

How to Access and Complete New UWA S&H LMS Training Modules Guide

Step 1:

Open up a web browser e.g. Mozilla Firefox, Google Chrome.

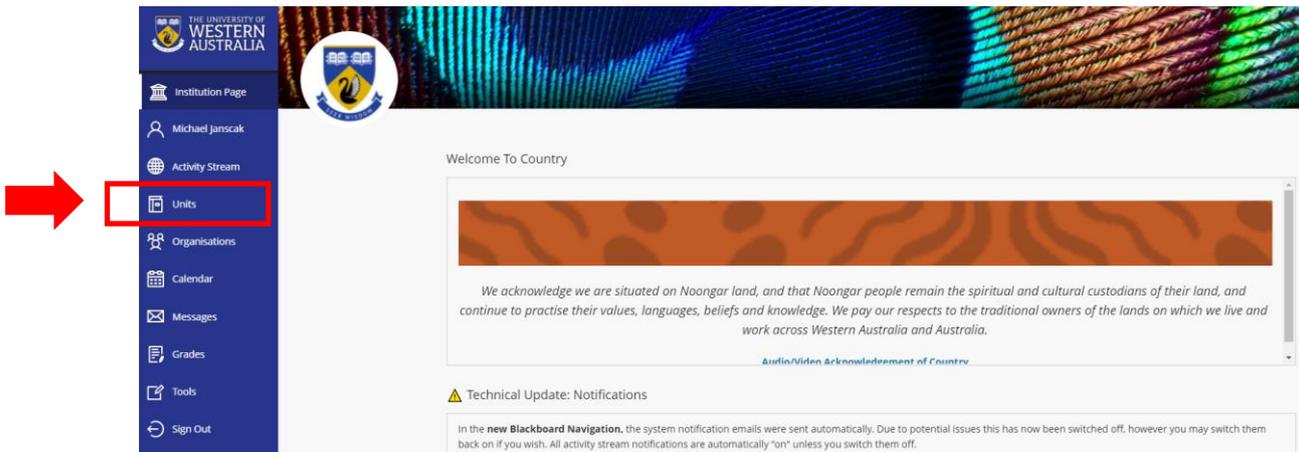
Step 2:

Go to <https://lms.uwa.edu.au/>

Login with standard UWA staff/pheme credentials:

- [staff/phemenumber]@uwa.edu.au
- Password

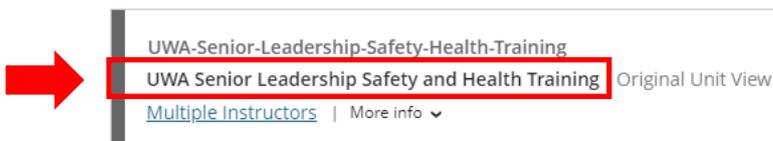
Step 3: Click on 'Units' as highlighted in red below:



Step 4:

Click on the designated safety unit that applies to your role. *Note the following different modules that may apply. E.g.:*

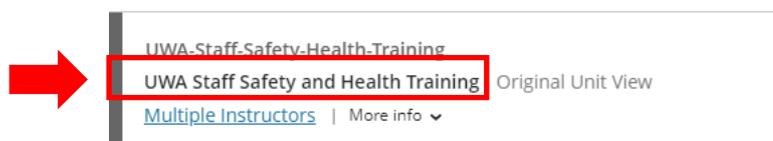
UWA Leader:



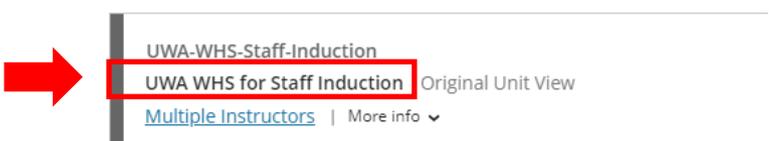
UWA Manager / Supervisor



UWA Staff:



UWA Staff Induction for New Starters:



Step 5:

Click link within the module as designated e.g.: 'UWA S&H Manager and Supervisor Training Module'.

UWA S&H Managers and Supervisors Training Module Once you have read and familiarised yourself with the module, undertake the quiz to complete the training.' A red box highlights the link, and a red arrow points to it from the right." data-bbox="117 109 875 309"/>

Click down arrow  next to 'Present' icon and select 'Play from Beginning'.

This will open up the slides in Slide Show Mode.



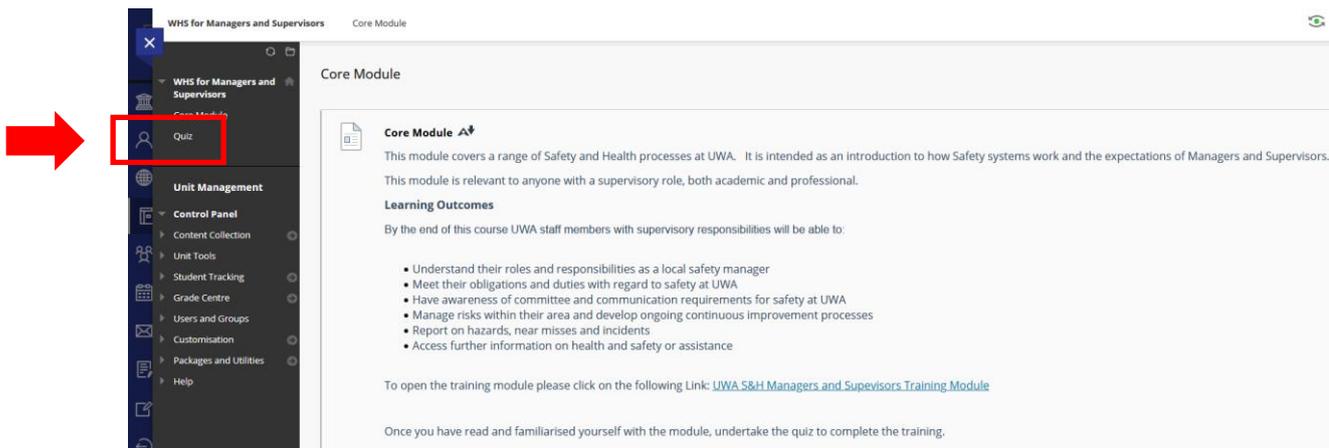
Review course content and information as displayed on each slide and as retrievable by links.

It is encouraged that a copy of the slides are printed to assist with answering quiz questions and to keep on hand as reference and to promote local area discussion.

When out of Slide Show mode in PowerPoint, click 'File', select 'Save as', select 'Download as PDF', click 'Download' and confirm print options before clicking 'Print' to print.

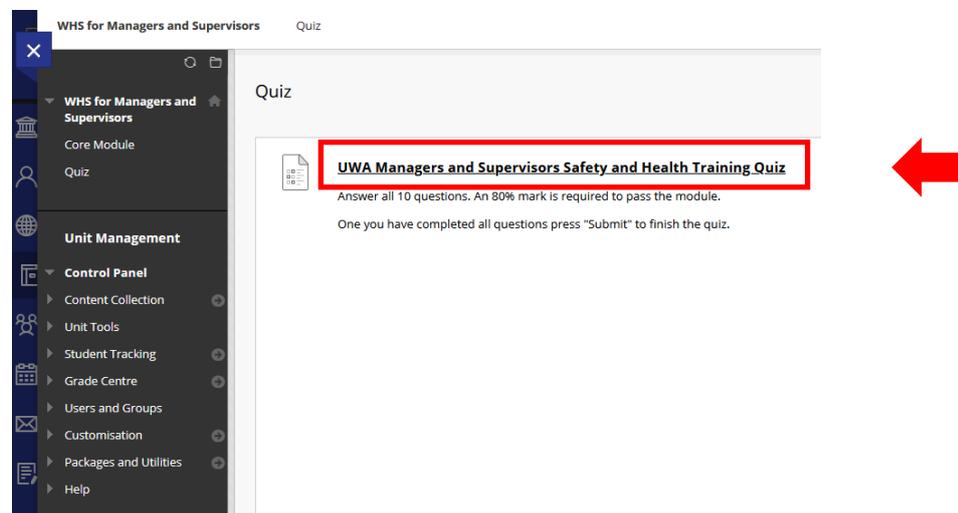
Step 6:

Click on Quiz



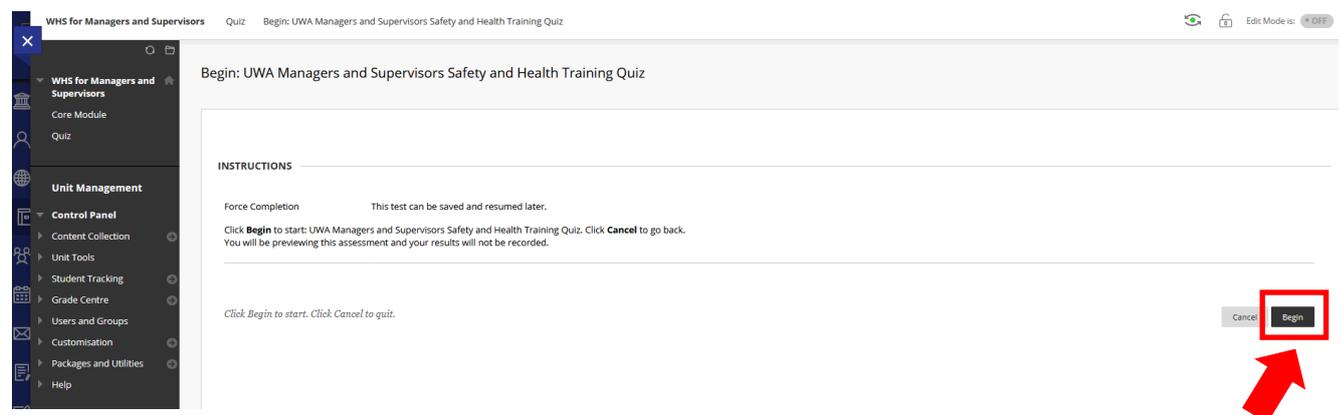
The screenshot shows the LMS interface for 'WHS for Managers and Supervisors'. The sidebar menu on the left has 'Quiz' highlighted with a red box, and a red arrow points to it from the left. The main content area shows the 'Core Module' details, including a description and learning outcomes.

Click on module name training quiz as assigned to your module e.g.:



The screenshot shows the LMS interface for 'WHS for Managers and Supervisors'. The sidebar menu on the left has 'Quiz' selected, and a red box highlights the 'UWA Managers and Supervisors Safety and Health Training Quiz' in the main content area. A red arrow points to this quiz title from the right.

Click 'Begin':

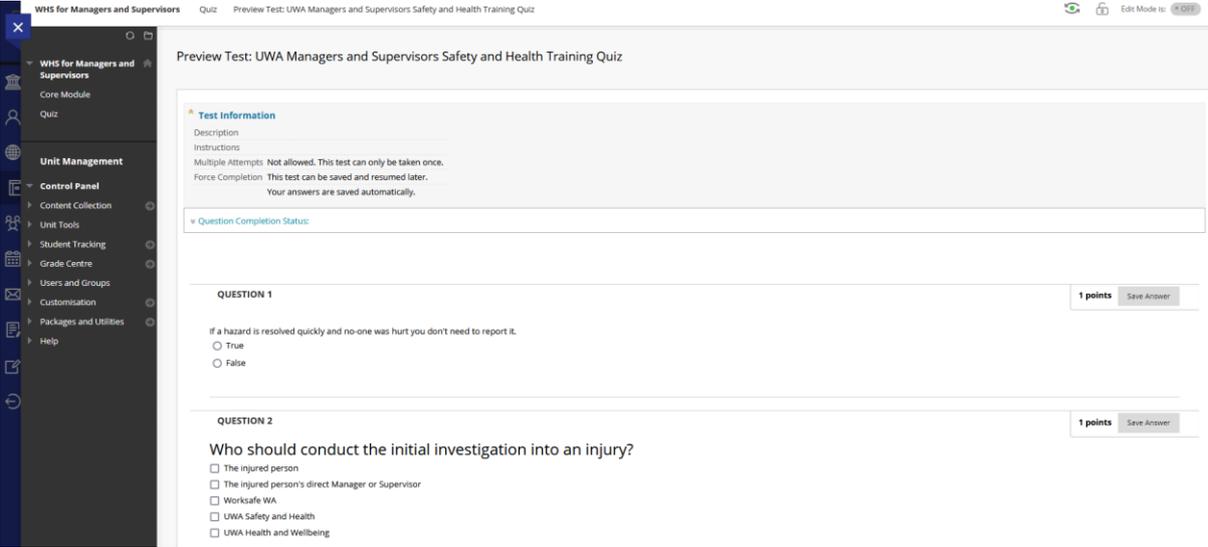


The screenshot shows the LMS interface for 'WHS for Managers and Supervisors'. The main content area displays the 'Begin: UWA Managers and Supervisors Safety and Health Training Quiz' instructions. A red box highlights the 'Begin' button in the bottom right corner, with a red arrow pointing to it from the bottom right.

Step 7:

Answer each question.

The answer you select will auto save on LMS.



WHS for Managers and Supervisors Quiz Preview Test: UWA Managers and Supervisors Safety and Health Training Quiz

Preview Test: UWA Managers and Supervisors Safety and Health Training Quiz

Test Information

Description

Instructions

Multiple Attempts: Not allowed. This test can only be taken once.

Force Completion: This test can be saved and resumed later.

Your answers are saved automatically.

Question Completion Status:

QUESTION 1 1 points Save Answer

If a hazard is resolved quickly and no-one was hurt you don't need to report it.

True

False

QUESTION 2 1 points Save Answer

Who should conduct the initial investigation into an injury?

The injured person

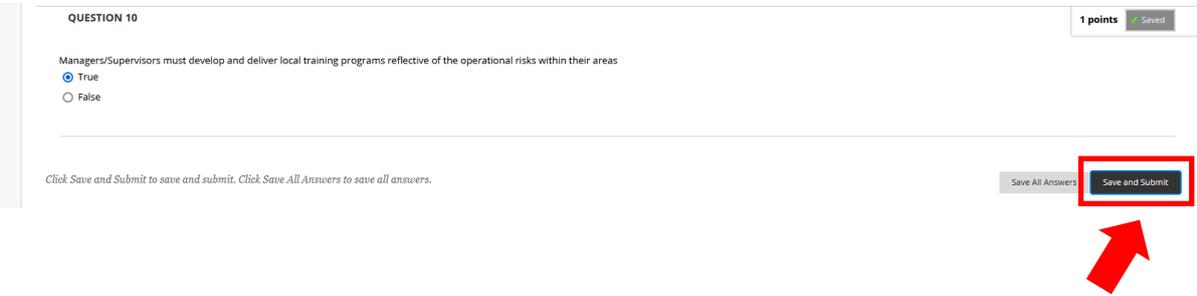
The injured person's direct Manager or Supervisor

Worksafe WA

UWA Safety and Health

UWA Health and Wellbeing

Click 'Save and Submit'.



QUESTION 10 1 points Saved

Managers/Supervisors must develop and deliver local training programs reflective of the operational risks within their areas

True

False

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

Save All Answers Save and Submit

Upon achieving a minimum of 80% correct answers the LMS system will record that you have completed the module.

Completion rates of all Staff for all module types will be reviewed and reported to UWA Senior Management.

As required, UWA staff will be able to have additional attempts to achieve an 80% pass mark.

Thank you for taking the time to complete your designated module and working safely at UWA.

Further Contact for Support:

Email: safety@uwa.edu.au

Phone: (+61 8) 6488 3938