

How to View Training Records

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.

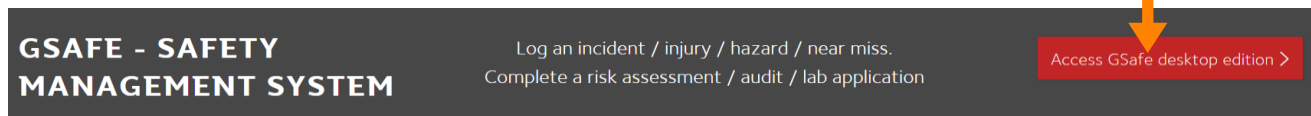


Figure 1

Step 2: Access the Certifications Register

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

The certifications register opens and displays entries in rows for individual persons or locations. People and Location certifications can be sorted by the first column 'Certification Name' (Figure 3). There are 2 tabs that appear:



Figure 2

- **Certification Assignments** – Shows your current valid certifications
- **Expired Certification Assignments** – Shows your old, expired certifications

The certification visible will depend on your role within the University. If you have no direct reports you will only be able to view your own training certifications and all facility certifications.



Certification Name	Assignment	Certification Cl...	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

Step 3: Check Listed Certifications and Expiries

To view an individual's certifications, enter their name or 'S' number in the 'Assignment' filter box. Certifications will then be listed from the filters applied. Records can be exported to excel using the 'export' icon above or a specific report can be provided upon request to safety@griffith.edu.au.

If the certification associated with an online training module via Learning@griffith does not display or appears incorrect, please allow twenty-four hours from completion for the information to be updated automatically in the system. Once information is updated and displays correctly, issues with swipe access related to required training certifications should resolve. The system will send automatically generated expiry warnings before the certification expiry date and renewing the certification at least 24 hours in advance of the expiry is the easiest way to prevent withdrawal of access.

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