of School, Head of Department, Academic Leads, School Manager, Director/CEO, CRM, SOM

Challenges:

- Training completion figures are below the 90% target rate – further reminders to be communicated.

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.