Maintaining Training Certifications

Step 1: Log into GSafe

You can log into GSafe from the Health, Safety & Wellbeing page https://www.griffith.edu.au/health-safety-wellbeing by selecting the link at the 'Access GSafe desktop edition >' button.

GSAFE - SAFETY MANAGEMENT SYSTEM — Log an incident / injury / hazard / near miss. Complete a risk assessment / audit / lab application — Access GSafe desktop edition >
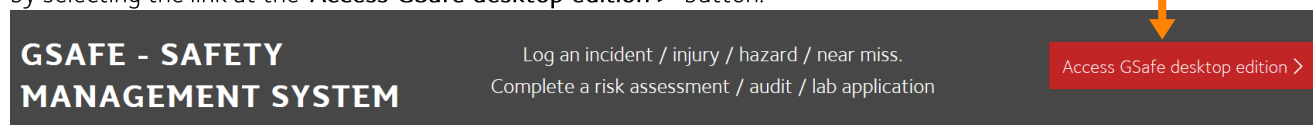
Figure 1

Step 2: Access the Certifications Register

Open the certifications register by selecting the underlined text (Certifications) adjacent to the icon (Figure 2).

The certifications are displayed as entries in rows. Certifications for both people and locations are displayed which can be sorted by the first column 'Certification Name' (Figure 3).

Certifications
Maintain certifications and training

Figure 2

All Certification Assignments

Certification Name	Assignment	Certification Class	Licence Number	Status	Valid From	Valid To
Health and Safety Induction	standard user (standard)	Person		Valid	01/06/2020	31/05/2021
Laboratory, Workshop and Studio Safety	standard user (standard)	Person		Valid	01/06/2020	31/05/2021
Genetic Biosafety Training	standard user (standard)	Person		Valid	01/06/2020	31/05/2021
General Biosafety Training	standard user (standard)	Person		Valid	01/06/2020	31/05/2021
Annual Fire Safety	standard user (standard)	Person		Valid	01/06/2020	31/05/2021

Figure 3

The column headers represent different fields of information for each entry in the register:

- **Certification Name:** Name of the certification – usually corresponds to the training course (e.g. PC3 Training) or facility certification type (e.g. OGTR PC2).
- **Assignment:** Name of the Person or Location that holds the certification.
- **Certification Class:** Category of the certification – can be either Person or Location.
- **Licence Number:** Contains the individual's 'S' number for People certifications and the certification number for Locations.
- **Status:** Displays the status of the certification – 'Valid'.
- **Valid From:** Date when the certification was granted / training course completed.
- **Valid To:** Date when the certification will expire.

Review the list of your personal certifications using the filter options provided below each column heading. Click on individual records to view additional details for the certification.

Step 3: Add a Certification

Certifications, for example training courses completed externally can be manually added to the certifications register.

To add a certification manually click on the **'New'** icon at the top left of the page to open the New Certification Assignment Page **(Figure 4)**. Only certifications listed in the dropdown fields can be added manually. All other certifications in the Learning@griffith system are added automatically and updated daily e.g. Annual Fire Safety Training.
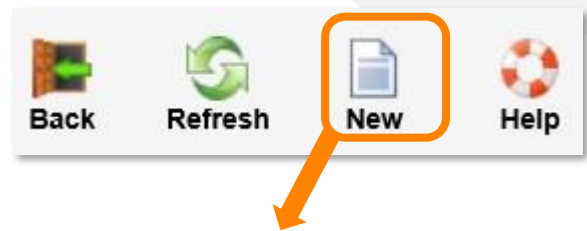

Figure 4

Complete the required fields:

- **Person** – This will default to your name or select the correct name.
- **Certification Category** – Select the certification category from the dropdown field.
- **Certification** – Select the certification from the dropdown field.
- **Comments** – Add comments regarding the certification (optional).
- **Certification License Number** – Include the License or Certificate number for the training where applicable.
- **Valid From** – Date of attainment or completion, select using the date picker tool.
- **Valid To** – Date of expiry select using the date picker tool. Where there is no expiry select 5 years from the date of attainment.
- **Attachments*** – Add copies of certificates where applicable e.g. Apply First Aid

*Ensure the changes are applied by selecting the 'Save' button **(Figure 5)**. Attachments will not be uploaded if you navigate away before saving.

Certification Expiration

The system will issue automatic email reminders when a certification nears its expiration. Ensure your certifications are up to date by renewing them as required.

Figure 5

If you have any questions regarding this process please contact the HS&W Biosafety team at safety@griffith.edu.au