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Overview



Keep Safe hosts a number of inductions for staff, contractors and volunteers/visitors.

Ensure that you check on the [WHS Induction Links](#) web page to confirm where you need to complete your inductions as different cohorts complete their inductions on potentially different platforms (Keep Safe or Mylearn).

The following inductions are available for completion in Keep Safe:

1. **WHS Contractor and Visitor Induction** (Contractors and Volunteers/Visitors only)
2. **Building Warden Part A Induction** (Staff and Contractors)
3. **WHS Laboratory Induction for cleaners** (Contractors only)
4. **UNE SMART Farms – External User Inductions** (Contractors and volunteers/Visitors)

Accessing and completing an induction in Keep Safe

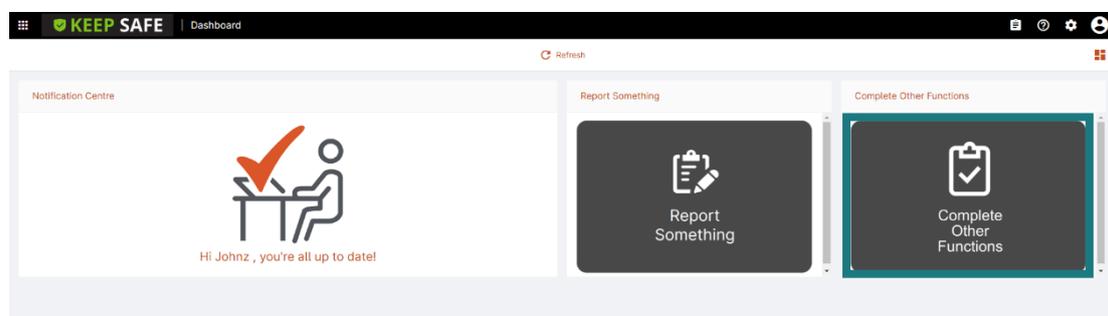
Note that you must have a Keep Safe user account to access this platform. See your supervisor if you haven't been given this.

1. Keep Safe access links. Select the appropriate link below and log in with your username and password:

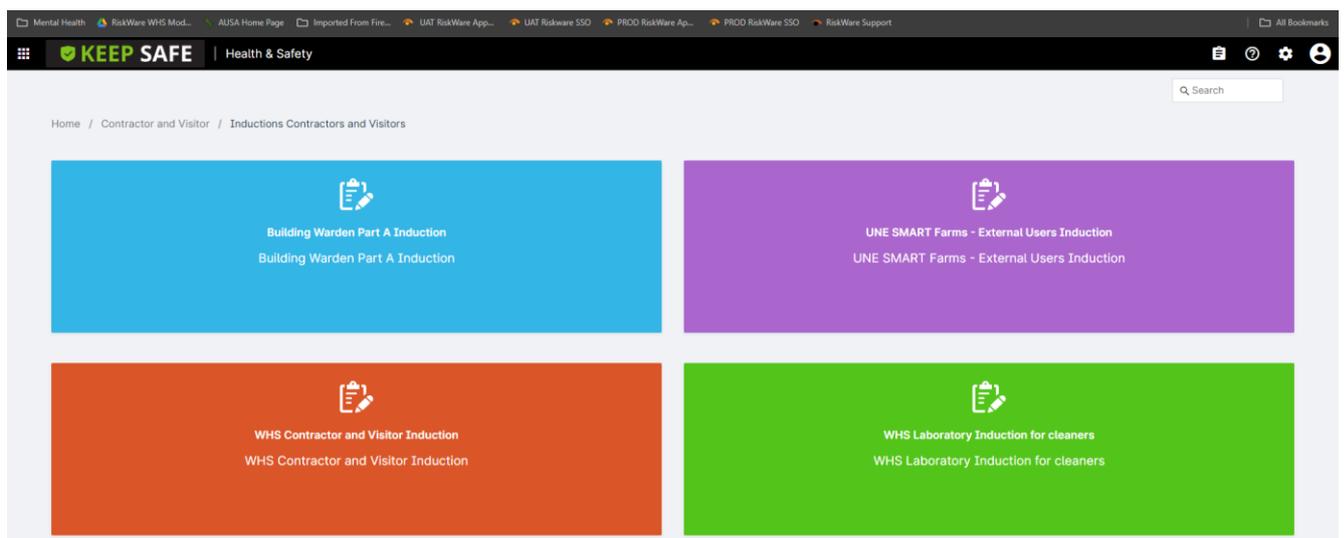
[Contractor Keep Safe Access](#)

[Staff & Student Keep Safe Access](#)

2. From your dashboard select the tile "*Complete Other Functions*". Scroll down your dashboard as this tile may be located in an alternative position to that shown below.



3. Select whether you are either a *Contractor or Visitor* or *Staff member*.
4. Select "*Other Functions ...*"
5. Select "*Inductions ...*"
6. Select the specific Induction you are required to complete. If you need to do more than one induction, complete the first induction and then return to this screen to complete any subsequent induction.



7. Once you have entered the induction, follow the instructions at the top of the form relating to learning material.

Completing your UNE WHS Contractor and Visitors Induction

This induction is only for Contractors and Visitors.

Click on the following link and review the induction learning material.

[PDF Link](#)

Once reviewed complete the following quiz.

About You

* Who is completing the induction?

Johnz Testzz

* UNE Supervisor

8. After having reviewed all the learning materials, complete all the mandatory fields marked with an asterisk (*) and complete the quiz.
9. You will need to obtain 100% correct answers to pass the induction. If you get a question wrong, you will be given feedback at the end of the form to review the incorrect question. The below example screenshot indicates that Q28 is incorrect.

SOP

A) Safety Hub on the UNE Website
B) Request copies from your supervisor
C) All of the above

* Q33: Where do you find risk assessment forms such as SWMS or SOP

A

B

X

Review

To ensure a safe work environment for you and those around you, it is important that you understand the University of New England's expectations.

Please review question 28

Save Draft Cancel Submit

10. When you have completed the questionnaire, press "*Submit*". Note if you need to complete another induction you can return to your Keep Safe home page by clicking on the Keep Safe icon in the top right hand corner.
11. Once successfully submitted, you and your supervisor will receive an email confirming that you have completed the induction. This will need to be used as evidence of your induction completion.
12. If you are required to complete more than one induction, all the confirmation emails will be required to be used as evidence of your induction completion.