HEALTH & SAFETY SOFTWARE SOLUTIONS

“Excellent Support,
Excellent Online Portal,
Excellent Course Library.”
WE'RE MORE THAN JUST TRAINING.

Everything you need in ONE simple to use solution.

Safety Media proudly offer the only built for purpose Health & Safety online platform that offers integrated solutions for Training, Incident Reporting, Audits, Risk Management and Document Management.

E-LEARNING
Training your staff in appropriate Health, Safety & Compliance areas is not only a legal obligation but a moral duty. Being able to record, measure, track and report upon training is essential to prove compliance and to safeguard your organisation against threats. With over 125 e-Learning courses to choose from and the number growing rapidly, compliance has never been so easy.

RISK MANAGEMENT
A system to build and complete Risk Assessments is built into the Safety Media Enterprise LMS, however, on top of this, every course comes with a complete Risk Checklist so that administrators can identify high risk employees using a simple traffic light system. Risks can be identified and managed quickly and easily to minimise threats to both the employee and the organisation.

INCIDENT REPORTING
Identifying trends within your organisation is crucial when looking to prevent incidents and develop coping strategies to make your environment a safer place to be. With a built in incident reporting tool, the Safety Media LMS allows you to keep all of these records in one easy location and provides you with dashboards to display pertinent information in “quick glance” charts.

AUDIT MODULE
Organisations should have formal procedures for auditing and reporting Health & Safety performance. This module allows you to create and administer site or departmental audits in a robust, effective and uniform manner. The flexible applications this tool can be used for will help even the most ambitious Health & Safety professionals exceed their compliance goals.

DOCUMENT MANAGEMENT
Safety Media’s Document Manager System will allow you to upload, preview and update documents with ease. With an automatic acknowledgement function, the ability to leave comments as well as pertinent reportable features, this function will give you the ability to create and verify receipt of policy and other documents at your convenience.

96% of clients would recommend Safety Media.

"I have been working with Safety Media for approximately two years, both the service and the product are at a really high standard.

I would certainly recommend Safety Media to, not only other functions within the business, but also any other company requiring a solution to their HSE and compliance training.

The level of support I have received has been outstanding, no training requirement has been too big or small for the team to deal with."

Oxford University Press.

With over twenty years experience in the field of Health & Safety Solutions, Safety Media is widely regarded as a global leader.

Joined up reporting and ease of access ensures the “all in one” solution from Safety Media will meet the majority of your recording and reporting needs in one simple to use, easily accessible platform.

Log in from any internet enabled device, anywhere in the world and administrators can access in depth reporting about the Health & Safety status of the organisation.

Safety Media strive to go above and beyond customer expectations by providing the best courses and the best, built for purpose platform on which to run them.

Offering so much more than a simple e-Learning system, you will be amazed by just how much the Safety Media Learning Management System will do to revolutionise Health & Safety in your organisation.

With over 1 million users and clients including adidas and Aviva, we are sure we can help you meet and exceed your training goals.
TRAIN, RECORD AND REPORT WITH EASE USING SAFETY MEDIA’S BUILT FOR PURPOSE ONLINE PORTAL.

WHAT DO WE PROVIDE?

Safety Media proudly offer the only Learning Management Software you will need to handle all of your Health & Safety training requirements, including a huge library of e-Learning courses.

Training staff quickly but effectively in core matters of Health & Safety can cause headaches — often there is too much downtime from normal working activities or materials that are not relevant or engaging. Safety Media provides e-Learning courses that can be completed on most internet enabled devices. They are short and concise to minimise work downtime and provide a comprehensive recording and reporting solution for auditing purposes.

The e-Learning solution from Safety Media comes with a growing library of over 125 Health, Safety & Compliance courses which are updated regularly in line with legislation as well as look and feel, keeping the user experience relevant and fresh. There is a built in self-test and risk checklist in every course to accurately assess and prove comprehension of materials and identify risks posed to your organisation.

For a full course list, please visit page 5-6.

OUR TRAINING SOLUTIONS...

We have a solution for every problem — whether you are a small team needing a quick fix or a multi-national needing a complete solution, Safety Media will help you out.

E-LEARNING PACKAGE COMPARISONS.

<table>
<thead>
<tr>
<th></th>
<th>Enterprise</th>
<th>Express</th>
<th>E-Fit</th>
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<tbody>
<tr>
<td>Risk Management</td>
<td>✔</td>
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<tr>
<td>Incident Reporting</td>
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<td>Audit Module</td>
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<td>Document Management</td>
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<tr>
<td>Course Creator</td>
<td>✔</td>
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<tr>
<td>Managed Services</td>
<td>✔</td>
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<tr>
<td>RoSPA Approved Content</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Access to over 125 Courses</td>
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<td>SCORM Compatible LMS</td>
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<td>Fully Auditable Records &amp; Reports</td>
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<td>✔</td>
<td>Client LMS</td>
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<tr>
<td>Multilingual LMS</td>
<td>✔</td>
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<td>Client LMS</td>
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<tr>
<td>Risk Checklist</td>
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<tr>
<td>Automated Production of Certificates</td>
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<tr>
<td>Classroom Training Function</td>
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</tr>
<tr>
<td>Add Other Training Records (such as, non-e-Learning courses)</td>
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<td>✗</td>
<td>Client LMS</td>
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<tr>
<td>Dedicated Support Team</td>
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<td>Administrator Dashboards</td>
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<tr>
<td>Content Delivery Network</td>
<td>✔</td>
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<tr>
<td>Re-usable licenses for when staff leave</td>
<td>✔</td>
<td>✔</td>
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<td>24/7 Training</td>
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<tr>
<td>Multilingual Content *</td>
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<tr>
<td>Full System Training, Implementation and Ongoing Account Reviews</td>
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<tr>
<td>Editable Administrator Permissions</td>
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<tr>
<td>Optional Authoring Package</td>
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<tr>
<td>Company Branding</td>
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<tr>
<td>Site Live Within</td>
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<td>48 hrs</td>
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<tr>
<td>Contract Term</td>
<td>1-5 years</td>
<td>1 year</td>
<td>1-5 years</td>
</tr>
<tr>
<td>Ideal Number of Users</td>
<td>100+</td>
<td>10 - 250</td>
<td>50+</td>
</tr>
</tbody>
</table>

* Additional costs incurred.

Client LMS refers to the Learning Management System with which you use the E-Fit courses.

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All relevant Safety Media Health & Safety courses have been RoSPA approved. Please note that these courses have not been approved by RoSPA as they would have to be delivered in conjunction with face to face training.

**HEALTH & SAFETY - INTERACTIVE COURSES**

Abrasive Wheels *  
Accident Reporting (RIDDOR)  
Asbestos Awareness  
CDM Regulations  
Confined Spaces  
COSHH  
Dangerous Substances & Explosive Atmospheres Regulations (DSEAR)  
Driving Safety *  
DSE  
Electrical Safety  
Environmental Awareness  
Farm Safety  
Fire Safety  
Fire Wardens  
First Aid in the Workplace (Employees)  
First Aid in the Workplace (Managers)  
Food Allergies  
Food HACCP Level 3  
Food Safety Level 1  
Food Safety Level 2  
Food Safety Level 3  
GHS Classification  
Hand Arm Vibration  
Health & Safety for Cleaners  
Health & Safety for Managers  
Health & Wellbeing  
Hot Weather Conditions  
Induction Safety  
Infection Control  
Introduction to Health & Safety Audits  
Laboratory Safety *  
Legionella  
Lifting Operations & Lifting Equipment Regulations (LOLER)  
Lockout / Tagout  
Lone Working (Employees)  
Lone Working (Managers)  
Malaria Awareness  
Manual Handling  
Medical Awareness  
Mental Health Legislation  
New & Expectant Mothers  
Noise Awareness  
Norovirus  
Office Safety  
Personal Protective Equipment (PPE)  
Provisions & Use of Work Equipment Regulations (PUWER)  
Risk Assessment  
Safeguarding Children & Vulnerable Adults *  
Safeguarding Children Level 1 *  
Safe Movement of Vehicles  
Slips, Trips & Falls  
Spill Prevention & Control  
Stepladder & Ladder Safety  
Stress Management (Employees)  
Stress Management (Managers)  
Winter Weather Awareness  
Working at Height  
Working with Young People  
Young People at Work  

**HEALTH & SAFETY - SPECIALIST COURSES**

Driving Safety (International) *  
Environmental Awareness (International)  
Moving & Handling People *  
Student Health & Safety  

**HEALTH & SAFETY - VIDEO COURSES**

5 Steps to Risk Assessment  
Accident Investigation  
Asbestos  
COSHH Awareness  
Driving Safety *  
DSE  
Electrical Safety  
Environmental Awareness  
Fire Safety - The Facts  
Food Hygiene  
Health & Safety for Cleaners  
Health & Safety for Homeworkers (Employees)  
Health & Safety for Homeworkers (Managers)  
Health & Safety in the Office  
Health & Safety - We Are All Responsible  
Legionella  
Lift Truck & Warehouse Safety  
Manual Handling  
Noise  
PPE  
Spill Prevention & Control  
Working at Height  
Working from Home  

**COMPLIANCE & SOFT SKILLS**

Alcohol Licensing Law  
Alcohol Licensing Law (Scotland)  
Anti-Money Laundering  
Bribery Act  
Bullying & Harassment  
Change Management  
Communication  
Computer Security in the Workplace  
Conducting Appraisals  
Conflict Management  
Customer Service Essentials  
Data Protection  
Disciplinary & Grievance Procedures  
Energy Efficiency (Employees)  
Energy Efficiency (Managers)  
Equality & Diversity  
Freedom of Information Act  
General Data Protection Regulations (GDPR)  
Information Security  
Innovation  
International Business Travel  
Introduction to Basel  
Leadership  
Modern Slavery Act  
Payment Card Industry (PCI) Awareness  
Preventing Radicalisation & Extremism in Education  
Serving Alcohol Responsibly  
Sexual Harassment  
Social Media Use  
Sustainable Development  
Talent Management  
Teamwork  
Time Management  
Whistleblowing  

**HEALTH & SAFETY - REFRESHER COURSES**

Top Tips - Fire Safety  
Top Tips - Health & Safety  
Top Tips - Manual Handling  
Top Tips - Office Safety  
Workstation Setup Assessment  

**AVAILABLE WITH COURSE CREATOR ONLY**

Security & Terrorism  
Violence & Aggression in the workplace  

All relevant Safety Media Health & Safety courses have been RoSPA approved. Please note that these courses have not been approved by RoSPA as they would have to be delivered in conjunction with face to face training.
CREATE YOUR OWN ENGAGING COURSES BUT USE OFF THE SHELF CONTENT!

COURSE CREATOR - WHAT IS IT?

Have you ever sat through ‘off the shelf courses’ and cursed how much content is irrelevant to your business? Do you wish you could just delete those sections and add something more relevant? Now you can.

Course Creator will enable you to use snippets from a selection of Safety Media’s top standard ‘off the shelf’ courses and create your own ‘playlist’. You can drag and drop the sections to make the perfect running order to ensure your employees are seeing what is relevant to them quickly and efficiently.

Not only can you ensure the content is relevant but also the context of the material - for example if you are training your warehouse staff then you can choose snippets showing warehouse environments instead of office ones.

The simple drag and drop functionality means anyone can create a professional looking course without paying for expensive bespoke content. By using standardised content you can be sure compliance requirements are being looked after.

We have even developed some courses exclusively for use with Course Creator.

A SIMPLE PROCESS...

1. Decide what you want your course to cover
2. Choose your subjects
3. Create your course using drag and drop
4. Add a self test and risk checklist questions
5. Publish your course
6. Assign to your learners

It really is as simple as it sounds!

The self test section will allow you to choose from questions relevant to the material used in the course or you can create your own questions specific to your organisation. The risk checklist works the same as in all standard Safety Media courses whereby you can ask yes or no questions based on your own risk criteria - such as ‘Have you been shown your nearest fire exit?’

All results will be fed into your reporting suite / dashboards and are available by all administrators as applicable.

As a Safety Media Enterprise or E-Fit client, your employees will never again have to sit through long standard courses just to be trained on the five minute section which is actually relevant to them.
HOW TO STRUCTURE YOUR HIERARCHY

You can set up your e-Learning structure to reflect your organisation to include hierarchies, reporting structures and departments.

By mirroring your organisation in this way, you can ensure correct and relevant training is allocated to your employees efficiently and reporting is available to relevant managers as appropriate.

In order to make structuring your system a collaborative experience, there are downloadable training matrices which allow you to structure and restructure your organisation easily offline. Once completed the handy import feature allows you to re-upload your documents and your training plans will be restructured accordingly.

EXEMPLARY

The London office...
Has three departments; Sales (group), HR (group) and Drivers (group). Ryan (user) is only linked to Sales and therefore he will only train on the modules allocated to that group. Asif (user) is linked to HR and Drivers, so he will train on the modules allocated to both of those groups.

The Dubai office...
Only has one department, All Staff (group). This means that Abdul (user) and Aysha (user) will complete the same modules.

The Paris office...
Has two departments, Office (group) and Warehouse (group). Philipp (user) is linked to both departments and so he will train on all modules allocated to the Office and Warehouse groups. All other users will only train on the modules allocated to the Warehouse group.

A QUICK AND EASY TOOL TO ALLOCATE YOUR TRAINING!

ALLOW RELEVANT HEALTH, SAFETY, COMPLIANCE AND SOFT SKILLS TRAINING TO BE DISTRIBUTED QUICKLY AND EFFICIENTLY WITHOUT CONTINUAL MANUAL INPUT.

Analysing the training needs of an individual or department is vital for any organisation. Simply throwing training at individuals may miss priority needs, or even cover areas that are not essential, which can be time consuming and not cost-effective.

The Training Needs Analysis tool for use with the Safety Media Enterprise LMS will allow administrators to set up relevant training plans which are then automatically assigned to users based on their responses to some simple questions.

For example, one question might be ‘Do you drive as part of your job?’. If the user’s response to this is ‘yes’, then one of the relevant training plans should include driving related courses. It really is as simple as it sounds, for both the administrator and user.

Administrators can add as many questions and answer options as they like in order to achieve a comprehensive response from each individual user.

The training needs analysis tool from Safety Media will help ensure your training is timely AND relevant across your entire organisation.

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SPOT TRENDS, ANALYSE HOTSPOTS, MANAGE INCIDENTS QUICKLY.

INITIAL REPORTING

The Safety Media Incident Reporting module allows any employee to log into your learning management system, and fill out an Incident Report form securely online.

They can report upon:
- Injuries
- Near Misses / Dangerous Occurrences
- Damage to Property / Assets
- Breaches of Security

Supporting evidence such as photographs, forms etc can be added to the report & location / date information is stored within the system.

MANAGEMENT OF THE INCIDENT

Once submitted the relevant people are informed via automated notifications.
They will be able to log into the system, view the report and fill in additional details, such as:
- Adding actions to be taken
- Resolving actions taken already
- Attaching further documentation
- Triggering a RIDDOR notification if appropriate

Once all of the above has been completed and actions closed off, the Incident Report can be filed and considered complete.

REPORTING OPTIONS

There are a number of reporting options available including:
- Submitted Accident Reports
- Outstanding Issues
- RIDDOR Notifiable Accidents
- Pending Accident Reports

These reports, depending on the type of incident, can be built using whatever information you require such as: Department, Injury Type, Absence, Date Range, Nature of Damage, Extent of Damage etc.

DASHBOARDS

Pertinent areas of the reportable information can be displayed in easy to digest dashboards.

This allows all stakeholders to analyse trends, identify hot-spots, manage areas for concern and other information relevant to making decisions allowing for a safer working environment.

WHAT IS IT?

No amount of training, risk assessment or preventative measures can completely protect against incidents within the workplace.

With employers facing responsibilities under RIDDOR to report accidents that happen ‘out of or in connection with work’ the processes in place for reporting incidents need to be more robust, accurate and detailed than ever before.

A comprehensive and complete Incident Management solution should encompass:

- Initial Reporting, Review by authorised persons, Assignment & Management of follow up actions, Reporting to authorities, such as HSE, if required.

Simple, robust reporting backed up in a safe, secure digital environment makes paper based incident books a thing of the past.

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CREATE & COMPLETE ASSESSMENTS AND MEASURE & MANAGE INDIVIDUAL RISKS.

WHAT IS IT?

One of the key benefits of Safety Media’s Enterprise portal is the ease with which administrators can identify, assess, manage, and report upon potential and specific risks in your organisation. Risk Management is more than just conducting annual risk assessments, although these are obviously a vital part of the process, full cycle risk management encompasses much more.

Safety Media offer both Risk Assessment & Risk Checklist features within the portal.

Risk Assessments (RA)

The creation and completion of risk assessments is a key feature of the Safety Media Risk Management solution, however this tool also allows for review, addition of control measures, approval and follow up of assessments to also be included.

Risk Checklist (RC)

An additional Risk Management feature offered by Safety Media is the inclusion of Risk Checklist questions in every e-Learning course we produce. By asking yes / no questions relating specifically to your organisation’s Health & Safety requirements, administrators are able to quickly identify, manage and assess risks using the simple traffic light system.

Risk Assessment

Risk assessors can log into the portal to build and complete risk assessments individually for your organisation. Within the assessments there is a 5x5 risk matrix used as default which is fully editable and expandable along with the ability to edit the criteria that defines a risk.

Assessments can be built and completed simply using standardised ratings allowing for auditable reporting practices relevant for your organisation.

Risk Checklist

Every course has a built-in risk assessment checklist that can be fully edited and personalised by your system administrator. When completing a course, users will be asked to complete a series of questions. Based on these answers, the user will be assigned a risk rating, which is flagged in the administration panel. Using a simple traffic light system, administrators can assess risks either by individual, course or department.

Reporting

Risk Assessments can be reported upon via a simple report which can highlight:

» Submitted Assessments
» Assessments due for review
» Incomplete Assessments
» Additional Control Measures
» Critical Control Measures

This important report will specifically identify risks where work cannot commence until control measures are implemented.

“Does exactly what it says on the tin, effective & competent.”

Federal Mogul Aftermarket UK Ltd
AN EASY TOOL FOR CREATING & ADMINISTERING SITE OR DEPARTMENTAL AUDITS.

STRUCTURE AND CONDUCT AUDITS WITH EASE

Organisations should have formal procedures in place for auditing and reporting Health & Safety performance. This module allows you to create and administer site or departmental audits in a robust, effective and uniform manner and distribute these from a centralised location.

Whether on a construction site, warehouse, retail unit or office - being able to audit your surroundings in a structured and standardised fashion will allow them to be a safer environment.

OUR SOLUTION

Within the Enterprise portal, you can create Audit templates which can be distributed for completion by relevant managers - for example Store Managers in retail units.

Upon completing an audit form, the designated person will be able to review each criteria, attach relevant documents and assign a pass / fail status based on particular criteria.

The solution is currently used widely in retail, hospitality and leisure chains to ensure the managers are keeping stores and locations safe for staff and customers alike.

ACCOUNTABILITY

Audits can be assigned to users with a cycle for completion. Should audits not be carried out on time, automatic alerts can be sent through the reporting hierarchy so that disciplinary action can be taken.

FOR EXAMPLE...

If a Store Manager doesn’t complete their audit on time, then the Regional Manager will be informed, if this continues then the relevant Director will be informed and so on throughout the reporting hierarchy.

UPLOAD, PREVIEW, UPDATE, ASSIGN & REPORT ON DOCUMENTS.

WHAT IS IT?

Safety Media’s Document Management System will allow administrators to upload, preview, update, assign and report on documents easily, from anywhere and on any device. With an automatic acknowledgement function, the ability to leave comments as well as pertinent reportable features, this function will give you the ability to manage and distribute secure documents at your convenience.

WHAT DOES THIS MEAN?

You can now send out your IT policy or Health & Safety policy to all new starters and they will have to digitally acknowledge that they have read and understood the information within.

This is a much more robust form of policy distribution as your organisation will benefit from a digital audit trail showing acceptance and understanding, should the need ever arise.

No more web radio being played on work computers and users pleading ignorance to having seen the IT policy - now you can prove not only that they have seen it but when!

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DOF SUBSEA
A PERMIT TO WORK

Safety Media have collaborated with DOF Subsea to create a best practice compliance course titled “Permit to Work”, designed to help promote safe working cultures and ultimately save lives.

DOF Subsea employ staff globally in a number of unusual environments ranging from vessels, dive systems, remote operated underwater vehicles and offices.

In these diverse conditions Health & Safety concerns are of paramount importance.

Since creating this course, the relationship between Safety Media and DOF has gone from strength to strength.

The Permit to Work Scheme is a technical measure document demonstrating competence in situations to avoid major accidents. It ensures employees have the right qualifications for undertaking certain tasks and makes everyone working on a job aware of everyone else’s participation and roles.

The staff at DOF are multi-lingual and based all over the world covering 24/7 shift patterns and so emphasis was placed on the need to find an appropriate solution to demonstrate competence.

Due to the technical nature of the content this was provided in the main part by the team at DOF Subsea. The Safety Media content team then took this information and made it come alive following best practice and various Instructional Design guidelines. We even sent a team to spend a day on board the Skandi Aker, DOF’s Flagship vessel, to film footage to be used in the course.

To ensure the course could be rolled out globally Safety Media produced a Brazilian Portuguese and Argentinian Spanish version of the course along with CD Roms and USBs that could be used in areas that were not internet enabled - for example in the North Sea!

The finished Permit to Work Course is a true collaboration of minds from across oceans. It involves Video and Interactive content to maximise user retention, is available in English, Brazilian Portuguese and Argentinian Spanish and the use of the footage from the Skandi Aker helps make the situations relatable for the employees.

DOF Subsea are determined that this course will make a difference not only in the lives of their employees but to anyone who works in, has a relative who works in or who has a general interest in this industry, which is why they have made this course accessible for anyone to take via www.dofsubsea.com.

“The Permit to Work Course & Training Video is absolutely outstanding. It is a first class interactive process and is a credit to the organisation that put it together.”

Steve Brown , CEO Asia Pacific
THERE IS LITTLE POINT HAVING RECORDS IF YOU CAN’T PRODUCE MEANINGFUL REPORTS.

ROBUST, EDITABLE, USABLE.

Being able to safely record all of your activity is a huge benefit to online management but being able to report upon Health & Safety information is the greatest benefit of using software based solutions to manage your needs.

That is why you can easily report upon any activity within your Safety Media portal, whether that be e-Learning, Incident Reporting, Audits, Document Management or Risk Management.

You can be sure to find editable reporting systems allowing your reports to be as simple or complex as you require.

From drilling down into dashboards, to automatically emailing reports based on specific criteria to people internally or externally, we are sure you will find whatever you need when it comes to Health & Safety reporting with Safety Media’s LMS.

The Safety Media traffic light system allows administrators to spot potential problem areas quickly and with the “drill down” feature it gives you the ability to look more specifically at the answers given by potential risks.

Users will be able to see specific responses to specific questions, see recommended actions to manage the risks, assess if any action has already been taken to prevent further occurrences and add notes about how the risk has been managed making any amendments as required.

From editable dashboards to automatic emails to exporting records, the Safety Media reporting suite will exceed your reporting expectations.
CLIENTS COME TO US FOR OUR SOLUTIONS, WHAT THEY DON'T EXPECT IS OUR SERVICE.

WE HAVE A DEDICATED TEAM ON-HAND TO PROVIDE IMPLEMENTATION, OPERATIONAL AND TECHNICAL SUPPORT FOR ALL OF SAFETY MEDIA’S SOFTWARE-BASED TRAINING SOLUTIONS.

Safety Media always strives to exceed our client’s expectations when it comes to service excellence. Our Enterprise e-Learning clients receive proactive support and consultation from their own dedicated Support Manager on a quarterly basis.

We ensure that communication is continuous, feedback is acted upon and future enhancements of the software reflect actual needs, thereby providing clients with ongoing return on their investment.

Not only will our team guide you through the implementation of your new e-Learning system, but we will also ensure you are supported throughout the term of your contract. Additional services, such as site restructuring and extra training days for administrators, are available to our Enterprise solution clients.

Every year we run a client satisfaction survey to ensure our clients are receiving everything they need and more from the team at Safety Media - the results speak for themselves!

97% of clients rate the overall user experience from Safety Media as being better than good.

Safety Media Customer Satisfaction Survey 2016

“Possibly the best customer experience I have ever had... I’m delighted.”

Linde Material Handling

“The system was up and running in no time and exceeded our expectations. We wouldn’t change a thing, overall very impressed.”

Genius Gluten Free Foods

“Excellent support and always consistent - whenever we ring or email, we always get the same excellent service.”

Falmouth University

“Safety Media are helpful, efficient and reliable. Any problems experienced are sorted quickly.”

Parkvets Ltd

www.safetymedia.co.uk  sales@safetymedia.co.uk  +44 (0) 1745 535000
LET US TAKE AWAY THE DAY TO DAY RUNNING OF YOUR SYSTEM SO YOU CAN FOCUS ON WHAT’S REALLY IMPORTANT TO YOUR ORGANISATION.

INTRODUCING AN EASIER WAY OF LIFE

Today’s HR and training professionals are challenged with increased expectations and reduced resources. This is just one of the many factors that can contribute to the decision to choose a full or partly managed e-Learning solution as a business strategy.

Whether the goal is to increase flexibility, improve quality, or to reduce costs, knowing that the services are being expertly managed by a trustworthy partner is critical for success.

PACKAGE OVERVIEW...

<table>
<thead>
<tr>
<th>CLASSIC</th>
<th>ADVANCED</th>
<th>PREMIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every Safety Media Enterprise client benefits from our first class service. This includes providing guidance and support when implementing your system and includes pro-active and reactive support as required throughout the length of your contract.</td>
<td>This package includes some of the day to day running of the system such as modifying users, resetting passwords, scheduling reminder emails etc.</td>
<td>Take all of the hassle away from training by selecting our Premier Service. We will help you promote your training internally, create bespoke reports, ensure all automation is set up correctly. We will even restructure your entire site should the need arise.</td>
</tr>
</tbody>
</table>

WHAT’S INCLUDED?

<table>
<thead>
<tr>
<th>System implementation and training of key client administrator(s)</th>
<th>Classic</th>
<th>Advanced</th>
<th>Premier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational and technical support</td>
<td></td>
<td></td>
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<tr>
<td>Quarterly system and account usage review</td>
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<tr>
<td>Additional telephone support for client administrator(s)</td>
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<tr>
<td>Live &amp; recorded webinar sessions focusing on system functionality</td>
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<tr>
<td>Service Level Agreement including response times for technical queries</td>
<td>☑</td>
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<td>☑</td>
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<tr>
<td>Adding / deactivation of users</td>
<td>☑</td>
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<td>☑</td>
</tr>
<tr>
<td>Move users to different departments</td>
<td>☑</td>
<td>☑</td>
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</tr>
<tr>
<td>Resetting passwords</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Assign training plans as instructed</td>
<td>☑</td>
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<td>☑</td>
</tr>
<tr>
<td>Manage and distribute reports / dashboards showing regular usage and progress to your management team</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
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<tr>
<td>Reminder emails to users</td>
<td>☑</td>
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<td>☑</td>
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<tr>
<td>Download certificates and send to management team</td>
<td>☑</td>
<td>☑</td>
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<tr>
<td>Manage ‘Other Training’ (Add course details and learner records)</td>
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<td>☑</td>
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<tr>
<td>Marketing resource to promote e-Learning within company</td>
<td>☑</td>
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<td>☑</td>
</tr>
<tr>
<td>Manage assessment manager (Checklist / critical risk questions)</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
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<tr>
<td>Bespoke report creation</td>
<td>☑</td>
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<td>☑</td>
</tr>
<tr>
<td>Restructure system*</td>
<td>☑</td>
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</tbody>
</table>

* Available at a fixed cost as an additional service if not included in package
ADIDAS

A retail environment is incredibly susceptible to Health & Safety issues, the tragic death of a child at a high end brand store in 2014 highlighted this in the most real terms possible.

adidas have always taken the safety of their customers and employees incredibly seriously and as part of this have a 5 star process to assess stores.

بالنسبة للشركات، فإن البيئات التجارية بشكل خاص معرضةًا بشكل كبير لل-Problems of Health & Safety، حيث عُلِّمتنا من خلال وفاة طفل في متجر علامة تجارية عالية المستوى في عام 2014 لصعوبة هذه المسألة.

لدي adidas دائماً اهتمامًا كبيرًا بالسلامة للعملاء والموظفين، ولذا كانت لديهم آلية تقييم رائعة تضم خمسة نقاط.

THE COURSES

We tailored a number of our courses to suit the adidas needs and include industry relevant imagery.

THE AUDIT TOOL

Our in-house team developed an audit tool to support the monthly store inspection. This included 33 questions that relate to safety across the store. The distribution is automated so that the Manager is reminded to complete the tasks and includes escalation if they fail to do so. We also ensured there were relevant dashboards at each level so that Managers, Regional Directors and global teams can view data that matters to them.

Part of the 5 star rating is to ensure the Store Managers are conducting a monthly audit of the store and that staff are trained appropriately in a number of key safety areas.

Finding a centrally controlled solution to managing these audits and reporting efficiently on problem areas was a major issue for the team as well as the fact the solution had to be rolled out globally in a number of languages.

adidas approached Safety Media to create a suitable solution which had to:

- Provide a safe environment for both customers and staff.
- Provide training that is fun to take part in and delivers skills.
- Include audit functions with local escalation capability.
- Have dashboards that summarise compliance across the region.
- Stores will vary in size and the technology available. The system needs to be inclusive to cater for as many of these scenarios as possible.

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THE SYSTEM HAS INITIALLY BEEN ROLLED OUT ACROSS EMERGING MARKETS AND INCLUDE LATIN AMERICA, JAPAN AND CHINA. THIS HAS BEEN DEEMED SUCH A SUCCESS THAT WE ARE NOW PROUDLY SUPPORTING A GLOBAL ROLL OUT DUE FOR COMPLETION THIS YEAR.

www.safetymedia.co.uk sales@safetymedia.co.uk +44 (0) 1745 535000 25

THE PROBLEM

THE OBJECTIVES

THE TWO-PART SOLUTION

THE COURSES

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WE ALWAYS STRIVE TO MAXIMISE INVESTMENT BY OFFERING MORE...

HOSTING & BUSINESS CONTINUITY

We use Amazon Web Services for all of our hosting requirements to ensure a reliable and high-quality hosting provision for our customers.

Amazon Web Services (AWS) provide trusted, cloud-based solutions to help meet business needs.

By running our solutions in a cloud-based environment, we are able to get your LMS up and running faster while providing the high level of service one expects from a global organisation.

SECURITY

The Safety Media portal has successfully passed a full-scale independent penetration test. Our robust security features mean that no unauthorised person can view any records within your system.

As part of our ongoing commitment to maintain the highest level of quality where data and application security is concerned, we will continue to perform penetration tests on our solution on a regular basis.

CONTENT DELIVERY NETWORK

As part of our commitment to providing excellent user experience, we have devised a way to store all data in a robust way and deliver fast access to rich content.

All of our video and interactive courses are hosted by AWS in a cloud server based Content Delivery Network (CDN).

A Content Delivery Network can deliver content rapidly around the world - giving your audience a local-like experience, no matter how far they are from your origin server.

It works by caching content at global edge locations, so that when users want to view your content, they can receive it quickly from the nearest server in the CDN. The content is refreshed once our courses are renewed so you can be sure that all of your users are seeing the most up-to-date courses at all times.

What all of this essentially means is Brian in Brighton will receive his e-Learning course delivered to his device at exactly the same speed and quality as Simon in Singapore, ensuring a consistent and pleasing user experience.

CONNECTOR SERVICES

WEB SERVICE (Data Integration)

The Safety Media two-way Web Service will enable you to integrate your current employee record management system or HR system with the Safety Media LMS.

This means that when information is updated in one database or system then it automatically changes the information stored in the other, saving time and ensuring complete consistency of information.

SINGLE SIGN ON (No more multiple passwords)

Working with Windows Federation Services your LMS can integrate your current system in details with your Safety Media LMS log in details.

All you and your users will need to do is log into your Windows PC using your chosen password and you will immediately have relevant access to your Health & Safety training system.

As long as you have an IT team or software support provider that can help customise the code for your system then these connector services really will help take the hassle out of training.

1,000,000 lines of code make up the Safety Media Enterprise portal.

WEB SERVICE

When logging into the Learning Management System the language will be the same as it is in your browser (there is an override should you need to use it).

LMS language preferences can be set in the individual users details to ensure navigation around the system is as easy as possible.

Good news! These language preferences do not automatically change the language of the courses so you can be sure the key training messages are not lost through automatic translations.

We do offer a number of our courses with a variety of subtitle packages should you require multilingual content. If the course or language you require is not yet available, let us know and we will talk to you about finding the right solution for your needs.

CURRENT COURSE LANGUAGES INCLUDE...

» Arabic
» Chinese (Simplified)
» Czech
» Danish
» Dutch
» English
» Finnish
» French
» German
» Greek
» Hungarian
» Indonesian
» Italian
» Lithuanian
» Norwegian
» Polish
» Portuguese
» Portuguese (Brazil)
» Romanian
» Slovak
» Spanish
» Spanish (Argentina)
» Swedish
» Turkish
» Welsh

"It’s very important to take the e-Learning courses in my home language as this makes it easier for me to understand what exactly the terms and phrases are, it also allows me to learn faster."

Ricardo Fernandes, Finance Manager, DOF Subsea.

(Course taken in Portuguese)
BRING A NEW DIMENSION TO BLENDED TECHNIQUES.

Offered as standard to our Enterprise clients, this technology uses e-Learning course content from your Safety Media library and allows multiple users to log on individually to take the course simultaneously using their own smart-phone or tablet.

As long as the user’s phone has an internet connection, you can train as many people at the same time as your office space or display facilities will allow. These sessions can even be run in virtual classrooms allowing for even greater flexibility.

Using Safety Media’s Enterprise portal, administrators simply log in, add the details of the course they wish to run, assign it to users and the system will do the rest. During the classroom session itself, users log in with their smart device using their unique LMS log in details.

Once all users are logged on, the course will begin. The presenter or instructor will then control the pace of the material allowing for discussions, adding company relevant information and highlighting key messages.

At the end of the course, the users go back to their mobile or tablet to answer the risk checklist and self-test questions. When completed, the results are fed back to the portal securely and are immediately available in the reporting suite for administrators to monitor.

This system is widely used for group induction programmes, especially when training seasonal staff, and also for ensuring contractor compliance on large manufacturing plants.

NOT LOOKING FOR OFF THE SHELF COURSES OR PERHAPS WANT A FEW MODIFICATIONS?

WANT TO MAKE YOUR OWN COURSES FROM SCRATCH?

We can provide you with an Authoring Package that will allow you to do just that, ensuring compatibility with our LMS enabling you to record and report on all training.

WHAT IS THE AUTHORING PACKAGE?

The Authoring Package is a simple tool which is added onto PowerPoint. It allows you to create engaging courses containing text, images, animations, audio and videos without any IT expertise required whatsoever. You can even create and add a risk checklist and self-test to each course that you create to ensure competence and comprehension of material.

IF YOU CAN USE POWER POINT, YOU WILL BE ABLE TO USE THE AUTHORING PACKAGE!

THINKING ABOUT BESPOKE COURSES?

If you don’t have the time, desire or resources to create your own courses, you can still benefit from bespoke content with help from our in-house experts.

Safety Media offers a complete, flexible and bespoke solution for all of your e-Learning needs. You can either choose to customise any of our courses, or we can produce a bespoke interactive course exclusively for your company.

WHAT CAN BE INCLUDED?

We can include almost anything in our bespoke courses. All that we ask is that you provide us with the details and content within the course to ensure accuracy and appropriateness to your audience. This can include text, images, video and any other resources you have available.

WE ARE ABLE TO ADD ANY OF THE FOLLOWING AS PART OF YOUR INTERACTIVE COURSE:

HIGH-QUALITY IMAGERY

Safety Media can include any images you supply of your workplace including 3D imaging, or alternatively we can help source any specific images that you may require.

VIDEO INTRODUCTIONS

Many of our clients choose to include a short course introduction from the CEO or Managing Director to add gravitas to your safety message.

LINKS

Links to your own policies and procedures can be added throughout the course to lead your employees directly to documents you wish them to access.