

# UNSW SCHOOL OF PHYSICS OHS MANAGEMENT SYSTEM

## TRAINING RECORDS LOCATION

Training Type	Person Responsible for Records	Record Location
Advanced Wardens Course	SECO-Newton*/OHS Officer	WG6 Ph 55377
Area OHS Supervisor	OHS Officer	128B 56300
Biological Safety	Biological Safety Supervisor	LG3 55714
Compressed Gases	LN2 Training Coordinator*/OHS Officer	101A 54543
Due diligence	OHS Officer	128B 56300
Ergonomics	OHS Officer	128B 56300
First Aid Officers	First-Aid Coordinator	61A 55649
First Attack Firefighting /Workplace Evacuation	SECO-Newton*/OHS Officer	WG6 55377
Hazardous Substances	OHS Officer/RMU <sup>#</sup>	128B 56300
Hydrofluoric Acid	John Tann	LG45 54541
Inductions	Area Supervisor	Laboratory File
Inductors	OHS Officer	128B 56300
Laboratory Safety Awareness	OHS Officer	128B 56300
Laser Eye Examination	Laser Safety Coordinator	LG45 54541
Laser Safety in the Laboratory	Laser Safety Coordinator*/OHS Officer	LG45 54541
Liquid Nitrogen Handling and Safety	LN2 Training Coordinator*/OHS Officer	101A 54543
OHS Awareness	OHS Officer	128B 56300
OHS Consultation (OHS Committee training)	OHS Committee chair/OHS Officer <sup>#</sup>	WG8 55329
OHS Risk Management for Supervisors	OHS Officer	128B 56300
Portable Appliance Testing (PAT)	PAT Coordinator	LG45 54541
Preventing Occupational Overuse Injury	OHS Officer	128B 56300
Radiation Safety	Radiation Safety Officer/RMU <sup>#</sup>	LG3 55714
Risk Assessment and Control	OHS Officer	128B 56300

### Key:

Biological Safety Supervisor- Krystyna Wilk  
 First-Aid Coordinator- Joji Conducto  
 Laser Safety Coordinator- John Tann  
 LN2 training Coordinator- Patrick McMillan  
 OHS Committee Chair- Jack Cochrane  
 OHS Officer- Jon Everett  
 PAT Coordinator- John Tann  
 Radiation Safety Officer- Krystyna Wilk  
 RMU- Risk Management Unit  
 SECO-Newton- Bob Starrett  
 SECO-OMB- Joji Conducto

\*Original, copy to OHS Officer

<sup>#</sup> Original, copy held locally

Updated by Jack Cochrane OHS Committee Chair Date: 7th December 2005
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Note: Area Supervisors would normally have a copy of all training undertaken by staff/students in their area