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Health and Safety Induction

When you first commence work at UNSW staff are required to complete a Health and Safety Induction within fourteen (14) days of commencing work. Most new starters will be automatically enrolled into the appropriate induction module and will be advised via email when their induction is ready to complete. For staff that are not picked up in the automatic enrolment, your supervisor or yourself may initiate the induction from within myUNSW.

Note: Staff working in laboratories are required to complete the Lab induction after they have completed the general induction. Laboratory staff should initiate a lab induction from myUNSW upon completion of the University wide general induction.

Health and Safety Training and Induction Procedure

Refer to the HS320 HS Training and Induction Procedure for detailed information regarding induction and training requirements for new staff and the responsibilities of supervisors to complete inductions.

Accessing Your Induction

STEP 1: Access WHS Inductions

Log in to MyUNSW and go to **My Staff Profile**. Click on **Manage My Profile** to select **WHS Inductions** or click on the link that has been sent to you via email. You will see any inductions that have been set up for you.

STEP 2: Submit the Induction

Answer the questions as they are displayed on the screen (the questions often provide links to find out further information). You can either complete the induction in one go and then click on **Submit to Supervisor** for review and finalisation or you can **Save as Draft** the induction and come back to complete it at a later time. Once you have submitted the induction to your supervisor, they will receive an automated email requesting that they review and finalise the induction. Once they have reviewed the responses to the questions they will add any additional health and safety courses that you need to complete and send the induction back to you for your final review and acceptance.

STEP 3: Complete the Induction

Review any laboratory training courses that your supervisor has indicated you should attend (if relevant). Once you have reviewed the induction you need to either **Accept the Induction** or **Reject the Induction**. If you reject the induction, an email will be sent to your nominated supervisor/responsible person advising them that you have not accepted the modified induction. At this stage it is a good idea to have a conversation with your supervisor if you do not agree with their assessment of your induction.

You can view your completed induction at any time by accessing **WHS Inductions** and then selecting **My Inductions**.

Initiating an Induction – Staff Member

STEP 1: Access WHS Inductions

Log in to MyUNSW and go to **My Staff Profile**. Click on **Manage My Profile** to select **WHS Inductions**.

STEP 2: Add Induction

Click on **Add Induction**.

New Inductions

Empl Rcd#	Position	Department	
0	Administrative Assistant		<input type="button" value="Add Induction"/>

STEP 3: Select Induction Template

Select the relevant Induction from the drop down menu:

- Academic and Professional Staff choose: New Induction 006
- Employees located in the Tyree Building choose: Tyree Energy Technologies Building Induction

Please select the Induction that you are required to complete. You will also need to nominate a 'Supervisor' or 'Person Responsible' for your Induction.

New Induction

Induction Name

STEP 4: Nominate a Supervisor or Responsible Person

Your supervisor's name will be automatically displayed as the person who is responsible for your induction. If you need to change this person, enter their name or Employee ID and click on **Search** to locate and select the new responsible person. Click on **Next** to commence the Induction.

Supervisor/Responsible Staff

Responsible Staff Member

Select New Staff Member Responsible

Search by Last name, First name (no space) i.e Smith, John
Note: For hyphenated names do not include the hyphen i.e. SmithLee, John

OR

STEP 6: Submit the Induction

Answer the questions as they are displayed on the screen (the questions often provide links to find out further information). You can either complete the induction in one go and then click on **Submit to Supervisor** for review and finalisation or you can **Save as Draft** the induction and come back to complete it at a later time. Once you have submitted the induction to your supervisor, they will receive an automated email requesting that they review and finalise the induction. Once they have reviewed the responses to the questions they will add any additional health and safety courses that you need to complete and send the induction back to you for your final review and acceptance.

STEP 7: Complete the Induction

Review any laboratory training courses that your supervisor has indicated you should attend (if relevant). Once you have reviewed the induction you need to either **Accept the Induction** or **Reject the Induction**. If you reject the induction, an email will be sent to your nominated supervisor/responsible person advising them that you have not accepted the modified induction. At this stage it is a good idea to have a conversation with your supervisor if you do not agree with their assessment of your induction. You can view your completed induction at any time by accessing **WHS Inductions** and then selecting **My Inductions**.

Initiating an Induction – Supervisor /Responsible Person

STEP 1: Access WHS Inductions

Log in to MyUNSW and go to **My Staff Profile**. Click on **Manage My Profile** to select **WHS Inductions** then click on **Assign Inductions**.

STEP 2: Assign Induction

Enter the Employee ID or search for the employee and then click on **Add an Induction** to commence setting up the induction.

Select Inductee

Select Staff Member To Assign Induction

Search Staff

Search by Last name,First name (no space) i.e Smith,John

Note: For hyphenated names do not include the hyphen ie. SmithLee,John

OR

Search Staff ID

Search Results

Person Name	Position Name	Department Name	Add Induction
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STEP 3: Select Induction Template

Select the relevant Induction from the drop down menu:

- Academic and Professional Staff choose: New OHS Induction 006
- Employees located in the Tyree Building choose: Tyree Energy Technologies Building OHS Induction

Please select the Induction that you are required to complete. You will also need to nominate a 'Supervisor' or 'Person Responsible' for your Induction.

New Induction

Induction Name

New OHS Induction 006



STEP 4: Nominate a Supervisor or Responsible Person

Your name will be the default Supervisor/Responsible Person, to change the person responsible for ensuring this induction is complete enter the name or Employee ID and click on **Search** to locate and select the new responsible person. Click on **Save** and an automated email will be sent to the person requesting they complete the induction within 14 days.

Supervisor/Responsible Staff

Responsible Staff Member

Tippett,Julie Michelle

Select New Staff Member Responsible

Search Staff

Search by Last name,First name (no space) i.e Smith,John

Note: For hyphenated names do not include the hyphen ie. SmithLee,John

OR

Search Staff ID

Back

Save

Review an Induction - Supervisor /Responsible Person

Once an induction has been completed the Supervisor/Responsible is required to review the induction and enter any Health and Safety Training Requirements.

STEP 1: Access WHS Inductions

Log in to MyUNSW and go to **My Staff Profile**. Click on **Manage My Profile** to select **WHS Inductions** then click on **Manage Inductions**.

STEP 2: Induction Summary Page

Listed on this page are inductions that have been completed by your team and current inductions in progress. You can review both completed and current inductions by clicking **Select**.

Current Inductions

Inductee	Department	Induction	Date Created	Supervisor	Status
		New OHS Induction 006	25/06/2015		Submitted to Supervisor

Completed Inductions

Inductee	Department	Induction	Date Created	Supervisor	Status
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STEP 3: Review Individual Induction

Review the answers submitted by the employee and enter any relevant work health and safety training courses that need to be attended (select course from the drop down menu, to add more than one course, click on **Add Answer**). More information regarding training plans and training requirements can be found in the HS320 HS Training and Induction Procedure located on the Health and Safety Website.

Laboratory Staff/Student Training Courses

Supervisors: Please select the training courses you want this staff member to complete.

Laboratory Staff/Student Courses - [More Information](#) (optional)

<input type="checkbox"/>	<input type="text"/>
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STEP 4: Review Supervisor/Responsible Person

If this induction should be reviewed by a more appropriate person, select the new responsible person.

Supervisor/Responsible Staff

Supervisor

Tippett,Julie Michelle

Select New Supervisor

<input type="text"/>	<input type="button" value="Search Staff"/>
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Search by Last name,First name (no space) i.e Smith,John

Note: For hyphenated names do not include the hyphen i.e. SmithLee,John

OR

<input type="text"/>	<input type="button" value="Search Staff ID"/>
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STEP 5: Reject or Accept Induction

If the induction questionnaire has been satisfactorily completed then click on **Submit to Inductee**. If the induction requires further completion by the employee click on **Reject Induction** to send the induction back to the employee. The employee will receive an automated email asking them to review the induction again after you have added any training or required information. The employee will then **Accept the Induction** or **Reject the Induction**. If they reject the induction it is advisable to commence a discussion to see why you are not in agreement in regards to induction requirements. Once agreed, the employee then **Accepts the Induction** and the process is complete. You can view the status of any of your team's inductions at any time by selecting **Manage Inductions**.