

HEALTH & SAFETY E-LEARNING PORTAL USER GUIDE

Making your learning easier.

We are delighted to introduce the Hays Construction health & safety e-learning portal which gives you the knowledge needed to stay safe on site.

Access your learning instantly

Undertake your e-learning modules anywhere at any time.

Keep updated

Receive important notifications regarding workplace legislation changes, news and jobs.

Find everything in one place

A central hub for managing your health and safety learning through Hays Construction.

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WHAT IS THE HEALTH & SAFETY E-LEARNING PORTAL?

The Hays Construction health & safety e-learning portal has been designed to make your learning easy. By downloading the app you will get access to a range of health and safety modules and receive notifications on important updates such as news, jobs and changes in legislation.

Downloading the app enables you to:

- Undertake your health & safety learning in one place
- Review your progress at anytime
- Read important notifications and messages



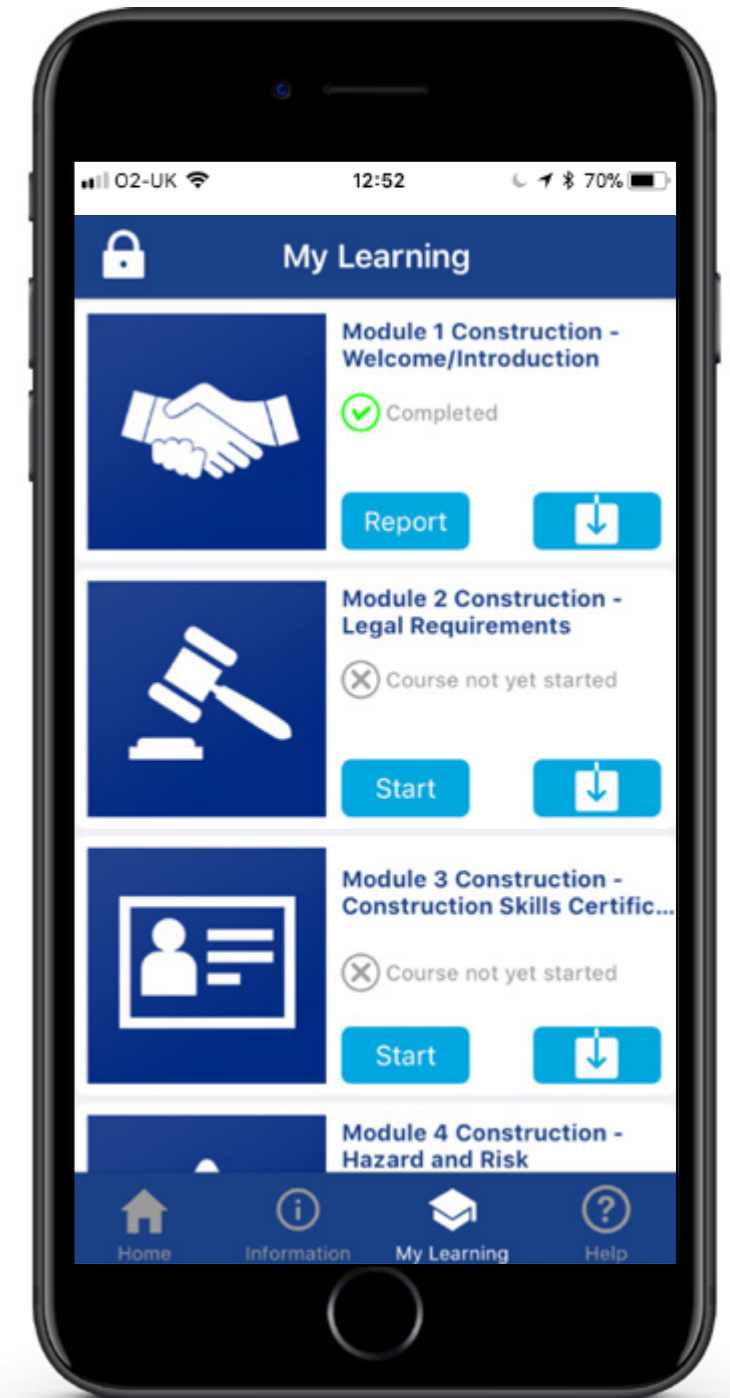
GET STARTED WITH THE HEALTH & SAFETY E-LEARNING PORTAL

First you need to register with Hays and complete the compliance review. Following successful on-boarding, we will register you with the health & safety e-learning portal.

After being registered by your consultant, you can log in by entering your first name, last name and your email address. This will log you in automatically and create an account for you.

If you are an existing Hays worker

Please contact your Hays consultant who will be able to set you up with access and login details.



HOW IT WORKS

Accessing e-learning modules

To access the modules, click on 'My Learning' which will bring up all 10 e-learning modules you have available to you. Here you will be able to start any of the modules and also check your progress at any time.

Receive latest messages

Your messages sent from Hays are stored in the 'Messages' section of the information section of the app.

Please turn on your push notifications when downloading the App as this will allow us to inform you of any new jobs available, news or changes in legislation.

For more information on the functionality of the mobile application, please refer to the video guidelines in the help section underneath the app log in screen. Go to hays.co.uk/construction-health-safety

