Reviewing Keep Safe induction records



13/12/24

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Overview



There are a number of inductions that are completed in Keep Safe. These are summarised in the following table which also states which type of people use these inductions. Note that Staff and Students typically complete most of the training and induction requirements in MyLearn.

Induction	Completed by			
	Contractor & Visitors	Staff	Student	
WHS Contractor & Visitor General Induction	Yes	No	NA	
UNE SMART Farms - External Users Induction	Yes	No	NA	
Building Warden Part A Induction	Yes	Yes	NA	
WHS Laboratory Induction for cleaners	Yes	No	NA	

The following documents explains who become registered for access to allow review of the Keep Safe induction records.

Requesting an existing Keep Safe user to be able to review Keep Safe induction records

- 1. To allow a person to review the induction records they will need to have an existing Keep Safe user account, either Staff or Contractor.
- 2. An email to <u>whs@une.edu.au</u> must be sent from the person's Staff supervisor requesting the user be added to the Inductions Review functionality.The email must cover the following points;

Username: User email address: Reason induction records access is required for this user: Business Unit Requesting Access:

Reviewing all completed inductions records

The following approach is used to view the completed induction records.

- 1. Access Keep Safe Dashboard
- 2. If this is your first time reviewing induction records you will need to refresh your dashboard so that you obtain access to the Report Tile. If you have already completed an engagement skip ahead to point 4.
- From your Dashboard Home page (click on the Keep Safe logo to return to this screen) select the Customise my dashboard (I) from the top right-hand side of your dashboard. In the window that opens click on the "Reset To default" button on the bottom right-hand side adjacent the Close button. You will then be requested to confirm you want to Reset your Dashboard
- 4. Scroll down your dashboard so you can see the tile named "*Induction Registries*". On this tile click on the induction record you would like to review.
- 5. A report will be displayed showing the names of people who have completed these inductions. If you click on the person's name you will see a column showing the "Date Completed". These records can also be extracted by clicking on the "Export" in the top centre of the dashboard.

The below screenshot shows inductions records for Building Warden Training.

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		C Refresh					
	Main Fields				Completed By		
Name	[Checklist ID]	[Checklist Question]	[Date Completed]	[Response]	Business Unit	Employee Reports To	
Grant Prater (31)							
> Peter William Hos (31)							
> pan support (31)							