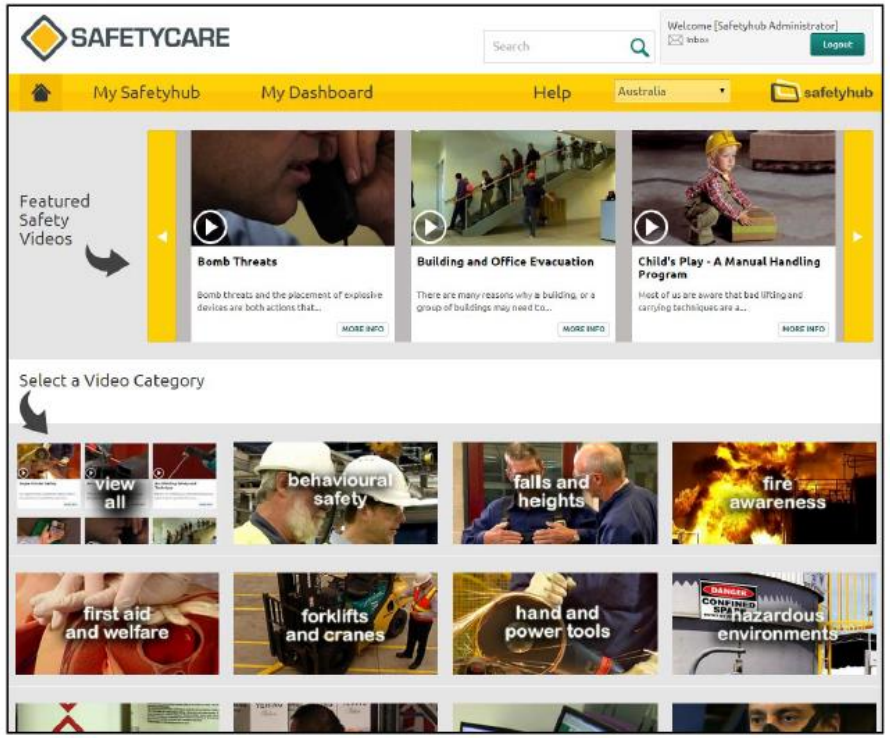
Safetyhub: Basic Access and Training Assignment Process

- 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.

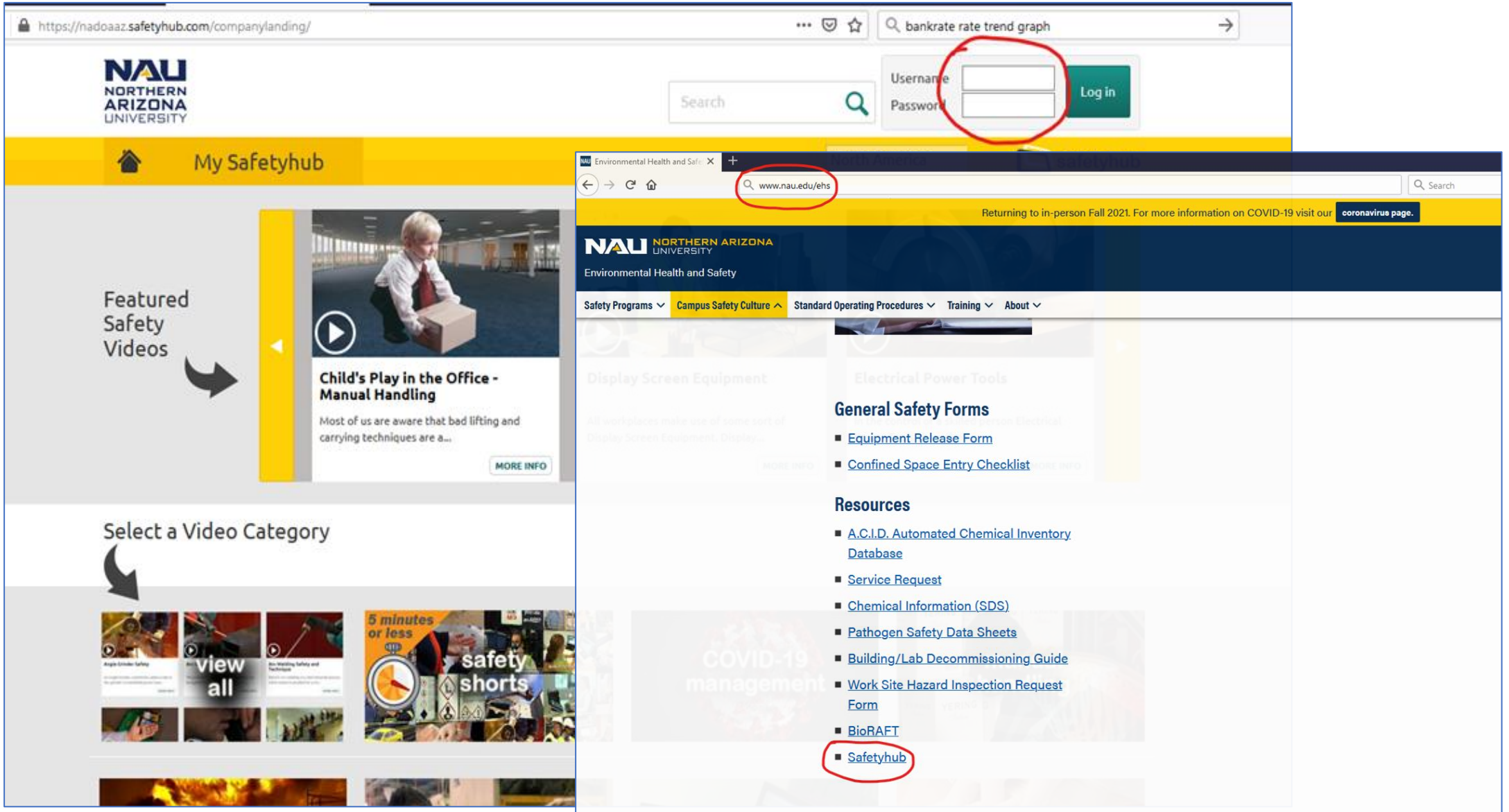
3. Add your content and create personalised training
Safetyhub allows you to add a range of content so you can create custom training programs specific to your safety training needs.

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.

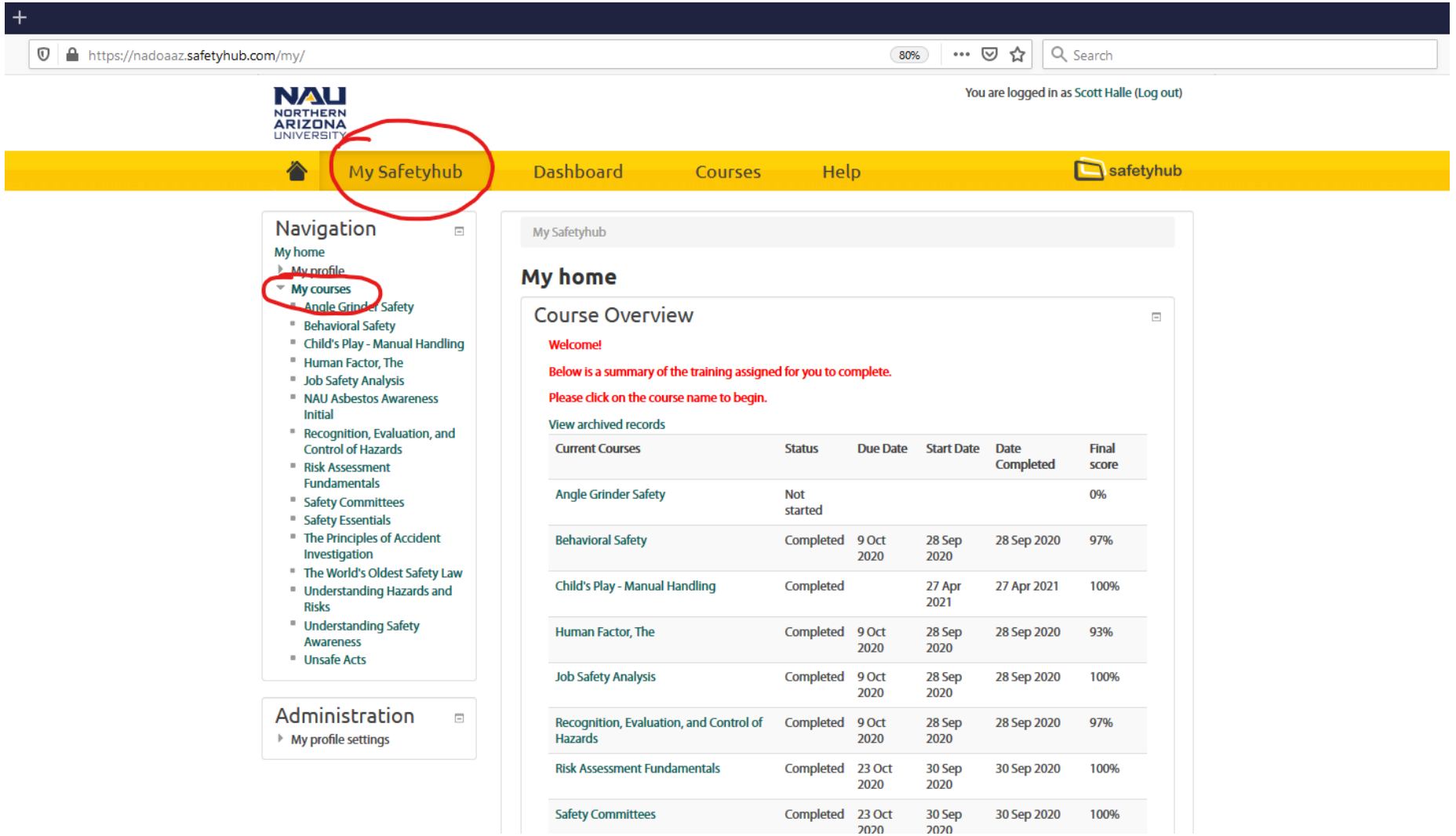
To assign courses, you must be designated as a manager in Safetyhub. If you are having trouble accessing the controls below, contact NAU EHS to ensure that you have been granted manager access.

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**.



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.



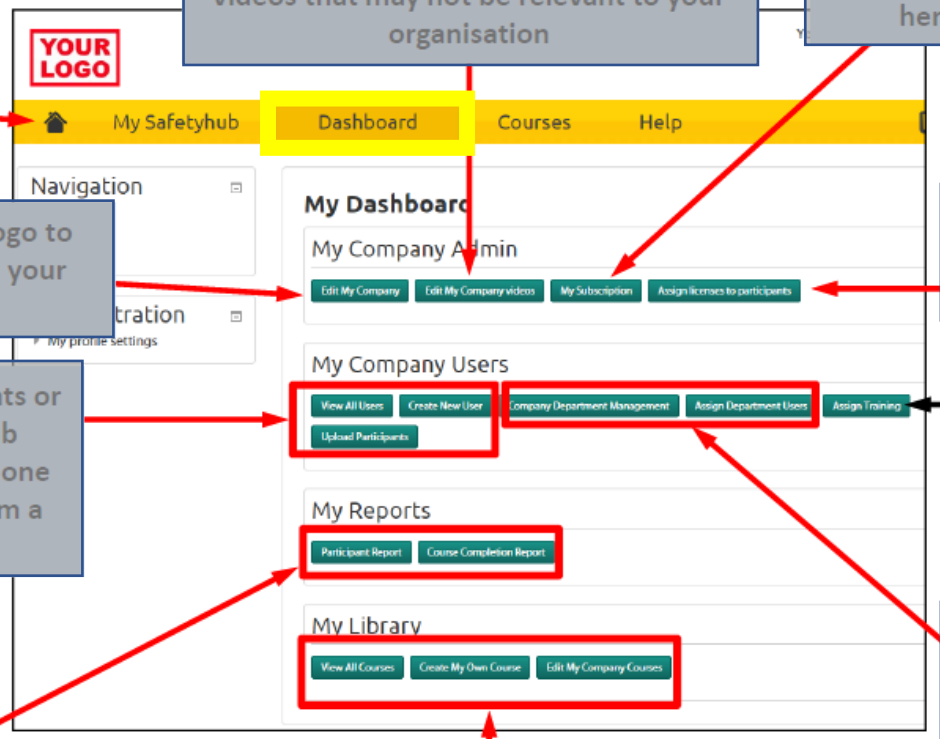
To Assign Training: 1) Go to "Dashboard"

Your Dashboard

Clicking this 'home' icon takes you directly to your organisation's video landing page

This is where you can 'Feature' particular videos on your landing page that you want to highlight, or 'Hide' particular videos that may not be relevant to your organisation

Check the status of your subscription here. I.e. When does it expire?



This is where you upload your logo to Safetyhub which will appear on your landing page

You must assign a licence to each participant you wish to issue training to here.

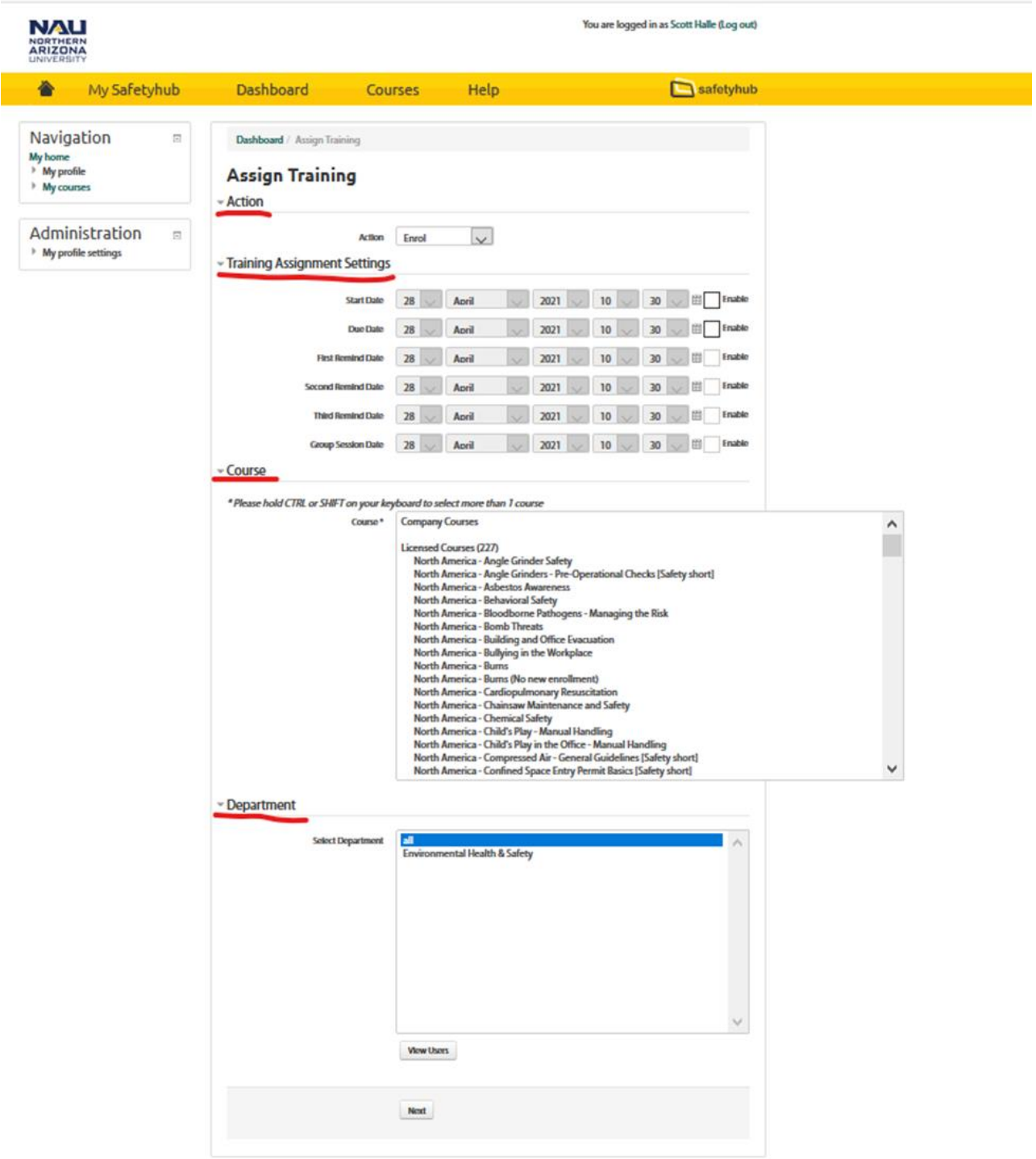
This is where you can add participants or sub managers into your Safetyhub database. You can add participants one by one, or upload them in bulk from a CSV file you may have

After your participants have a licence issued to them, you can assign training courses for them to complete here

This is where you can view reports on all of your participants and the status and progress of their training. Results of completed training can be found here too.

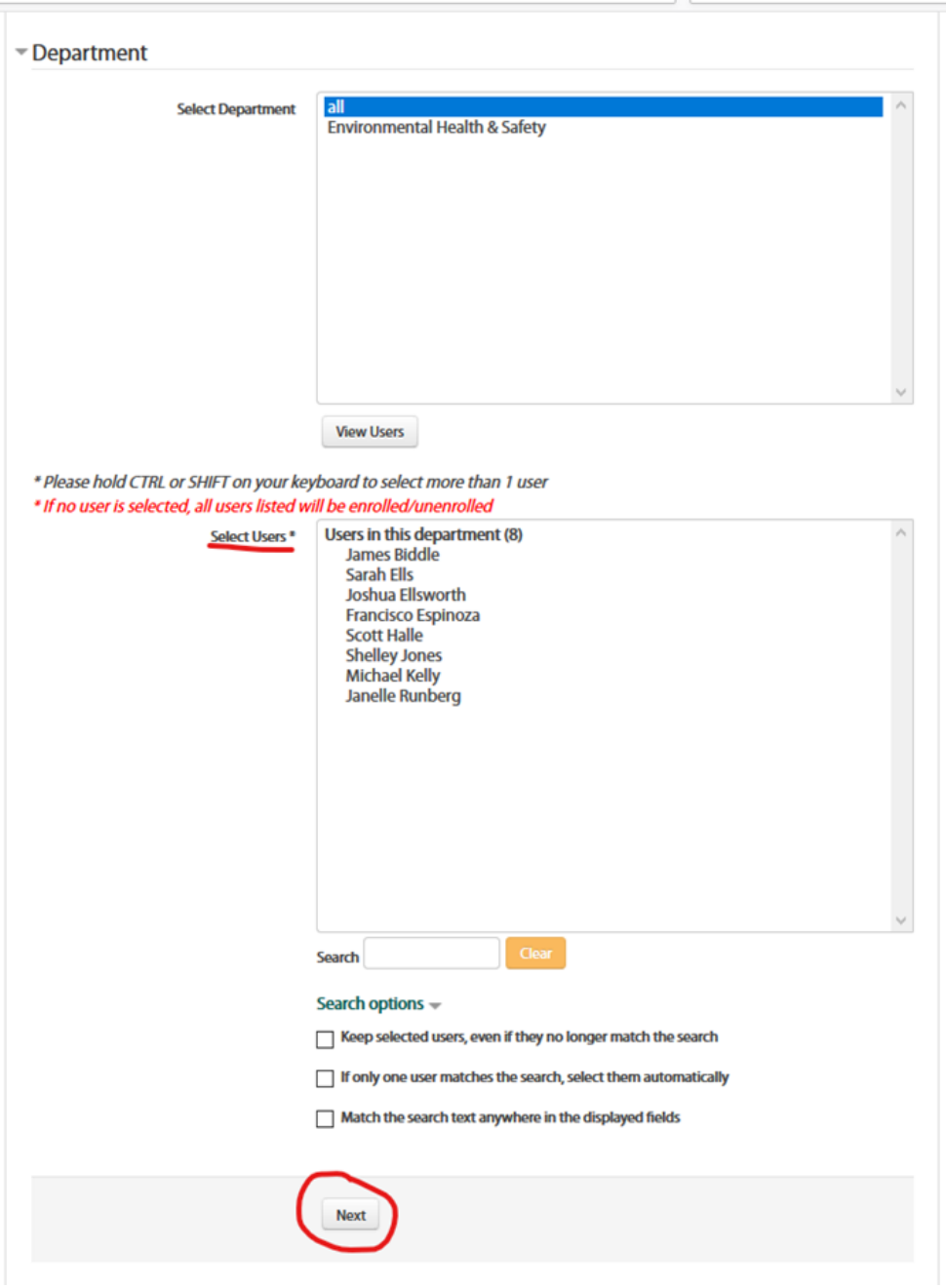
If you wish to separate your Safetyhub into departments, you do that here. Create departments and assign participants and sub managers to those departments.

This is where you can view all of the courses available for you to set for your participants. This is where you can create a custom course, edit a course, and import a custom video into your Safetyhub



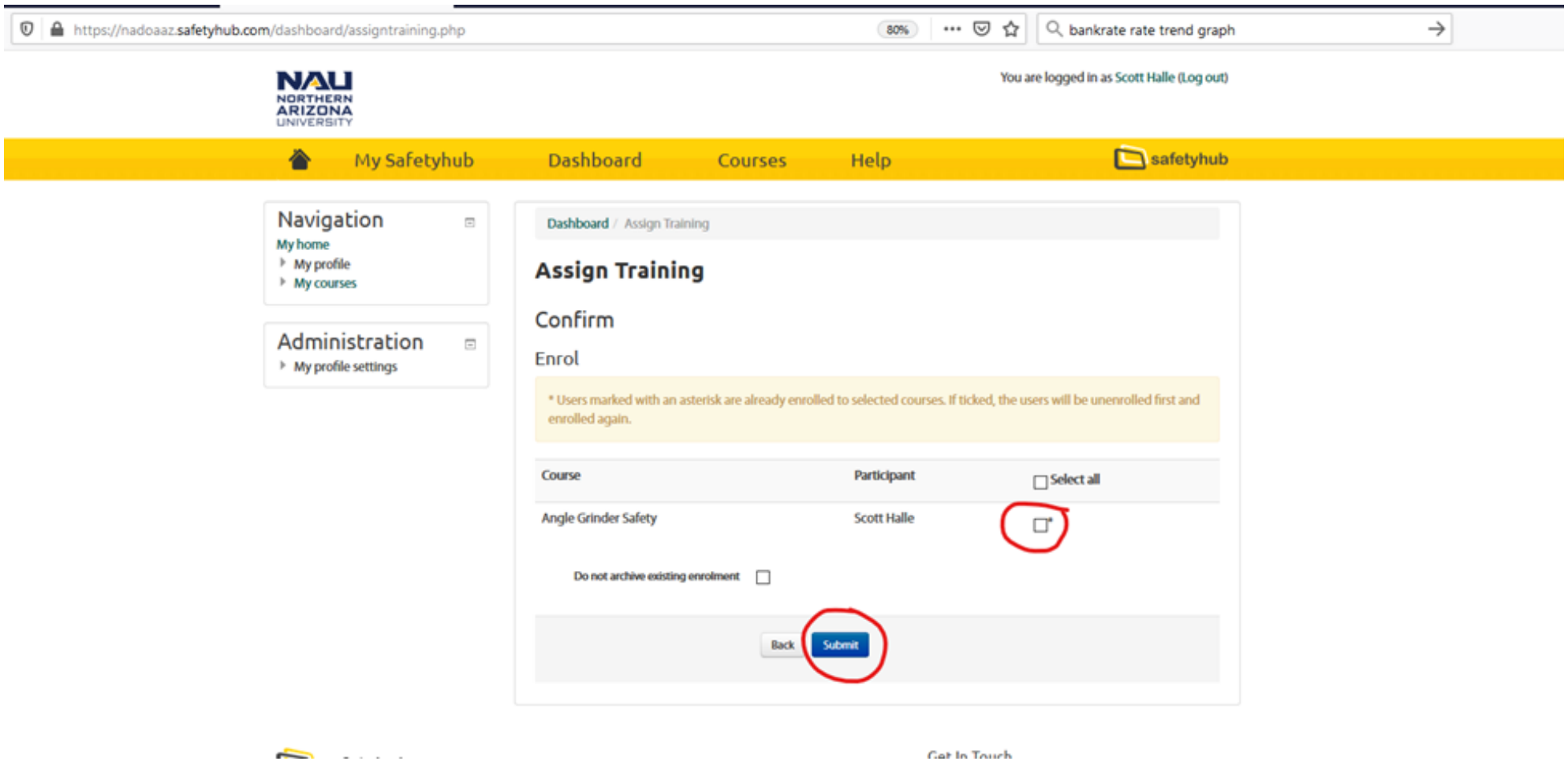
2) In “Action”, “Enrol” should be selected. If not, select this action.
3) In “Training Assignment Settings” Select the start/due and reminder dates you desire and select “Enable”. Reminders are optional and can be left blank if desired.
4) In “Courses” select the course or courses you’d like to assign. Multiple courses can be assigned to the same group by holding down the shift key and clicking on each desired training.
5) 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.**



7) **Select the users for enrollment by clicking the box next to each name.**

8) **Click “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.

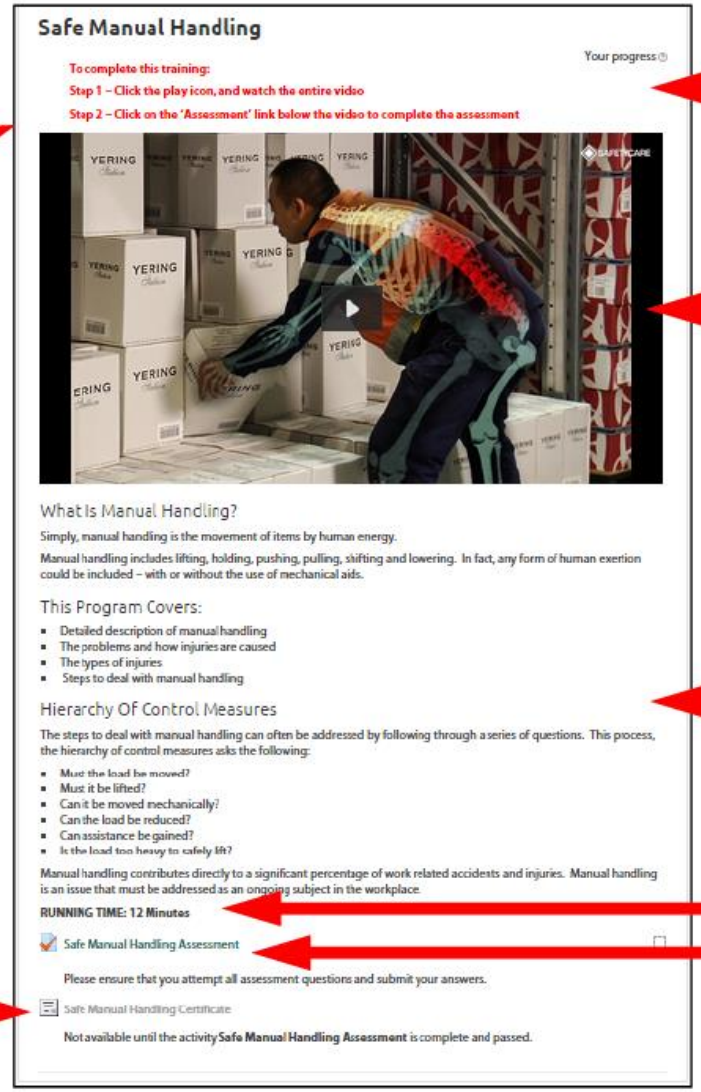
3. The participant watches the video.

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.



Instructions of steps required to complete the course

The video

A summary of the course

Course running time

The course assessment

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

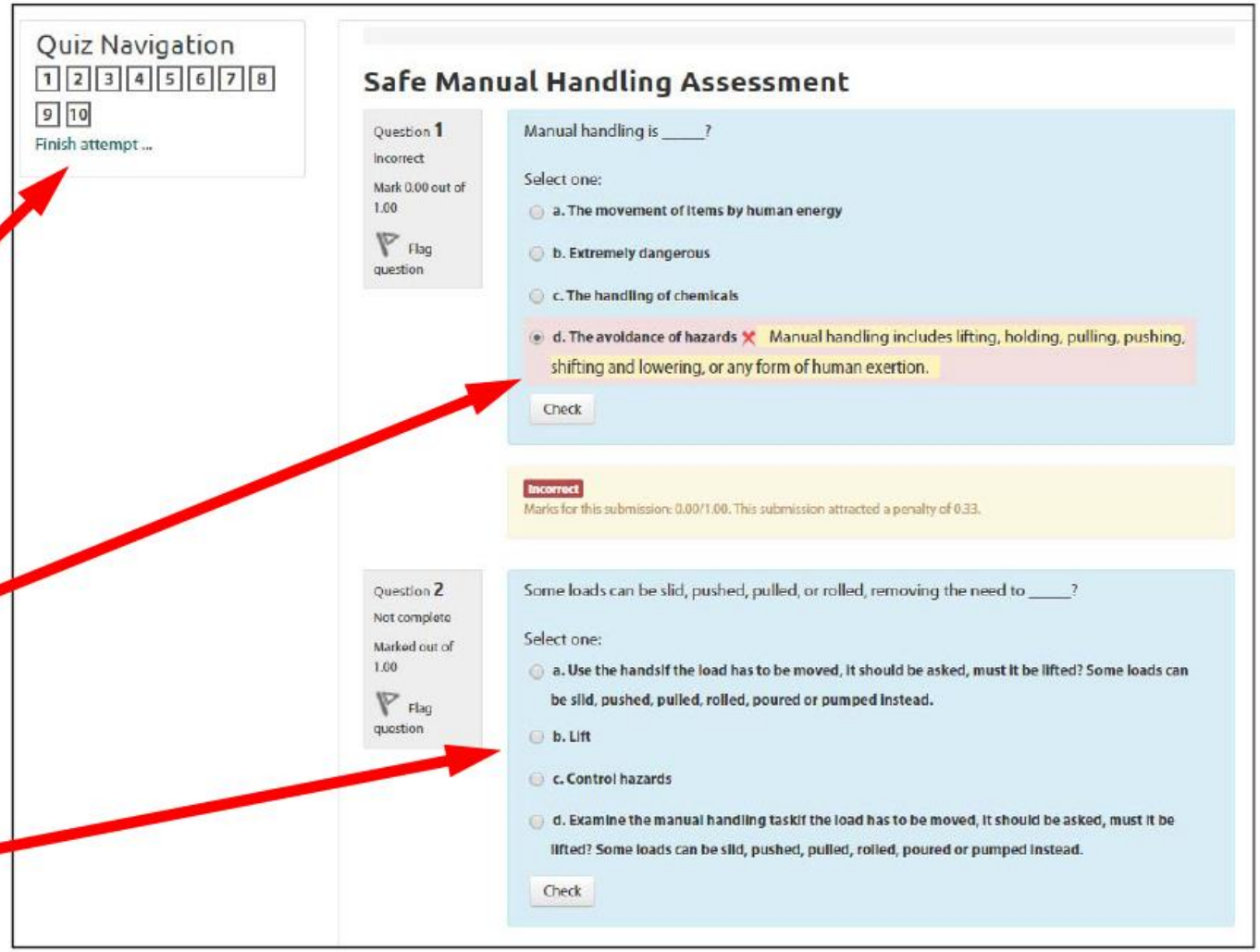
The Assessment

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

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

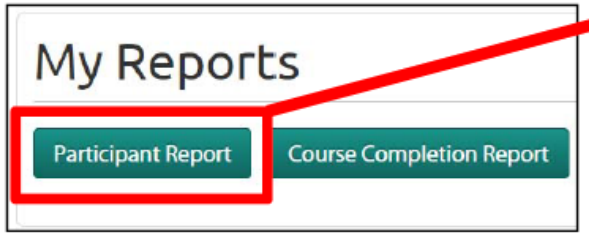
The participant is given immediate feedback on their answer, and a 'hint' if they choose the wrong answer. Number of attempts are tracked.

The are 4 options per question



Reports – Participant reports

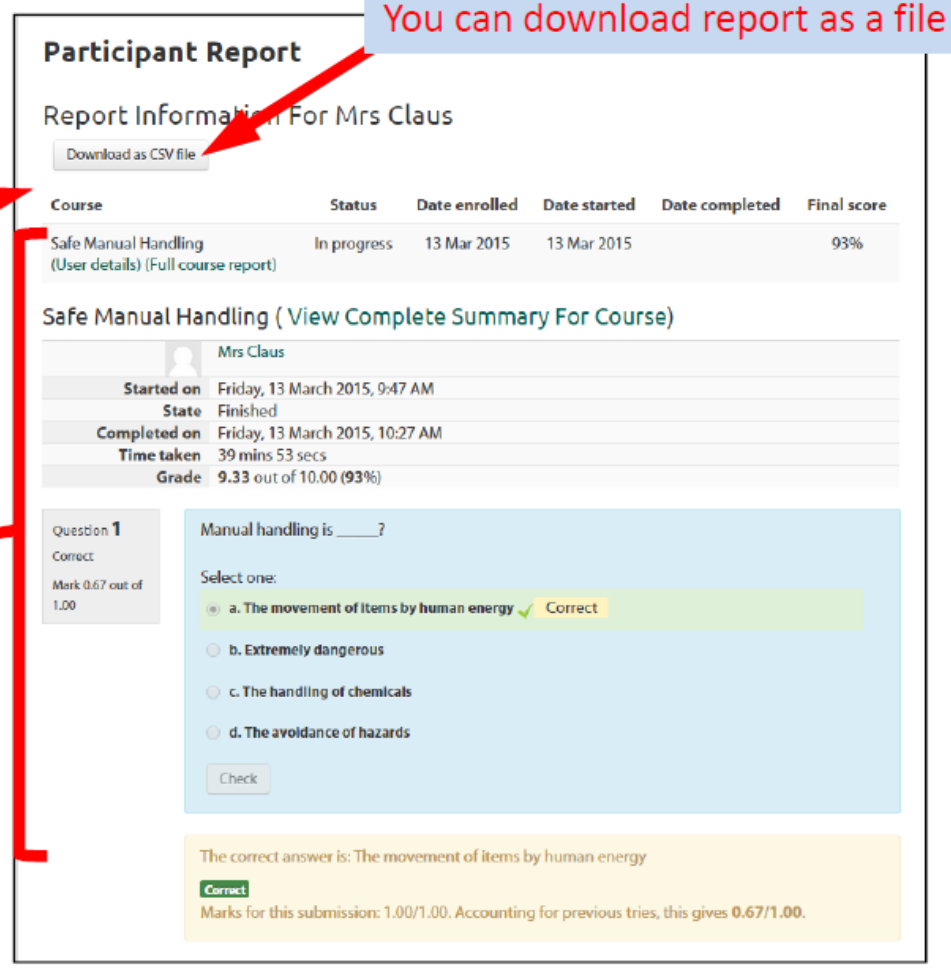
There are 2 types of reports you can view: Participant reports and Course Completion reports



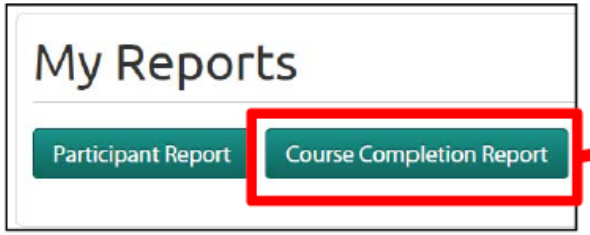
There is a lot of data you can obtain on a participant's participation in an assessment including:

- 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

You can download report as a file

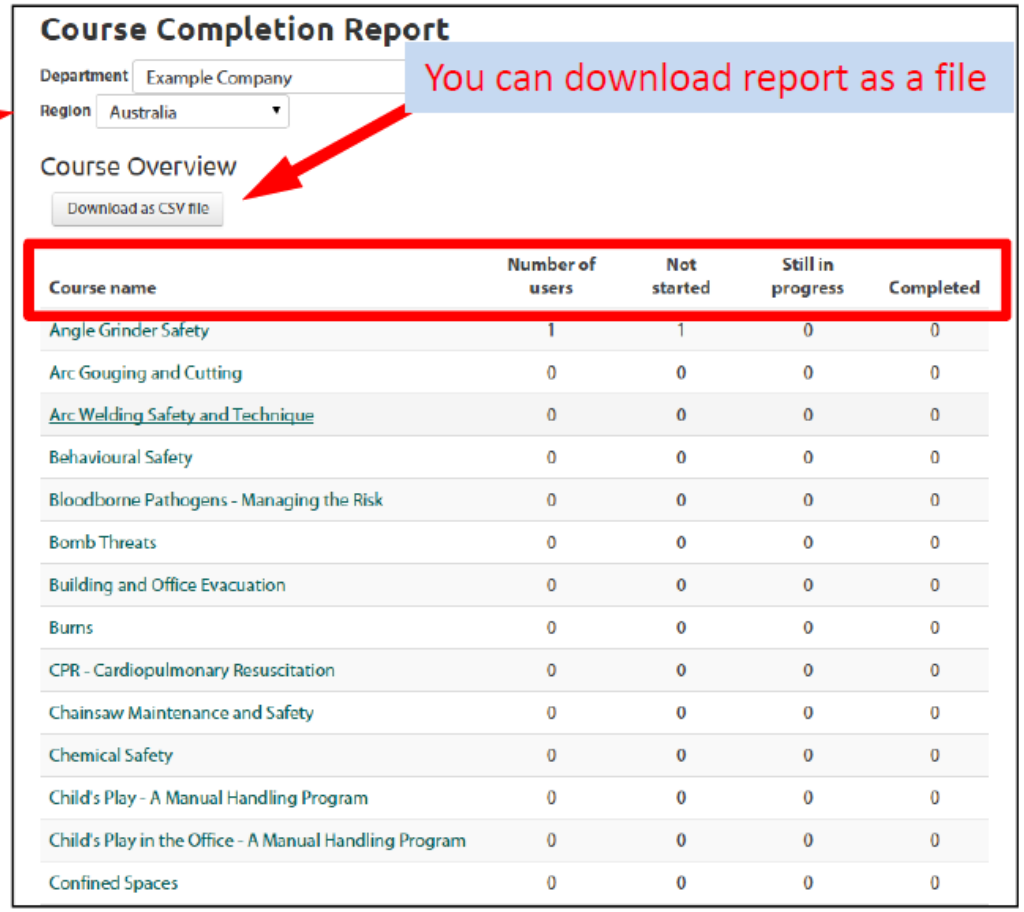


Reports – Course Completion reports



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 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
Arc Welding Safety and Technique	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

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.
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