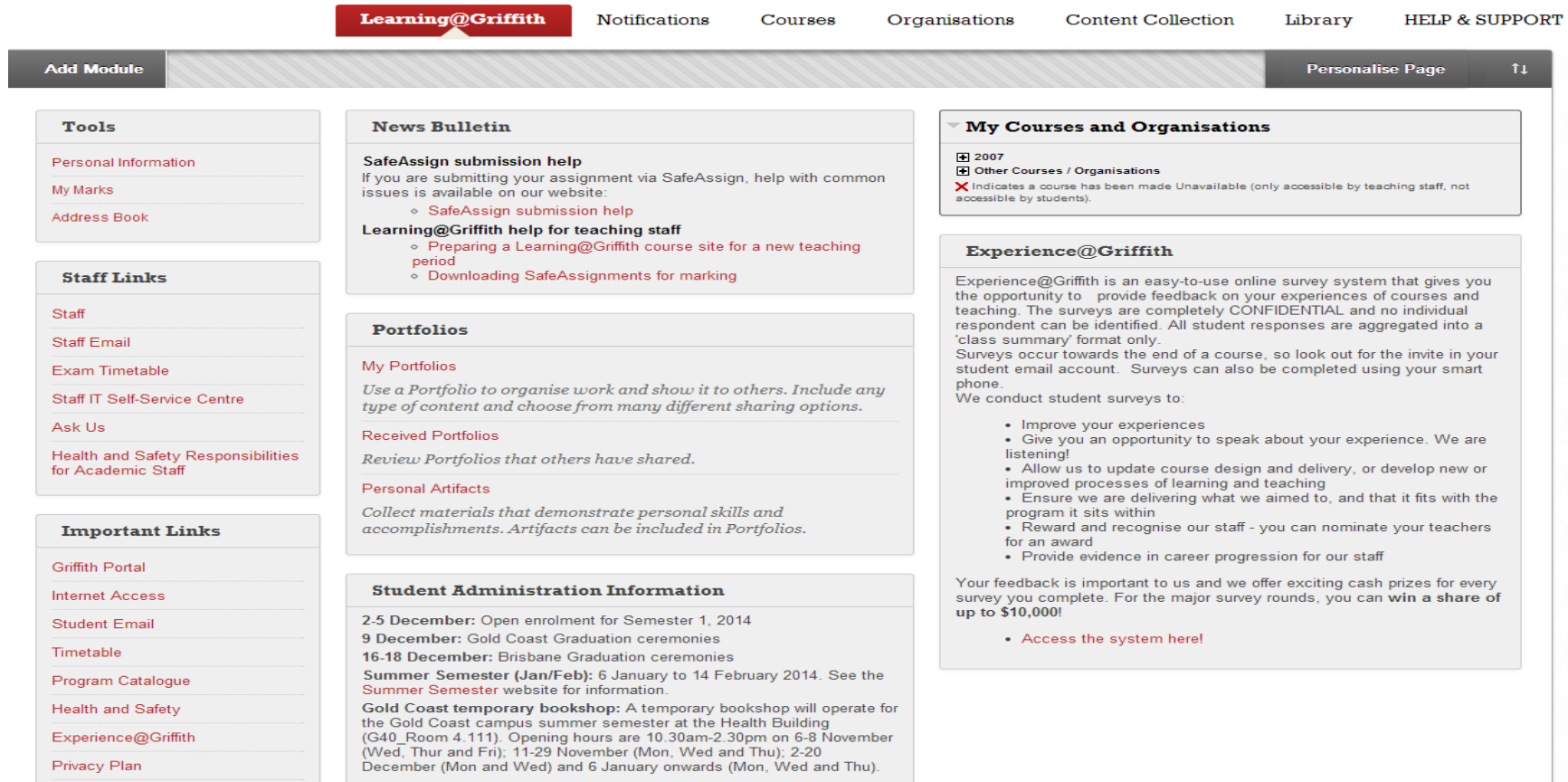


Accessing Workplace Health, Safety and Wellbeing On-Line Training Modules

1. Log into Learning at Griffith (this is an intranet site and you will need to log in via the Griffith Single Sign-On). Your screen should look like the screen shot below.
2. Select 'Organisations'.



The screenshot shows the Learning@Griffith website interface. At the top, there is a navigation bar with the following items: **Learning@Griffith**, Notifications, Courses, Organisations, Content Collection, Library, and HELP & SUPPORT. Below the navigation bar is a header area with "Add Module" on the left and "Personalise Page" with an up/down arrow on the right. The main content area is divided into several panels:

- Tools:** Personal Information, My Marks, Address Book.
- Staff Links:** Staff, Staff Email, Exam Timetable, Staff IT Self-Service Centre, Ask Us, Health and Safety Responsibilities for Academic Staff.
- Important Links:** Griffith Portal, Internet Access, Student Email, Timetable, Program Catalogue, Health and Safety, Experience@Griffith, Privacy Plan.
- News Bulletin:** SafeAssign submission help (with sub-points: SafeAssign submission help, Learning@Griffith help for teaching staff, Preparing a Learning@Griffith course site for a new teaching period, Downloading SafeAssignments for marking).
- Portfolios:** My Portfolios (Use a Portfolio to organise work and show it to others. Include any type of content and choose from many different sharing options.), Received Portfolios (Review Portfolios that others have shared.), Personal Artifacts (Collect materials that demonstrate personal skills and accomplishments. Artifacts can be included in Portfolios.).
- Student Administration Information:** 2-5 December: Open enrolment for Semester 1, 2014; 9 December: Gold Coast Graduation ceremonies; 16-18 December: Brisbane Graduation ceremonies; Summer Semester (Jan/Feb): 6 January to 14 February 2014. See the Summer Semester website for information; Gold Coast temporary bookshop: A temporary bookshop will operate for the Gold Coast campus summer semester at the Health Building (G40, Room 4.111). Opening hours are 10.30am-2.30pm on 6-8 November (Wed, Thur and Fri); 11-29 November (Mon, Wed and Thu); 2-20 December (Mon and Wed) and 6 January onwards (Mon, Wed and Thu).
- My Courses and Organisations:** 2007, Other Courses / Organisations. A note indicates that a red 'X' icon indicates a course has been made Unavailable (only accessible by teaching staff, not accessible by students).
- Experience@Griffith:** Experience@Griffith is an easy-to-use online survey system that gives you the opportunity to provide feedback on your experiences of courses and teaching. The surveys are completely CONFIDENTIAL and no individual respondent can be identified. All student responses are aggregated into a 'class summary' format only. Surveys occur towards the end of a course, so look out for the invite in your student email account. Surveys can also be completed using your smart phone. We conduct student surveys to:
 - Improve your experiences
 - Give you an opportunity to speak about your experience. We are listening!
 - Allow us to update course design and delivery, or develop new or improved processes of learning and teaching
 - Ensure we are delivering what we aimed to, and that it fits with the program it sits within
 - Reward and recognise our staff - you can nominate your teachers for an award
 - Provide evidence in career progression for our staff
 Your feedback is important to us and we offer exciting cash prizes for every survey you complete. For the major survey rounds, you can win a share of up to \$10,000!
 - [Access the system here!](#)

3. In the 'Organisation Search' field insert "health and safety" and select go.

Learning@Griffith Notifications Courses **Organisations** Content Collection Library HELP & SUPPORT

Organisation Search

 Go

My Organisations

Organisations where you are: Leader

Health and Safety Induction - WIL Placements

Laboratory Induction

Workplace Health and Safety

Institution Discussion Boards

No Discussion Boards have been selected for display.

Organisation Catalogue

► [Browse Organisation Catalogue](#)

4. Hover over "OTS" and click on the down button. Select "Enrol" and "Submit".

Organisation ID ▲	Organisation Name	Leader Names	Description	Textbooks
EPS_WORK_PLACEMENT	Health and Safety Induction - WIL Placements	Sean McKenna, Kerry Longster, Nicole Wall, Mary-Ann Shuker, Ganeshan Rao, Sabina Latifovic		
FLAS_HEALTH_SAFETY	Student Basic Health and Safety Induction	Grant Shepherdson, Susie Head, Mary-Ann Shuker, Sean McKenna		
OTS	Workplace Health and Safety	Dale Hansen, Kerry Longster, Sabina Latifovic, Lynette Reville, Nicole Wall, Colin Smith, Sheila McCarthy, Kim De La Haye		

Displaying 1 to 3 of 3 items | [Show All](#) [Edit Paging...](#)

5. You can now begin your training.

If you have any further queries regarding this training, please contact safety@griffith.edu.au.