

HEALTH & SAFETY SOFTWARE

E-LEARNING

INCIDENT REPORTING

RISK MANAGEMENT

AUDIT MODULE

DOCUMENT MANAGEMENT

The logo for Safety Media is centered on the page. It consists of a red square with a white border. Inside the square, the words "Safety" and "Media" are stacked vertically in a bold, white, sans-serif font. Above the square is a horizontal red bar, and below it is another horizontal red bar, creating a frame-like effect around the central logo.

**Safety
Media**

COMPLETE HEALTH & SAFETY SOFTWARE SOLUTION.

"Excellent content, easy to use and a fair price."

RISK MANAGEMENT

No activity can be deemed risk free, however, it is a key responsibility to be aware of, respond to, manage and minimise these risks to your organisation and your employees. The Safety Media solution manages this on both an individual and a business level by using built for purpose risk management functionality.



AUDIT MODULE

This tool allows for site audits to be set up, distributed, submitted and actioned from a centralised, secure online location. Different sites can be allocated the same audits to allow for uniformity in reporting and hierarchical notifications set to combat non-completion problems.



INCIDENT REPORTING

Reporting, recording and analysing incidents across any organisation is a challenge, across a multi-site organisation these challenges are multiplied. Using an online solution means that trends can be spotted quickly and centralised reporting allows for swift and direct actions to be taken as needed.



DOCUMENT MANAGEMENT

Distributing key documents, such as health and safety policies and new starter information digitally allows administrators the option to not only track receipt but request acceptance of documents as well. This creates a comprehensive audit trail if a dispute ever arises regarding the receipt of key information.



E-LEARNING

Providing appropriate, good quality training is a keystone to a comprehensive health and safety strategy. A complete suite of health, safety and compliance titles is available from the experts at Safety Media for training including DSE, Manual Handling, Fire Safety, Health & Wellbeing and many more.



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.

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 customers including adidas and Aviva, we are sure we can help you meet and exceed your training goals.

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.

*"I have been working with Safety Media for a number of 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.

Safety Media



TRAIN, RECORD & 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 an extensive 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. To help combat this, 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 100 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.

E-LEARNING PACKAGE COMPARISONS.

| | Enterprise | Express | E-Fit |
|--|------------|-------------|-------------|
| Risk Management | ✓ | × | × |
| Incident Reporting | ✓ | × | × |
| Audit Module | ✓ | × | × |
| Document Management | ✓ | × | × |
| Training Needs Analysis | ✓ | × | × |
| Course Creator | ✓ | × | ✓ |
| Managed Services | ✓ | × | × |
| RoSPA Approved Content | ✓ | ✓ | ✓ |
| Access to over 100 Courses | ✓ | ✓ | ✓ |
| SCORM Compatible LMS | ✓ | × | × |
| Fully Auditable Records & Reports | ✓ | ✓ | — |
| Multilingual LMS | ✓ | × | — |
| Risk Checklist | ✓ | ✓ | × |
| Automated Production of Certificates | ✓ | ✓ | — |
| CPD Certified Content | ✓ | ✓ | ✓ |
| Classroom Training Function | ✓ | × | × |
| Add Other Training Records (such as non-e-Learning courses) | ✓ | × | — |
| Dedicated Support Team | ✓ | ✓ | ✓ |
| Administrator Dashboards | ✓ | ✓ | — |
| Content Delivery Network | ✓ | ✓ | ✓ |
| Re-usable licenses for when staff leave | ✓ | ✓ | × |
| Downloadable Training Matrix | ✓ | × | × |
| 24/7 Training | ✓ | ✓ | ✓ |
| Multilingual Content * | ✓ | × | ✓ |
| Full System Training, Implementation and Ongoing Account Reviews | ✓ | ✓ | — |
| Editable Administrator Permissions | ✓ | × | — |
| Optional Authoring Package | ✓ | × | × |
| Company Branding | ✓ | ✓ | × |
| Site Live Within | 48 hrs | 48 hrs | 48 hrs |
| Contract Term | 1-5 years | 1 - 3 years | 1 - 5 years |
| Ideal Number of Users | 100 + | 10 - 250 | 50 + |

— Is dependant on the Learning Management System with which you use the E-Fit courses. * Additional costs incurred.

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.

ENTERPRISE

This complete learning solution comes with full access to our built for purpose portal, complete course library and a range of bespoke functionality to enable the system to adapt to your individual needs.

EXPRESS

A slimmed down version of the LMS allowing for quick, simple "Log in and Learn" training. Complete with full course library and great reporting options, this is a small but mighty training system.

E-FIT

The entire Safety Media course library is available as SCORM 1.2 compliant additions to your current LMS. Choose just the courses you need or an open license to all, the choice is yours.

HEALTH & SAFETY

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

HEALTH & SAFETY - SPECIALIST

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

HEALTH & SAFETY- REFRESHER

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

CC Available with Course Creator



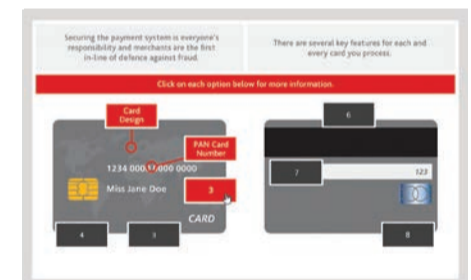
Personal Protective Equipment (PPE)



Preventing Radicalisation & Extremism in Education



Introduction to Health & Safety Audits



Payment Card Industry (PCI) Awareness

COMPLIANCE & SOFT SKILLS

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

AVAILABLE ONLY WITH COURSE CREATOR

| |
|--|
| 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 RoSPA do not have access to the required expert knowledge in these subjects or the type of activity requires specialist additional training (such as Driving).

Note from RoSPA: "The following e-Learning courses only provide awareness education. Face to face training would be needed in addition in order to complete the all round skills and knowledge to be able to carry this forward practically in your organisation."

» Manual Handling » Working at Height » Asbestos » Fire Wardens
» Risk Assessment » Confined Spaces » COSHH » DSE

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.

ADMINISTRATOR VIEW

TITLE
Warehouse Staff

Questions

+ Do you work at heights as part of your job role?

1. Yes Training Plans: Working at Heights +

2. No Training Plans: None +

Add answer choice

Add Question

DEPARTMENTS

Warehouse
Administration
Business Development Managers

Go Back Save

USER VIEW

WAREHOUSE STAFF

You have been asked to answer these questions to determine your training needs.

1. Do you work at heights as part of your job role?
 Yes
 No

2. Do you use a computer as part of your job?
 Yes
 No

3. Are you a designated Fire Warden?
 Yes
 No

REPORTING ON THE GO.

ENCOURAGING EMPLOYEES TO REPORT INCIDENTS IN A TIMELY FASHION IS NOT ONLY BENEFICIAL FOR BUSINESS BUT ALSO THEIR OWN HEALTH AND WELLBEING.

Providing tools to help with this therefore ticks more than just one box when it comes to being a responsible employer.

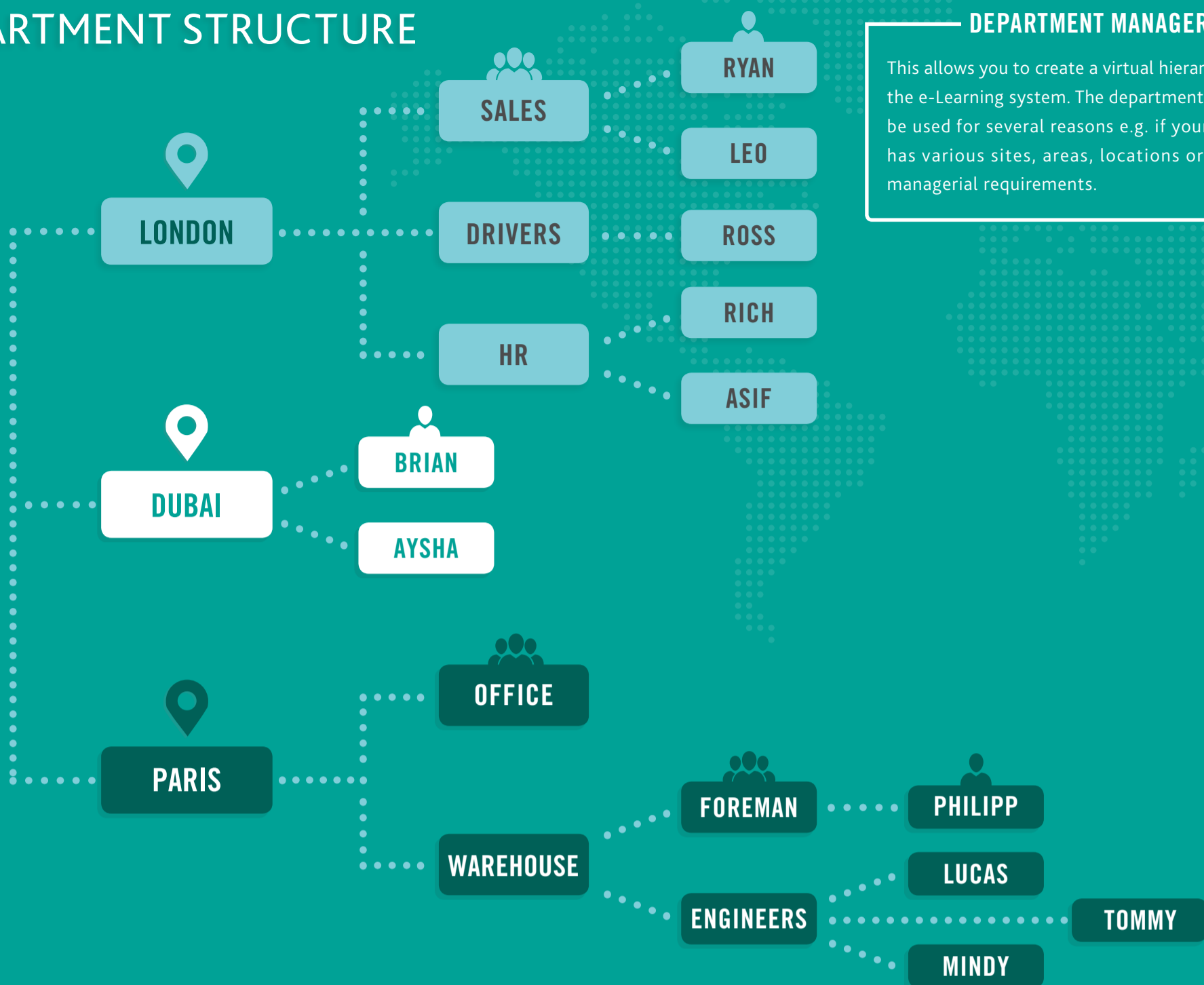
The app from Safety Media works with both Apple and Android devices and provides easy access to your Safety Media Platform. Whether you are an administrator or a user you will have the same access on your mobile device as you do on a computer.

By providing easy access to the software tools via mobile devices, the likelihood of incidents being reported will increase significantly. Administrators can check reports, analyse incidents, monitor audits, allocate training etc and users can log in and report incidents no matter what their geographical location is.

For more information please speak to your main contact at Safety Media.



DEPARTMENT STRUCTURE



DEPARTMENT MANAGER

This allows you to create a virtual hierarchy within the e-Learning system. The department levels can be used for several reasons e.g. if your business has various sites, areas, locations or different managerial requirements.

“Being able to set up our system to match our business structure makes the management of it so much easier.”

HOW TO STRUCTURE YOUR HIERARCHY

You can set up your e-Learning system to reflect your companies’ organisational structure. By mirroring your organisation in this way, you can ensure correct and relevant training is allocated to your employees efficiently.

Setting up the system is easy, there is a drag and drop function that allows you to move departments and people easily as the need arises.

Example

The London Office has 3 departments, Sales, HR and Drivers.

Relevant training can be assigned to each of these departments e.g. Ryan and Leo would have the training that was assigned to the Sales department. Likewise, Lucas, Tommy and Mandy would have training that has been assigned to the Engineers Department.

REPORTING

Reporting is also made simpler and is available to the relevant Managers as appropriate.

Example

The Manager responsible for the Dubai office would be able to report on the status of training for both Brian and Aysha.

The Manager responsible for the Paris Office would be able to report on the overall Paris records but also individually on the departments and sub-departments created within the Paris structure.

CREATE YOUR OWN ENGAGING COURSES BUT USE OFF THE SHELF CONTENT FOR EASE.

- AVAILABLE WITH COURSE CREATOR**
- » COSHH
 - » DSE
 - » Driving
 - » Environmental
 - » Fire
 - » Fire Wardens
 - » Induction
 - » Ladder Safety
 - » Manual Handling
 - » Slips, Trips & Falls
 - » Security & Terror
 - » Violence & Aggression
 - » Working at Height
 - » Workstation
 - » PPE

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.

As a Safety Media Enterprise or E-Fit customer, 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.

IT REALLY IS AS SIMPLE AS IT SOUNDS!

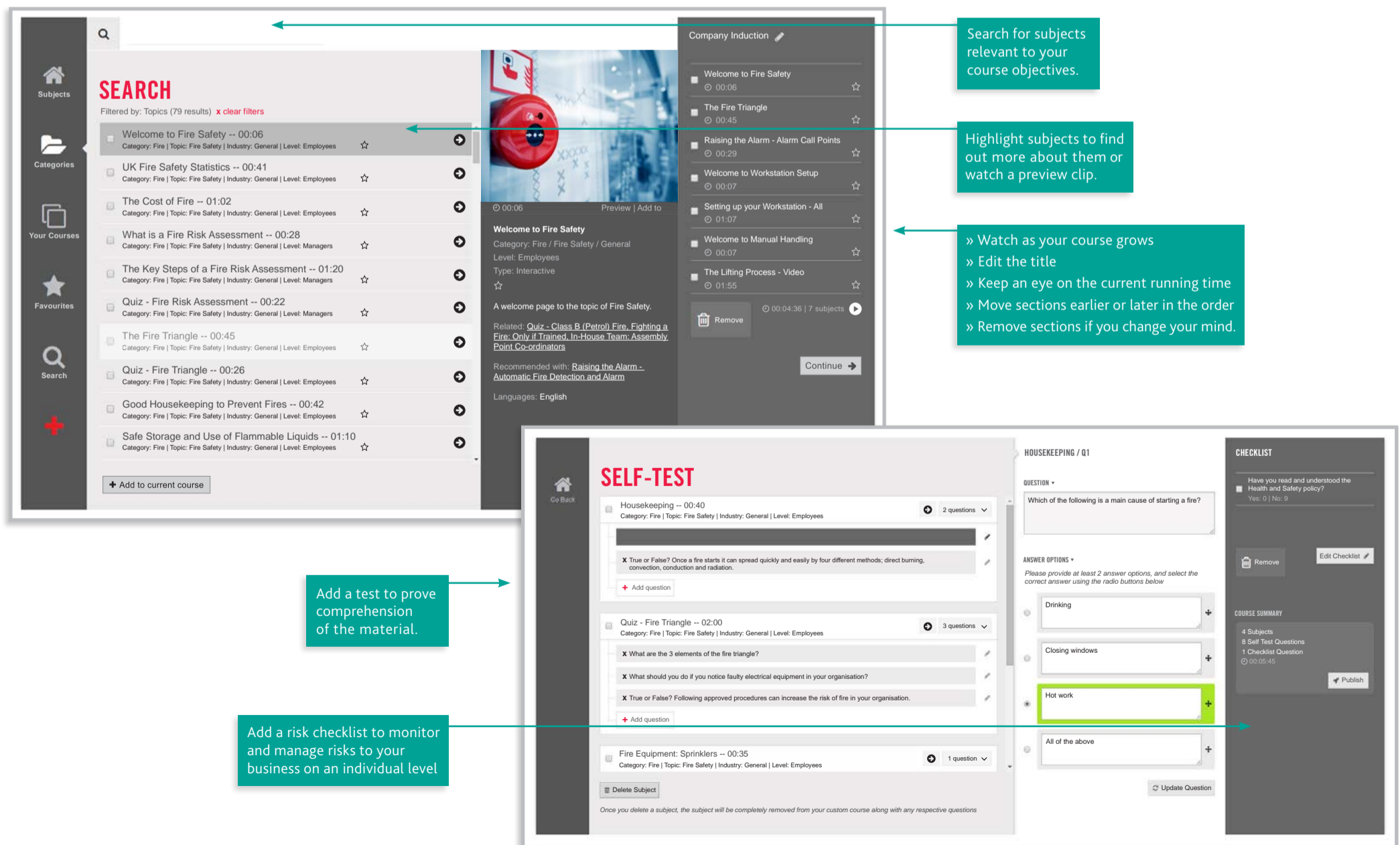
The self test section will allow you to choose from questions relevant to the material used in the course or you can create your own questions specific to your organisation.

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.

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



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

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.

WANT TO MAKE YOUR OWN COURSES INSTEAD OF ASKING US?

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?

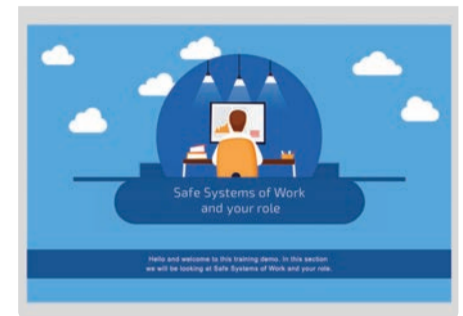
The Authoring Package is a simple tool which is added onto PowerPoint. It allows you to create engaging courses containing text, images, animations, audio and videos without any IT expertise required whatsoever.

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!

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

- » Video - interviews, scenarios etc
- » On-site photography
- » Gamification
- » Quiz's
- » Instructional design
- » Responsive design
- » Animation
- » Motion graphics
- » Infographics
- » Illustration
- » Scenario training
- » Micro learning
- » Storyboarding
- » Script writing
- » Translations
- » Professional voiceover
- » Consultation and support
- » Client visits and meetings



BRING A NEW DIMENSION TO BLENDED TECHNIQUES.

BLENDED LEARNING EMBRACES FACE TO FACE AND ONLINE TRAINING - WITH THIS SOLUTION YOU HAVE THE ABILITY TO TAKE E-LEARNING COURSES INTO THE CLASSROOM.

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 a smart-phone or tablet.

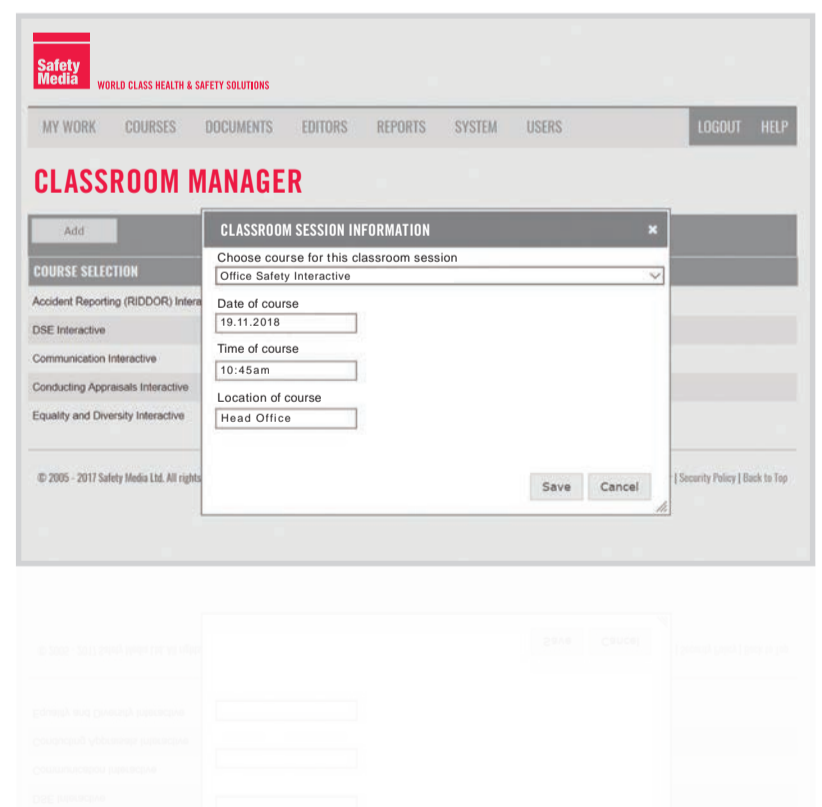
As long as the user's phone has an internet connection, you can train as many people at the same time as your office space or display facilities will allow. These sessions can even be run in virtual classrooms allowing for even greater flexibility.

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.



SPOT TRENDS, ANALYSE HOTSPOTS, MANAGE INCIDENTS QUICKLY.

SIMPLE, ROBUST FLEXIBLE REPORTING BACKED UP IN A SAFE, SECURE DIGITAL ENVIRONMENT MAKES PAPER BASED INCIDENT BOOKS A THING OF THE PAST.

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.

1

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
- » Cost analysis: time and financial

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

2

REPORTING OPTIONS

There are a number of reporting options available including:

- » Submitted Accident Reports
- » Outstanding Issues
- » RIDDOR Notifiable Accidents
- » Pending Accident Reports
- » Cost reports: time and financial

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.

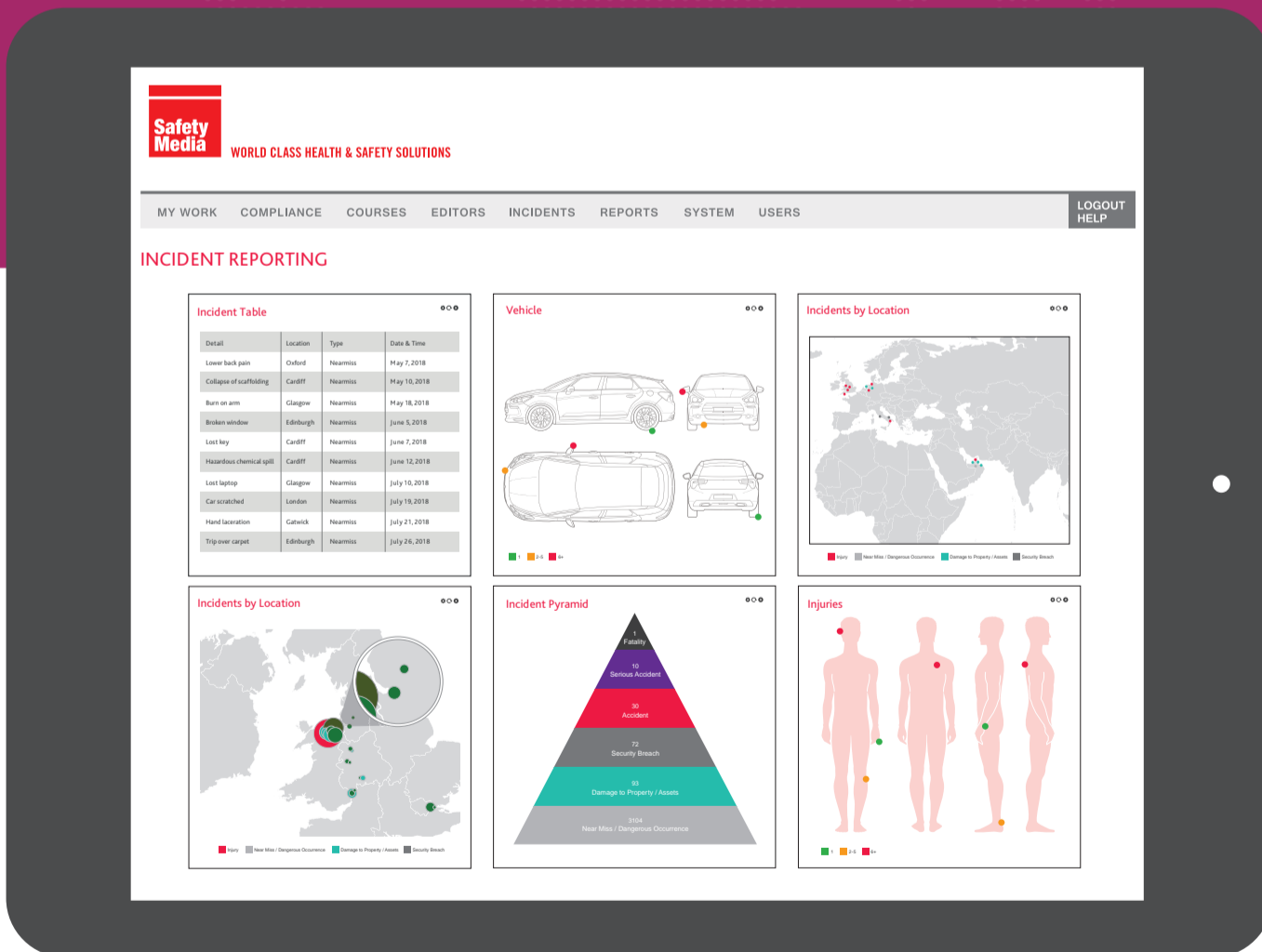
3

DASHBOARDS

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

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

4



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.



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 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.

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.



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
- » Structured hierarchy of activities

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

“As an administrator the Risk questions at the end of each module are invaluable.”

| Hazard | At Risk | How | In Place | Initial Risk | Actions | Residual Risk |
|---|--|---|---|---------------------|--|---------------------|
| Slips, Trips & Falls | <ul style="list-style-type: none"> • Staff • Guests • Contractors | <ul style="list-style-type: none"> • Staff and visitors may be injured if they trip over objects or slip on spillages. | <ul style="list-style-type: none"> • General good housekeeping is carried out. • All areas are well lit, including stairs. • Trailing leads or cables are moved or protected • Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. • Staff mop up or report spillages. | Unlikely: Lost Time | <ul style="list-style-type: none"> Better housekeeping in staff kitchen needed. • Chris Chappell • Medium priority • Deadline: 2018-07-30 | Remote: Lost Time |
| Manual Handling | <ul style="list-style-type: none"> • Staff | <ul style="list-style-type: none"> • Staff risk injuries or back pain from handling heavy / bulky objects, eg deliveries of paper. | <ul style="list-style-type: none"> • Staff are aware/trained on how to split heavy loads and make them easier to handle. • Heavy items are stored/accessible at the appropriate height. • Trolley used to move heavy items where appropriate. | Possible: Lost Time | <ul style="list-style-type: none"> Extend Manual Handling e-Learning training out to encompass the marketing department as they move heavy objects preparing for exhibitions. • Chris Chappell • High priority • Deadline: 2018-07-30 | Unlikely: Lost Time |
| Health of workers in the office environment | <ul style="list-style-type: none"> • Staff | <ul style="list-style-type: none"> • All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. | <ul style="list-style-type: none"> • Staff have management help to understand what their duties and responsibilities are. • Staff can speak confidentially to a supervisor or manager if they're feeling unwell or ill at ease about things at work. | Possible: Lost Time | <ul style="list-style-type: none"> Make use of relevant compliance and soft skills courses regarding change management and bullying and harassment policy. Roll out to line managers and team leaders. • Chris Chappell • Medium priority • Deadline: 2018-07-30 | Unlikely: Lost Time |
| Fire | <ul style="list-style-type: none"> • Staff • Visitors • Guests • Contractors | <ul style="list-style-type: none"> • If trapped, staff could suffer fatal injuries from smoke inhalation/burns | <ul style="list-style-type: none"> • All office staff receive annual basic fire safety awareness training. • Regular checks made to ensure escape routes and fire exit doors are not obstructed. | Unlikely: Fatal | <ul style="list-style-type: none"> Ensure all training is up to date and complete & review any resultant risks. • Chris Chappell • Medium priority • Deadline: 2018-07-30 | Unlikely: Fatal |

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.

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.

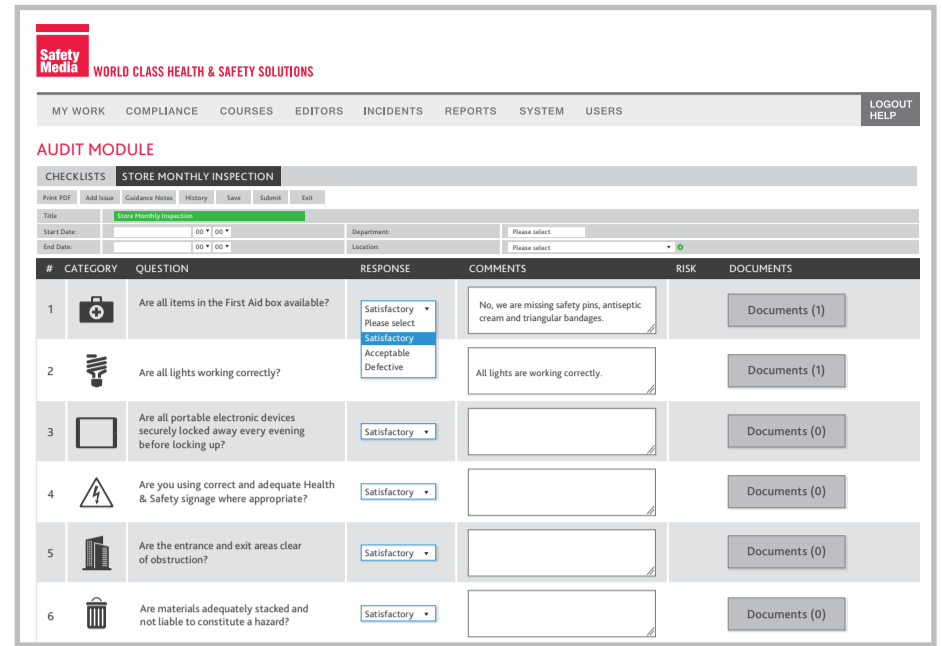


AN EASY TOOL FOR CREATING & ADMINISTERING SITE OR DEPARTMENTAL AUDITS.

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?

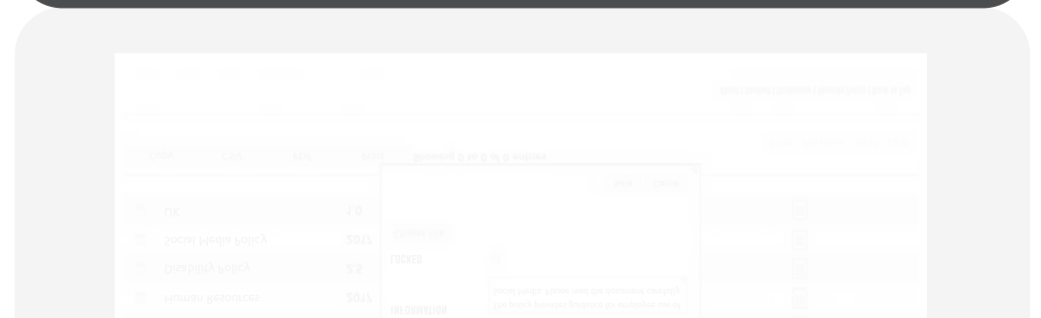
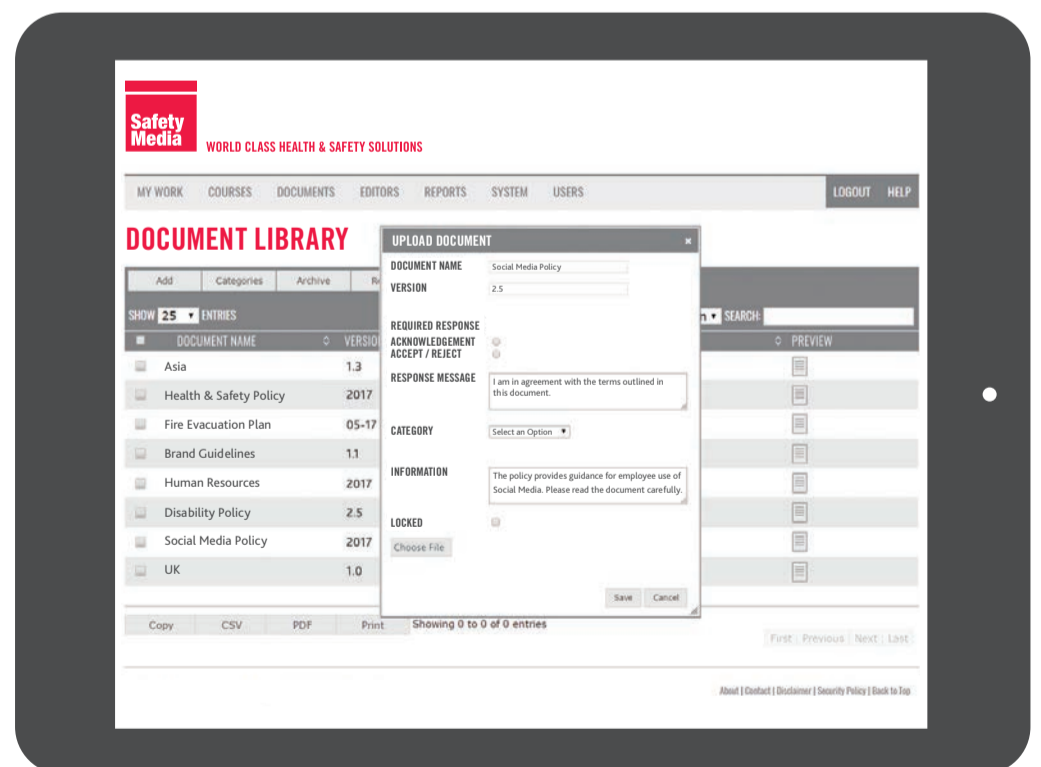
Safety Media's Document Management System allows administrators to upload, preview, update, assign and report on documents easily, from anywhere and on any device. With an automatic acknowledgement function, the ability to leave comments as well as pertinent reportable features, this function gives you 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.



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 PROBLEM

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.

THE SOLUTION

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 COURSE

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 screenshot displays the 'REPORTS' section of the Safety Media LMS. It includes search criteria for report type, department, course, and training plan. A dropdown menu shows various report types such as 'Training: Completed Training', 'Training: Course Risk Summary', and 'Training: Critical Risk'. Below this, a table lists user performance data with columns for Forename, Surname, Enabled, Department, Completed, Course, Result, Score, Risk Rating, and Certificate. A circular callout highlights a specific row for 'David Smith' who passed a 'Stress Management Interactive' course with a score of 100% and a risk rating of 0%.

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.

The dashboard provides a comprehensive overview of the system's performance. It features several key visualizations:

- Department Overview:** A bar chart showing completion rates across various departments like Manchester, Dubai, New York, Warsaw, Hong Kong, London, and Copenhagen.
- All Departments:** A bar chart comparing completion and incomplete rates for departments including London, Bristol, Houston, New York, Edinburgh, Manchester, Hong Kong, and Bath.
- Course Overview:** A pie chart showing the distribution of course completion rates, with categories like DSE Interactive (21.6%), Fire Safety (18.5%), and Induction Safety (14.5%).
- Department Overview (Detailed):** A horizontal bar chart for departments like Edinburgh, Manchester, UK, Leeds, Bath, and London, showing completion and incomplete counts.
- DSE Interactive:** A pie chart showing the status of DSE Interactive courses, with 9.6% completed and 88.9% incomplete.
- All Courses:** A bar chart showing completion rates for various course types such as CDH Regulations, Asbestos Awareness, and Health and Safety.

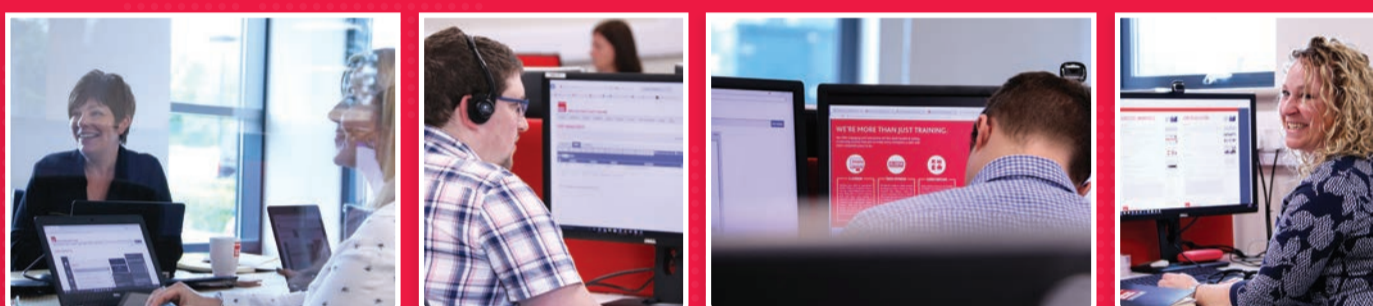
PASSIONATE ABOUT CUSTOMER EXPERIENCE.

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 customer's expectations when it comes to service excellence. Our Enterprise e-Learning customers 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 customers 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 customers.



"Safety Media are helpful, efficient and reliable."

Parkvets Ltd

"The system was up and running in no time and exceeded our expectations."

Genius Gluten Free Foods

"The interactive course content and ease of use is great..."

Hope House

"Possibly the best customer experience I have ever had."

Linde Material Handling

"Excellent product and service."

SLG Technology Limited

"The team at Safety Media are passionate about exceeding our customer's expectations. As one of our valued customers you will be supported at every step by our in-house team of professionals who are on-hand to answer your specific queries, provide additional training and be the first point of contact for your requirements."

"From initial implementation discussions, where we strive to understand your organisation's culture and put in agreed objectives, to quarterly Customer Experience calls designed to share best practice and help you achieve your Health & Safety goals efficiently, we will help you make the best use of the tools available to you within the Safety Media platform."

Bianca Maysmor, Head of Customer Experience



ENTERPRISE ✓

EXPRESS ✓

E-FIT ✗

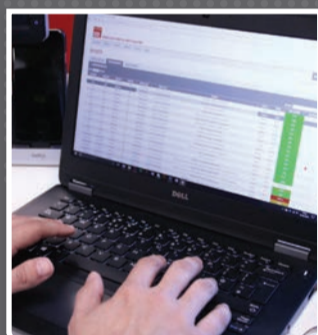
LET US TAKE AWAY THE DAY TO DAY RUNNING OF YOUR SYSTEM SO YOU CAN FOCUS ON WHAT'S REALLY IMPORTANT TO YOUR ORGANISATION.

WHAT DO WE PROVIDE?

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.

Whatever the reasons for wanting a managed service, be assured that Safety Media has the flexibility to scale our solution to suit your needs. Providing excellence through our customer services is of the utmost importance to the entire team.



WHAT'S INCLUDED?

MANAGED SERVICES

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

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

CLASSIC

Every Safety Media Enterprise customer 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.

ADVANCED

This package includes some of the day to day running of the system which can be time consuming, such as modifying users, resetting passwords, scheduling reminder emails etc.

PREMIER

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.

ENTERPRISE ✓

EXPRESS ✗

E-FIT ✗

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.

THE PROBLEM

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.

THE OBJECTIVES

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.

THE TWO-PART SOLUTION

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.

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.

TECHNICAL INFORMATION ABOUT THE LEARNING MANAGEMENT SYSTEM.

SYSTEM SECURITY

Safety Media recognise the importance of data security and resilience and this is built into our system at every level. Our developers are directly employed by Safety Media Limited and undertake regular training and reviews to ensure that security plays a key role in the development life-cycle.

Our customers benefit from a clear and robust commitment to maintain our obligations in data processing and to act always in accordance with the General Data Protection Regulations.

Our customer application and database servers are hosted with **AMAZON WEB SERVICES (AWS)** specifically within EU regions so that there is no transfer of data outside of the EU. Each Environment is held within an Amazon Virtual Private Cloud (VPC) solution which provisions a logically isolated section of the AWS cloud. Replication is also handled within an isolated VPC solution.

Safety Media make use of AWS VPC security using security groups as a firewall to control traffic at the instance level and also network access control lists to control traffic at subnet level. Access keys are issued only to approved personnel and are reviewed and reissued on a regular basis to maintain security. AWS also enables the **FLEXIBILITY** to be able to provide specifically configured temporary access keys should these be required for specific operations.

The system is protected by an **SSL CERTIFICATE** and passwords are not stored as plain text.

Our application has been **PENETRATION TESTED** by NCC Group who are global experts in cyber security and risk mitigation and vulnerability scans commissioned via NCC Group which form part of the Quality Assurance sign off process for every update.

We are also **COMMITTED TO SYSTEM RESILIENCE** and business continuity at Safety Media. Through our use of AWS we're able to maintain a solution which is scalable to demand and has multiple fail-over mechanisms built for continuity of service should there be an issue with any part of the environment. Our continuity and recovery plans are regularly tested to ensure that these mechanisms will work should they be required.



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 e-Learning 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.



"We understand that choosing a partner to house your data is a major decision. For this reason Safety Media ensure our approach to data management and security is proactive, robust and has multiple layers of protection to enable your organisation to have complete peace of mind."

Chris Chappell, Operations Director

MULTILINGUAL LMS & COURSES

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.

"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)

CURRENT COURSE LANGUAGES INCLUDE...

- | | | |
|----------------------|------------|---------------------|
| ARABIC | GREEK | PORTUGUESE (BRAZIL) |
| CHINESE (SIMPLIFIED) | HUNGARIAN | ROMANIAN |
| CZECH | INDONESIAN | SLOVAK |
| DANISH | ITALIAN | SPANISH |
| DUTCH | LITHUANIAN | SPANISH (ARGENTINA) |
| ENGLISH | NORWEGIAN | SWEDISH |
| FINNISH | POLISH | TURKISH |
| FRENCH | PORTUGUESE | WELSH |
| GERMAN | | |





INTRODUCTION TO API

The API Web Service presents a set of services in order to facilitate data exchange between a third-party platform and the Safety Media Learning Management System ("LMS"). What this means in simple terms is that the API allows our LMS to talk to other databases such as your HR, CRM systems etc.

The benefit of this for you is that employee data can be pulled directly from your current data management system into the LMS to allow records to be managed centrally and updated automatically. Less data entry = less work and less room for errors.

To see if your systems will work with our API we have included some technical information to share with your IT department, however, if you have any queries or require more information please contact your account manager or sales@safetymedia.co.uk.

TECHNOLOGIES & DEPENDENCIES

The API makes use of the following key technologies, which are required in order for integration to be achieved.

SOAP WEB SERVICES

The API is exposed as a SOAP web service.

SOAP METHODS

SOAP web services contain one or more web service methods. The term 'web service' is used to describe both a collection of methods and a method on its own.

HTTPS

SOAP uses HTTPS in order to transmit messages.

XML

The messages transmitted to/by SOAP web services over HTTPS are serialised in XML format. The XML represents a structure of data required for, or generated by, the web service.

Internet

The API uses HTTPS over the Internet.

An understanding of HTTPS and developing Internet-based applications is required to implement the API.

The API will be accessed as a HTTPS resource.

API WEB SERVICES

The API presents the following services:

LMS USER MANAGEMENT

This web service is for managing LMS users. The operations provide user management functionality such as adding and updating users, assigning users to departments, and resetting passwords.

LMS TRAINING MANAGEMENT

You can control all training plan operations from the Training management web service. This allows you to keep human interaction with regards to course allocation and user assignment to a minimum.

LMS DATA FEED

Retrieve training records / status from the LMS via the Data Feed web service and obtain completed, incomplete and overdue training information to help fulfill external reporting on employee activities.

SINGLE SIGN ON



WHAT IS SINGLE SIGN ON?

Single Sign-On (SSO) is when a user logs-in once to an application (the user signs-on), and in doing so gains access to other applications (such as the Safety Media LMS) without being prompted to log-in again at each of them.

The application the user first logs-in to is sometimes referred to as an Identity Provider or Identity Authority. The other applications are sometimes referred to as Service Providers.

HOW IS IT USED?

The benefit of single sign-on is that your users will not need to log-in to the LMS. Instead, your users will log-in once to your web-portal / intranet, Windows desktop or other type of application, and then gain access to the LMS by clicking on a portal menu-link, or a desktop shortcut.

To your users, they will seamlessly log-in to the LMS without having to type in their username and password.

In reality the menu-link or the desktop shortcut starts the single sign-on process between applications, for that user.

WHAT ARE THE TECHNICAL REQUIREMENTS?

To establish a trust between your software and the LMS, you will need to implement or develop a software module for formulating messages/instructions and transmitting them to the LMS. It must be to the SAML 2.0 specification. If you operate a Microsoft Windows network then you can implement a Microsoft Active Directory Federation Service. This would effectively be your software module. This would be the case for on-premise / cloud networks e.g. ADFS 3.0, Azure, AD Connect. The LMS must know about the users your software is instructing it to allow access for. The users must be added to the LMS to create Local User Accounts. For automation, the local LMS users may be created via a web service.

HOW WILL IT WORK?

1 THE USER...

- signs-on to your software portal; or
- logs-in to a Windows desktop PC.

2 THE USER EITHER...

- clicks a portal menu-link to the LMS, which takes the user to your single sign-on software module; or
- visits the LMS directly, which talks back to your software module.

3 Your single sign-on software module will formulate a message / instruction and send it to the LMS single sign-on software module.

4 The LMS single sign-on software module will interpret the message in order to determine the user for whom access should be permitted.

5 The LMS will attempt to authenticate the user. This is performed using a look-up/ map between the customer remote user and LMS local user account (prior-created).

6 If the user has an LMS account they are logged-in to the LMS.



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