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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.

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

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.

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.

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

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.
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.

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.

STEP 4: Review Supervisor/Responsible Person
If this induction should be reviewed by a more appropriate person, select the new responsible person.

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.