

Use this guide to help you view your training certifications in GSafe certifications register. Maintaining training certifications is important part of the compliance process. For example, your Annual Fire Safety training will expire after 12 months.

Expired certifications may result in access to regulated spaces (laboratories) being suspended. If you are disallowed access to a space, you will receive an email from the Swipe Card system (Gallagher) noting the reason why access has been disallowed. There are 2 main reasons why this will occur. These are your access has been removed by the space owner or your competency has expired.

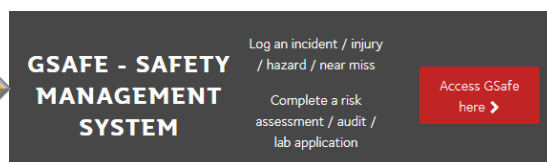
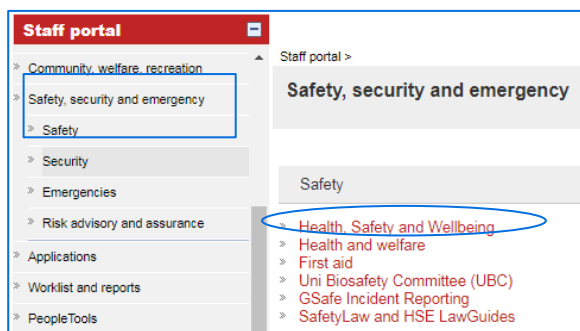
If your competency has expired, you will need to regain your competency by completing the online training course and associated quiz before access is automatically re-established.

To check if your competencies are valid:

### **STEP1: Log into GSafe**

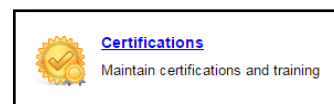
You can log into GSAFE using 2 different methods.

- Log into GSafe application using the link: <https://www.riskcloud.net/prod/default.aspx>
- Access GSafe from the Health, Safety and Wellbeing homepage. This can be found via the Griffith University search engine, or from the Staff portal: *Safety, Security and Emergency > Safety > Health, Safety and Wellbeing*.



### **STEP 2: Access Certifications Register**

Click on **Certifications** link from the **My Tools** section to access the Certifications Register.



The Certifications Register will open with the list of the existing person and location certifications.

There are 2 tabs that appear

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



Your view access will depend on your security role. As a regular user you will be able to view your own training certifications (certification category = Person) and all facility certifications (certification category = Location).

Certification Assignments		Expired Certification Assignments				
Certification Name	Assignment	Certification Category	Licence Number	Status	Valid From	Valid To
General Chemical Safety	John Jones	Person		Valid	07/08/2017	07/08/2019
General Chemical Safety	John Jones	Person		Valid	13/01/2017	13/01/2019
Wellbeing for Work and Life	John Jones	Person		Valid	19/08/2015	19/08/2018
Hazard & Incident Management	John Jones	Person		Valid	18/08/2015	18/08/2018
Manual Tasks/Office Ergonomics	John Jones	Person		Valid	20/08/2015	20/08/2018
Laboratory & Workshop Safety Cou...	John Jones	Person		Valid	05/05/2016	05/05/2019
Laboratory & Workshop Safety Cou...	John Jones	Person		Valid	19/08/2015	19/08/2018
Health and Safety Induction	John Jones	Person		Valid	18/08/2015	18/08/2018
Annual Fire Safety	John Jones	Person		Valid	31/08/2017	31/08/2018
PC3 Training	John Jones	Person		Valid	02/10/2017	02/10/2018
Provide CPR (HLTAID001)	John Jones	Person	AA-AA-1111	Valid	28/09/2017	28/09/2018

Certification Assignments		Expired Certification Assignments				
Certification Name	Assignment	Certification Category	Licence Number	Status	Valid From	Valid To
General Biosafety Training	John Jones	Person		Expired	01/11/2017	28/12/2017
Genetic Biosafety Training	John Jones	Person		Expired	01/11/2017	26/11/2017
General Biosafety Training	John Jones	Person		Expired	21/11/2017	30/11/2017

When certification will expire

The Certifications Register has the following fields:

**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 Category:** Category of the certification - can be either Person or Location.

**Licence Number:** Often associated with location certifications or third-party training courses.

**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 filter options provided. To view certification details click on individual records.

## STEP 2: Check certification's 'Valid To' date

Compare the certification's "Valid To" date to the list of certifications listed on the sign near the swipe card reader. If any have expired, you will need to complete the online training module and associated quiz. Once completed successfully, access will automatically be reinitiated the following day.

## Certification Expiration

The system will issue automatic email reminder when certification nears its expiration.

Ensure your certifications are up to date by renewing them as required before they expire to ensure access is not withdrawn.

If you have any questions contact [safety@griffith.edu.au](mailto:safety@griffith.edu.au)