Introduction
This document outlines the School’s guidelines on Inductions for arriving Research Higher Degree students and the responsibilities of Supervisors. Inductions equip students with necessary information to work safely within University guidelines and Policies.

Students cannot be granted access to University facilities and equipment until they have completed the induction process.

Role and Responsibilities

Student
The student is responsible for notifying the School of their commencement date a minimum of 2 weeks prior to arrival (via email to rhadmin@mechmining.uq.edu.au).

Postgraduate Administration Office (PGAO)
The PGAO is responsible for directing the student to the online Inductions which are compulsory for all Research Higher Degrees. Students are responsible for completing all online inductions and forwarding the completed certificates to the EAIT Workplace Health and Safety Manager at facilities@eait.uq.edu.au. The physical certificate should be returned to the PGAO.

The PGAO will request the creation of an EAIT IT account at commencement. The student will be issued with a login and password which is needed before they can access the Blackboard and SINET online inductions.

Online Training Modules:
- Annual Fire Safety
- Privacy at UQ
www.elearn.uq.edu.au (click on Blackboard Login)
- Employee General Safety Induction
- Laboratory Safety
- Compressed Gases
- Field Safety
- Hand Tool Safety
www.sinet.uq.edu.au
- Academic Integrity

These online training modules take approximately 30 minutes each to complete and at the end of each module the student will be issued a certificate and their competency will be recorded.

Building Manager
After the student has completed the Online Training Modules, a building induction is required with the building manager before commencement of work. This induction cannot be performed until the student has completed all online inductions. It is the student’s responsibility to organise this induction with the building manager (facilities@eait.uq.edu.au).

Supervisor
Supervisors are responsible for working with students to complete the New Worker OH&S Induction Checklist which is issued to the student at commencement. This ensures that students are aware of
OH&S, first aid, hazards, lab safety and other relevant information. The checklist must be completed and returned to the PGAO within 2 weeks of commencement. The checklist is available at: http://www.uq.edu.au/ohs/pdfs/OHS-NewWorkerInduction.pdf

Students are also required to login to the Risk Management Database and read safety information available and indicate completion. https://www.risk.admin.uq.edu.au/frmLogin.asp?ss=1&TaskID=&AuthorID=&rAuditID=

Access to laboratories will not be granted until all inductions are completed and the OH&S checklist and Risk Assessment paperwork has been returned to the PGAO.

Supervisors are responsible for ensuring that their students have performed all of the necessary safety and lab inductions prior to commencing work.

Induction Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due date</th>
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<tbody>
<tr>
<td>1 Commencement day – Online Inductions (PGAO)</td>
<td>Commencement day</td>
</tr>
<tr>
<td>2 Building Induction (Student)</td>
<td>Within 1 week of commencement</td>
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<tr>
<td>3 Complete applicable areas of New Worker OH&amp;S Induction Checklist (Student &amp; Supervisor)</td>
<td>Within 2 weeks of commencement</td>
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<tr>
<td>4 Lab induction</td>
<td>Prior to commencing lab work</td>
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Please note – it can take several days for a student account to be created which may delay access Blackboard and SI-net Inductions.