

SAFETYHUB: BASIC ACCESS AND TRAINING

ASSIGNMENT PROCESS

- Safetyhub is a safety training database provided to NAU by the State of Arizona. This platform contains awareness level safety training for a broad variety of subjects. It also contains several NAU-developed proprietary trainings for specialized subjects or groups on campus.
- This guide is designed to help you access Safetyhub content and for supervisors to assign training to your employees (This is a requirement for credit/recordkeeping).
- Lab and shop managers who are responsible for students may enroll students in safety training through this platform but must first contact EHS to have the student account created.
- www.nau.edu/ehs
- nauehs@nau.edu
- ocsafety@nau.edu

What is Safetyhub?

Safetyhub is a giant leap forward in how our safety training video content is delivered. Safetyhub also has powerful tools in it to give you a complete training, assessment and learning management system (LMS). Safetyhub can be broken down into 3 key features:

1. Total cross platform video streaming

Safetycare videos can be streamed and viewed on any device. iPhone, iPad, PC, Mac, Laptop, Android, etc.

2. Assessments

Each Safetycare video in Safetyhub comes with a multiple choice assessment. These are very useful to verify the success of your training. Every question is editable to suit you.

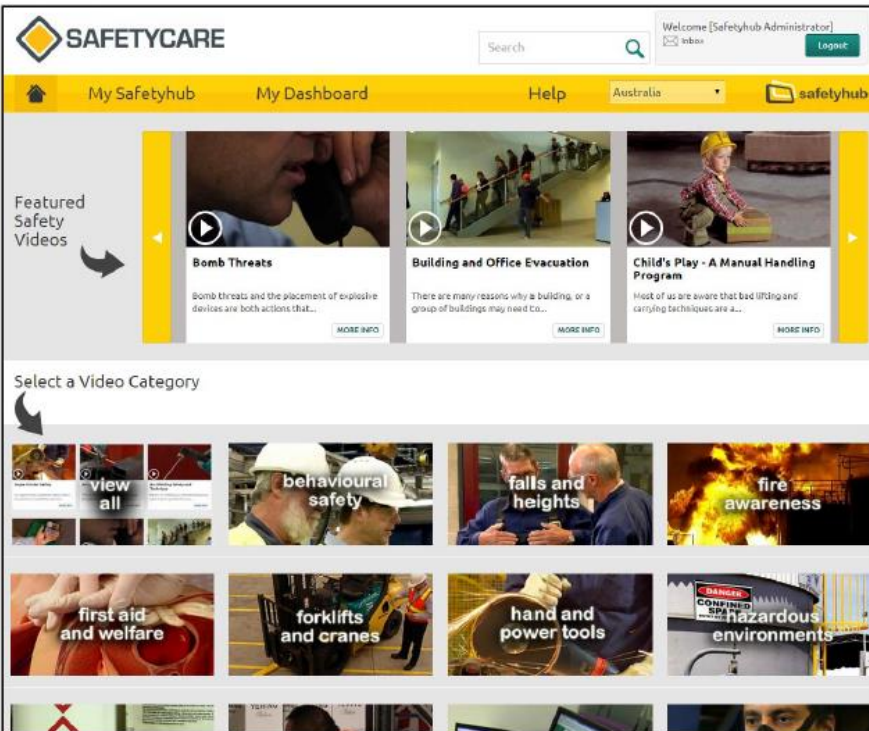
3. Add your content and create personalised training

Safetyhub allows you to add a range of content so you can create custom training programs specific to your safety training needs.

Staff must be assigned/enrolled in the course by a manager/supervisor in order to receive credit for taking it.

Logging in and watching the video without enrollment/assessment does NOT result in successful course completion.

To assign courses, you must be designated as a manager in Safetyhub. If you are having trouble accessing the controls below, contact NAU EHS to ensure that you have been granted manager access.



To Login:

Access Safetyhub at <https://nadoaaz.safetyhub.com/companylanding/> or by using the link in the “Resources” menu of the EHS website (www.nau.edu/ehs). **Login using your NAU CAS login information.**

The image displays two screenshots of the Northern Arizona University (NAU) Environmental Health and Safety (EHS) website.

Left Screenshot (https://nadoaaz.safetyhub.com/companylanding/):

- The browser address bar shows the URL <https://nadoaaz.safetyhub.com/companylanding/>.
- The NAU logo is in the top left corner.
- A search bar is located in the top center.
- A login form is in the top right, with fields for "Username" and "Password" and a "Log in" button. The entire login area is circled in red.
- A yellow banner below the header reads "My Safetyhub".
- A "Featured Safety Videos" section is on the left, with an arrow pointing to a video titled "Child's Play in the Office - Manual Handling".
- A "Select a Video Category" section is at the bottom, with an arrow pointing to a grid of video thumbnails.

Right Screenshot (www.nau.edu/ehs):

- The browser address bar shows the URL www.nau.edu/ehs, which is circled in red.
- The NAU logo is in the top left corner.
- A navigation menu is located below the header, with "Campus Safety Culture" highlighted.
- A "General Safety Forms" section is on the right, listing links such as "Equipment Release Form" and "Confined Space Entry Checklist".
- A "Resources" section is on the right, listing links such as "A.C.I.D. Automated Chemical Inventory Database" and "Service Request".
- The "Safetyhub" link in the "Resources" section is circled in red.

Once logged in, click “My Safetyhub” to see your personal account, including any courses that have been assigned to you. The “My home” window gives course completion information.

https://nadoaaz.safetyhub.com/my/ 80% Search

You are logged in as Scott Halle (Log out)

NAU NORTHERN ARIZONA UNIVERSITY

My Safetyhub Dashboard Courses Help safetyhub

Navigation

- My home
 - My profile
 - My courses**
 - Angle Grinder Safety
 - Behavioral Safety
 - Child's Play - Manual Handling
 - Human Factor, The
 - Job Safety Analysis
 - NAU Asbestos Awareness Initial
 - Recognition, Evaluation, and Control of Hazards
 - Risk Assessment Fundamentals
 - Safety Committees
 - Safety Essentials
 - The Principles of Accident Investigation
 - The World's Oldest Safety Law
 - Understanding Hazards and Risks
 - Understanding Safety Awareness
 - Unsafe Acts

Administration

- My profile settings

My home

Course Overview

Welcome!

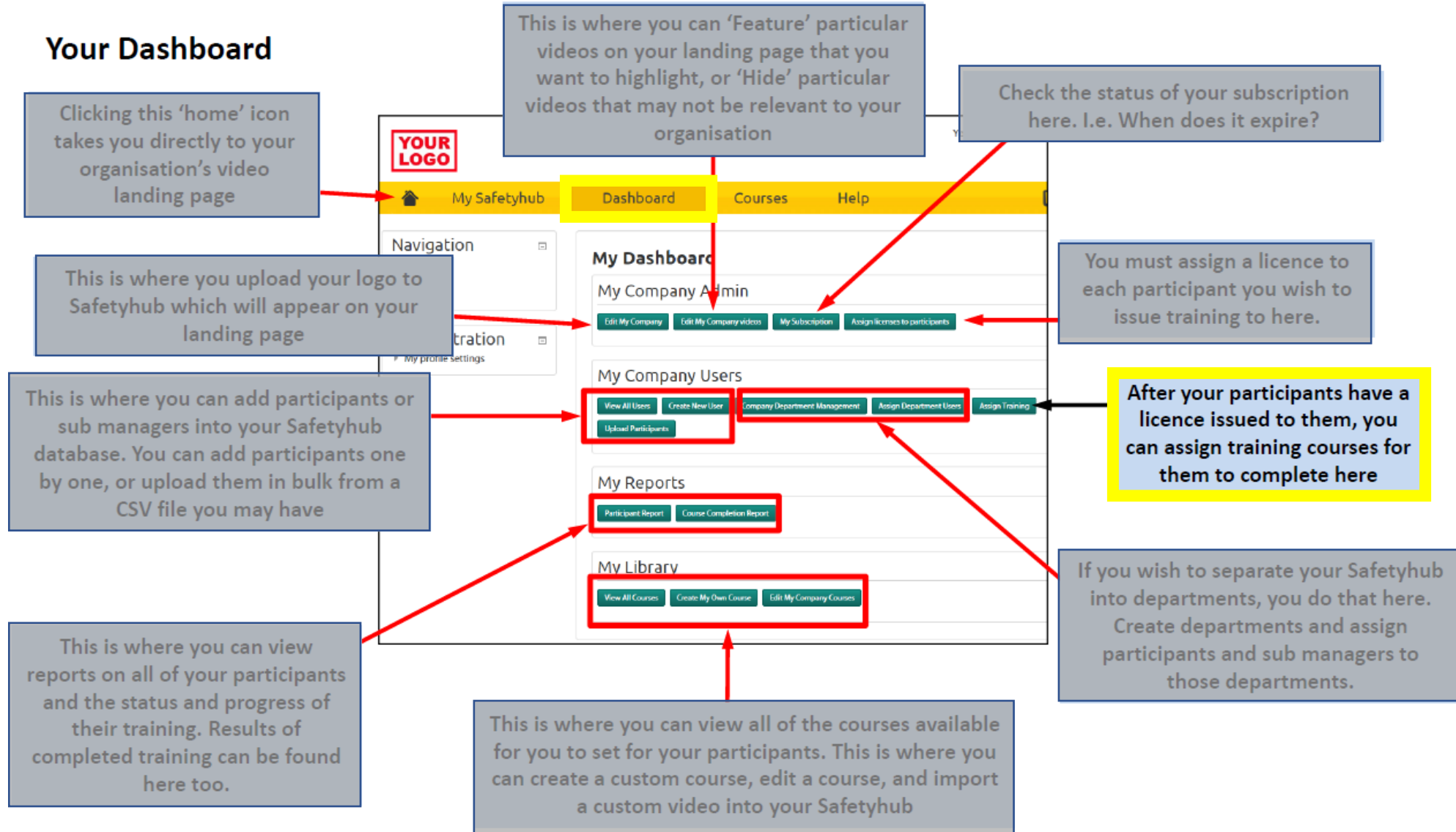
Below is a summary of the training assigned for you to complete.


Please click on the course name to begin.


View archived records


Current Courses	Status	Due Date	Start Date	Date Completed	Final score
Angle Grinder Safety	Not started				0%
Behavioral Safety	Completed	9 Oct 2020	28 Sep 2020	28 Sep 2020	97%
Child's Play - Manual Handling	Completed		27 Apr 2021	27 Apr 2021	100%
Human Factor, The	Completed	9 Oct 2020	28 Sep 2020	28 Sep 2020	93%
Job Safety Analysis	Completed	9 Oct 2020	28 Sep 2020	28 Sep 2020	100%
Recognition, Evaluation, and Control of Hazards	Completed	9 Oct 2020	28 Sep 2020	28 Sep 2020	97%
Risk Assessment Fundamentals	Completed	23 Oct 2020	30 Sep 2020	30 Sep 2020	100%
Safety Committees	Completed	23 Oct 2020	30 Sep 2020	30 Sep 2020	100%


Your Dashboard




 My Safetyhub

 Dashboard

 Courses

 Help

 safetyhub

Navigation

My home
My profile
My courses

Administration

My profile settings

Dashboard / Assign Training

Assign Training

Action

Enrol

Training Assignment Settings

Start Date

28

April

2021

10

30

Enable

Due Date

28

April

2021

10

30

Enable

First Remind Date

28

April

2021

10

30

Enable

Second Remind Date

28

April

2021

10

30

Enable

Third Remind Date

28

April

2021

10

30

Enable

Group Session Date

28

April

2021

10

30

Enable

Course

* Please hold CTRL or SHIFT on your keyboard to select more than 1 course

Course *

Company Courses

Licensed Courses (227)

North America - Angle Grinder Safety
North America - Angle Grinders - Pre-Operational Checks [Safety short]
North America - Asbestos Awareness
North America - Behavioral Safety
North America - Bloodborne Pathogens - Managing the Risk
North America - Bomb Threats
North America - Building and Office Evacuation
North America - Bullying in the Workplace
North America - Burns
North America - Burns (No new enrollment)
North America - Cardiopulmonary Resuscitation
North America - Chainsaw Maintenance and Safety
North America - Chemical Safety
North America - Child's Play - Manual Handling
North America - Child's Play in the Office - Manual Handling
North America - Compressed Air - General Guidelines [Safety short]
North America - Confined Space Entry Permit Basics [Safety short]

Department

Select Department

Environmental Health & Safety

View Users

Next

- In “Action”, “Enrol” should be selected. If not, select this action.
- In “Training Assignment Settings” Select the start/due and reminder dates you desire and select “Enable”. Reminders are optional and can be left blank if desired.
- In “Courses” select the course or courses you’d like to assign. Multiple courses can be assigned to the same group by holding down the shift key and clicking on each desired training.
- In “Department” select “all”, “your department” or the specific department you need as appropriate. Then click “view users” at the bottom of the window.

- 6) Select the department members which you would like to assign training to. Then select “next”.
- a. If you do not see the appropriate names, you can try the search function at the bottom of the page. If this does not work please contact EHS for assistance. New employees are added monthly, and transfers may need to be manually moved in Safetyhub depending on the HR transfer process. A Member of EHS can assist with this.

▼ Department

Select Department

all
Environmental Health & Safety

View Users

** Please hold CTRL or SHIFT on your keyboard to select more than 1 user*
** If no user is selected, all users listed will be enrolled/unenrolled*

Select Users *

Users in this department (8)

James Biddle
Sarah Ellis
Joshua Ellsworth
Francisco Espinoza
Scott Halle
Shelley Jones
Michael Kelly
Janelle Runberg

Search

Search options ▼

☐ Keep selected users, even if they no longer match the search

☐ If only one user matches the search, select them automatically

☐ Match the search text anywhere in the displayed fields

Next

- 7) Select the users for enrollment by clicking the box next to each name.
- 8) Click “submit”.

The screenshot shows the NAU Safetyhub interface. The browser address bar displays <https://nadoaaz.safetyhub.com/dashboard/assigntraining.php>. The user is logged in as Scott Halle. The page title is "Assign Training". Below the title, there is a "Confirm" section and an "Enrol" section. A yellow warning box states: "* Users marked with an asterisk are already enrolled to selected courses. If ticked, the users will be unenrolled first and enrolled again." The table below has three columns: "Course", "Participant", and a checkbox. The first row shows "Angle Grinder Safety" for "Scott Halle" with a checked checkbox. Below the table, there is a checkbox for "Do not archive existing enrolment". At the bottom, there are "Back" and "Submit" buttons. The "Submit" button is circled in red.

Course	Participant	<input type="checkbox"/> Select all
Angle Grinder Safety	Scott Halle	<input checked="" type="checkbox"/>

Do not archive existing enrolment ☐

Back Submit

- 9) Congratulations. You have assigned training to your employee(s)!

Your Participant's Experience

You have now issued a training course to your participants! The next few pages will take you through the user experience your participants have while completing training.

These are the basic steps a participant will go through to complete their training.



1. After you set training, participants will receive an email notifying them to complete that training. They will require their unique username and password for them to login.
2. The participants logs in and sees a summary of the course/s and the steps required to complete the training.
3. The participant watches the video.
4. After watching the video, the participant continues on to complete the assessment.
5. Upon successful completion, the participant submits the results to you and has the option to print a completion certificate.

Overview of a Training Course



Upon logging in, your participant sees a summary of the course/s for them to complete. Clicking the course name will launch the course.

The course completion certificate. Made available only after successful completion of the course


Safe Manual Handling

Your progress 0%

To complete this training:

Step 1 – Click the play icon, and watch the entire video

Step 2 – Click on the 'Assessment' link below the video to complete the assessment



What is Manual Handling?

Simply, manual handling is the movement of items by human energy. Manual handling includes lifting, holding, pushing, pulling, shifting and lowering. In fact, any form of human exertion could be included – with or without the use of mechanical aids.

This Program Covers:

- Detailed description of manual handling
- The problems and how injuries are caused
- The types of injuries
- Steps to deal with manual handling


Hierarchy Of Control Measures

The steps to deal with manual handling can often be addressed by following through a series of questions. This process, the hierarchy of control measures asks the following:


- Must the load be moved?
- Must it be lifted?
- Can it be moved mechanically?
- Can the load be reduced?
- Can assistance be gained?
- Is the load too heavy to safely lift?

Manual handling contributes directly to a significant percentage of work related accidents and injuries. Manual handling is an issue that must be addressed as an ongoing subject in the workplace.

RUNNING TIME: 12 Minutes

 Safe Manual Handling Assessment

Please ensure that you attempt all assessment questions and submit your answers.

 Safe Manual Handling Certificate

Not available until the activity Safe Manual Handling Assessment is complete and passed.

Instructions of steps required to complete the course

The video

A summary of the course

Course running time

The course assessment

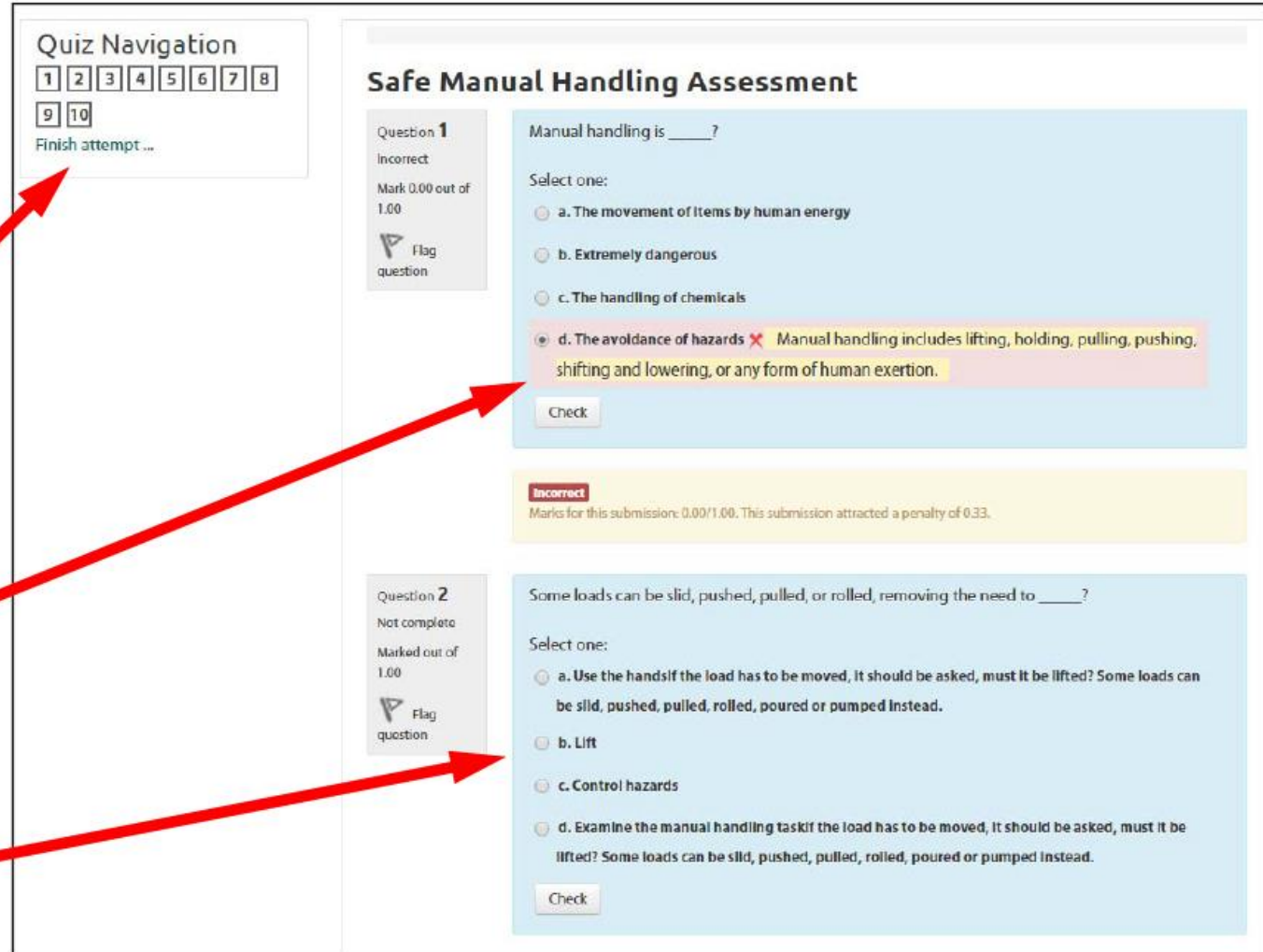
The Assessment

After watching the video, the participant completes 10 multiple choice questions.

Assessment status. I.e. how far through the assessment the participant has gone

The participant is given immediate feedback on their answer, and a 'hint' if they choose the wrong answer. Number of attempts are tracked.

There are 4 options per question



Quiz Navigation

1 2 3 4 5 6 7 8 9 10

Finish attempt ...

Safe Manual Handling Assessment

Question 1
Incorrect
Mark 0.00 out of 1.00
Flag question

Manual handling is ____?

Select one:

- ☐ a. The movement of items by human energy
- ☐ b. Extremely dangerous
- ☐ c. The handling of chemicals
- ☒ d. The avoidance of hazards ✗ Manual handling includes lifting, holding, pulling, pushing, shifting and lowering, or any form of human exertion.

Check

Incorrect
Marks for this submission: 0.00/1.00. This submission attracted a penalty of 0.33.

Question 2
Not complete
Marked out of 1.00
Flag question

Some loads can be slid, pushed, pulled, or rolled, removing the need to ____?

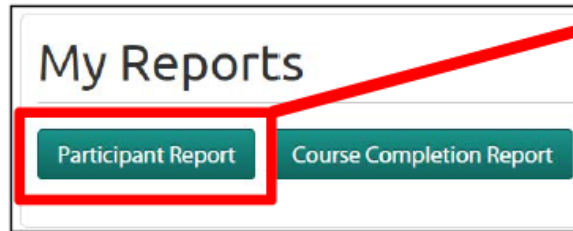
Select one:

- ☐ a. Use the hands If the load has to be moved, it should be asked, must it be lifted? Some loads can be slid, pushed, pulled, rolled, poured or pumped instead.
- ☐ b. Lift
- ☐ c. Control hazards
- ☐ d. Examine the manual handling task If the load has to be moved, it should be asked, must it be lifted? Some loads can be slid, pushed, pulled, rolled, poured or pumped instead.

Check

Reports – Participant reports

There are 2 types of reports you can view: Participant reports and Course Completion reports



There is a lot of data you can obtain on a participant's participation in an assessment including:

- Date enrolled
- Date training was started
- Date completed
- Time taken
- Grade, and
- You can also 'drill down' into each assessment to see specifically which question/s the participant may have struggled with

Participant Report

Report Information For Mrs Claus

[Download as CSV file](#)

Course	Status	Date enrolled	Date started	Date completed	Final score
Safe Manual Handling (User details) (Full course report)	In progress	13 Mar 2015	13 Mar 2015		93%

Safe Manual Handling (View Complete Summary For Course)

Mrs Claus

Started on	Friday, 13 March 2015, 9:47 AM
State	Finished
Completed on	Friday, 13 March 2015, 10:27 AM
Time taken	39 mins 53 secs
Grade	9.33 out of 10.00 (93%)

Question 1
Correct
Mark 0.67 out of 1.00

Manual handling is ____?

Select one:

- ☒ a. The movement of items by human energy ✓ Correct
- ☐ b. Extremely dangerous
- ☐ c. The handling of chemicals
- ☐ d. The avoidance of hazards

[Check](#)

The correct answer is: The movement of items by human energy

Correct
Marks for this submission: 1.00/1.00. Accounting for previous tries, this gives 0.67/1.00.

You can download report as a file

Reports – Course Completion reports

My Reports

Participant Report
Course Completion Report

The Course Completion report gives you an overview of your entire training program. It shows you:

- The number of **enrolled** participants in a particular course
- The number of participants that have **started** a particular course
- The number of participants that have **completed** a particular course, and
- The number of participants that are **yet to start** a particular course

Course Completion Report

Department Example Company
Region Australia

Course Overview

Download as CSV file

Course name	Number of users	Not started	Still in progress	Completed
Angle Grinder Safety	1	1	0	0
Arc Gouging and Cutting	0	0	0	0
<u>Arc Welding Safety and Technique</u>	0	0	0	0
Behavioural Safety	0	0	0	0
Bloodborne Pathogens - Managing the Risk	0	0	0	0
Bomb Threats	0	0	0	0
Building and Office Evacuation	0	0	0	0
Burns	0	0	0	0
CPR - Cardiopulmonary Resuscitation	0	0	0	0
Chainsaw Maintenance and Safety	0	0	0	0
Chemical Safety	0	0	0	0
Child's Play - A Manual Handling Program	0	0	0	0
Child's Play in the Office - A Manual Handling Program	0	0	0	0
Confined Spaces	0	0	0	0

You can download report as a file

THANK YOU

- Safetyhub has varying levels of access, tools, and menu options depending on each individual's position in the department and the permissions granted to their account.
- If your position or access needs have changed, or if you are having trouble navigating Safetyhub, please contact EHS for assistance and we can provide personalized assistance.
- www.nau.edu/ehs
- nauehs@nau.edu
- ocsafety@nau.edu