

## Safety, Health and Wellbeing

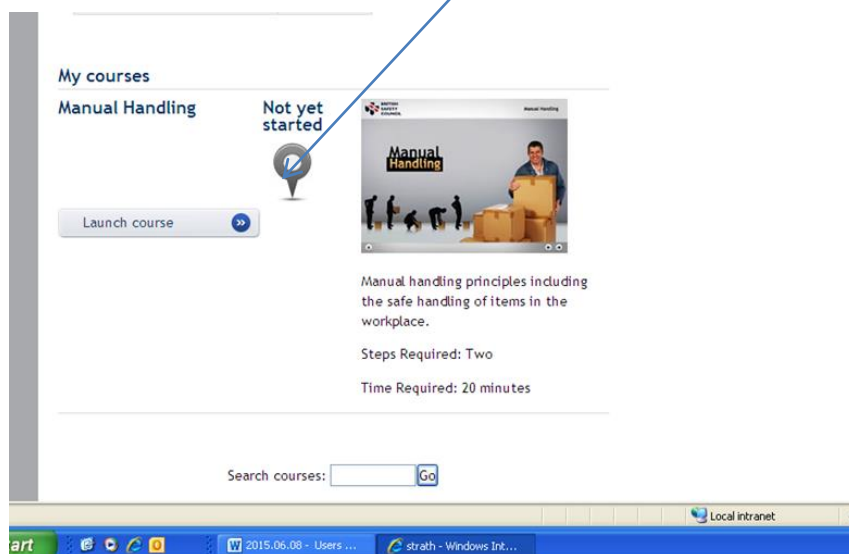
### User Guide for On-Line Manual Handling Awareness Training

#### How can I -

##### a) Access the Module

- Via the [On-Line Booking system](#), register your name on the Manual Handling Awareness Registration list
- Within one week you will receive a course notification email containing a hyperlink to the course. If after two weeks you have not received an email, please contact Safety, Health and Wellbeing by email to [safety.training@strath.ac.uk](mailto:safety.training@strath.ac.uk).
- Using your University DS login, sign in using the single sign in option on the right hand side. This should open the course dashboard, click the launch course button to begin and complete the two activities, namely
  - interactive learning package
  - a 10 question multi choice quiz (this will only be available once you have completed the interactive learning package)

You must undertake both activities to complete the course.

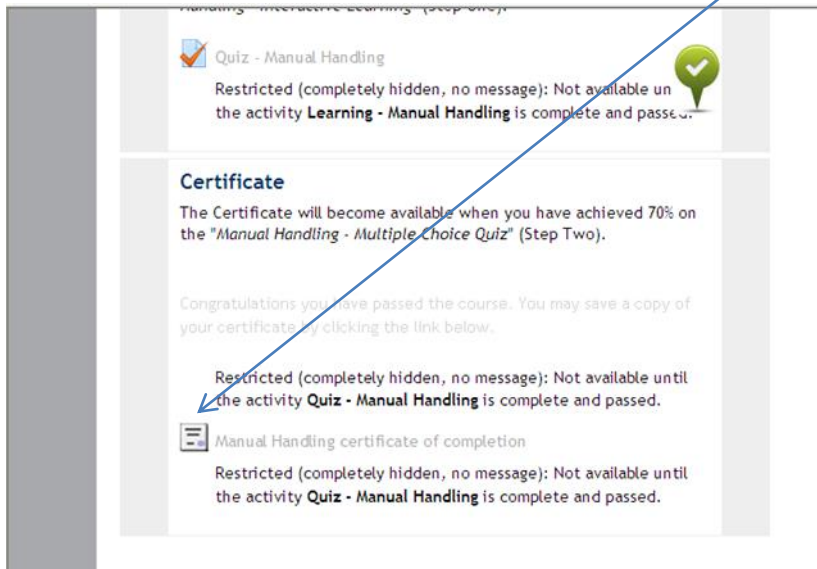


##### b) What if the screen is blank once I try to access the module or if I have any other issue logging on

- If you experience any problems with the log in, please copy and paste the link into a different browser (Chrome, Safari or Firefox) as some versions of Internet Explorer are not compatible with the training.
- If you experience any other issues, please contact Safety, Health and Wellbeing by email to [safety.training@strath.ac.uk](mailto:safety.training@strath.ac.uk). Please give a brief outline of your problem.

**c) What happens once I finish the learning package and quiz?**

Once you have completed both parts, you will be able to print off a certificate to confirm you have completed the course (for your own use). To print the Certificate, return to the dashboard home page and use the link at the foot of the page.



**d) How will my Department Safety Convener know I've completed the course?**

Your DSC will be notified by email once you have completed the course.

**e) Will my training records be updated?**

At present your DSC will still require to update your S17 paper-based training record but this will be replaced in due course with the online Health and Safety training records system. Safety, Health and Wellbeing will continue to update the eTOBS system for those who have undertaken the module in order that this will be carried through to the new online system when it becomes operational

**f) When do I need to repeat the training?**

Users are required to repeat the course every 3 years and will be notified by email when they need to undertake the training again.