

OHS eLearn guide for schools

Purpose

To provide information and instruction to school staff and principals on accessing, completing and monitoring the department's occupational health and safety (OHS) eLearns.

Mandatory and role-based OHS eLearns are designed to increase awareness and understanding of employee health and safety, ensuring all staff contribute to a strong safety culture. They provide critical information to all school staff on how to work safely and prevent injury, covering topics that address common workplace risks and hazards.

These OHS eLearns apply to all new and existing Victorian government school staff.

Staff completing these eLearns ensures that schools are compliant with requirements under the *Occupational Health and Safety Act* to ensure that staff complete OHS training.

Mandatory OHS eLearns

Mandated OHS eLearns are allocated based on learner class (in eduPay). See the table below.

Learner class	Mandatory assigned eLearn modules	Completion requirements
Teaching / non-teaching school staff	<ul style="list-style-type: none"> ✓ OHS for employees* ✓ Hazard and incident management ✓ Ergonomics ✓ Manual handling ✓ Slips, trips and falls prevention ✓ Infection prevention and control for schools 	<ul style="list-style-type: none"> • Within three months of commencement of employment • Every two years
Principal Class	<ul style="list-style-type: none"> ✓ Hazard and incident management ✓ OHS for employees* ✓ Asbestos management ✓ Contractor and volunteer OHS management ✓ Ergonomics ✓ Manual handling ✓ Slips, trips and falls prevention ✓ Return to work (RTW) coordinator roles and responsibilities ✓ Infection prevention and control for schools 	<ul style="list-style-type: none"> • Within three months of commencement of employment • Every two years

*The previous OHS for managers and principal training module has been replaced with the newly developed 'OHS for employees' eLearn.

All school staff are required to complete the mandatory OHS eLearns on commencement of employment and every 2 years to ensure their OHS knowledge stays up to date. Once enrolled, staff have 3 months to complete these before they are flagged as overdue.

Role-based OHS eLearns

Role-based OHS eLearns are designed to provide further information to school staff due to the specific role they perform at the school. School staff performing a specific role are required to undertake all role-specific eLearns which are to be completed in addition to the above mandatory OHS eLearns.

Role	eLearns
Facilities manager, gardener, handyperson	Chemical management Understanding and following safe work procedures
Any employee who drives during work time	Safe-work related driving
Technology teacher (woodwork, metal work)	Technology safety
Business manager, administration staff and staff who work with claims management, including RTW coordinator	Workers' compensation claims management
Lab technicians, Science teachers, and primary school teachers conducting science experiments	Chemical management

Enrolment into the OHS eLearns

The LearnED system automatically enrolls all school staff into the relevant mandatory OHS eLearns on commencement of employment and every two years. School staff receive an automatic email to inform them of this and the required completion date (i.e. within 3 months).

For OHS role-based eLearns, principals need to enroll staff into the relevant OHS role-based eLearns depending on the specific roles they perform at the school.

Once enrolled, school staff can complete the eLearn by launching the eLearn from their My LearnED > 'My Learning' tab in eduPay.

At any time, school staff and principals may enrol into any relevant OHS eLearn as part of their professional development plan or where the following has occurred (including but not limited to):

- failure to follow process outlined in the Safe Work Procedure on how safely use and operate equipment safely
- an incident involving an employee, contractor or volunteer worker performing the task
- a task/process or equipment has been changed and requires all staff to re-fresh their competency.

Accessing the eLearns

All OHS eLearns can be accessed via 'LearnED' > 'Find Learning' tab, by logging into eduPay at: [eduPay login](#). Refer to the [Quick Reference Guides](#) for further instructions.

Monitoring and recording completion of eLearns

The principal or their delegate is responsible for ensuring that all school staff complete their allocated OHS eLearns within three months of enrolment. To support eLearn completion, principals are encouraged to provide time for staff to complete these.

If the eLearns are not completed within this timeframe, they will be flagged as 'overdue' on the LearnED dashboard which will alert the principal.

Principals can manage and monitor staff eLearn completion rates through their dashboard on LearnED. Where monitoring the completion of eLearns is allocated to a delegate, the principal will need to extract the Learning Status Report from LearnED. Please refer to the relevant [Quick Reference Guides](#) for further instructions.

School staff can view the status of their eLearns via the "My LearnED > 'My Learning' tab in eduPay. Please see relevant [Quick Reference Guides](#) for further instructions.

All OHS eLearn training records are managed in LearnED, therefore the OHS induction and training register does not need to be updated with the OHS eLearn modules.

The OHS induction and training register supports the planning and monitoring of other OHS training that falls outside of the LearnED platform (see the [OHS Induction and Training Policy](#) for further information).