

SAFETY REPORTS

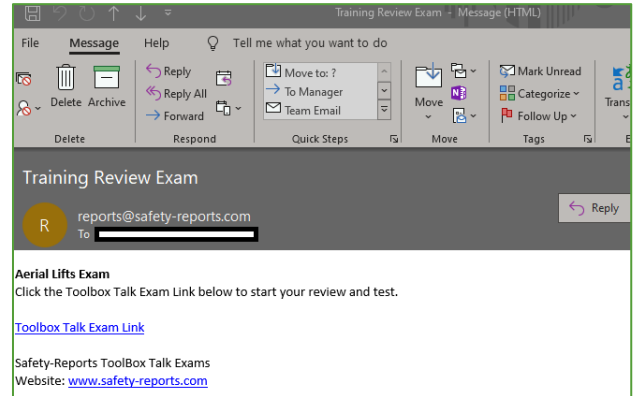
Taking a Training Exam

This guide is built to show how to take exams emailed to you from your account administrator. Exams are not held in the field directly through the app, rather they are built by administrators online, emailed or texted to trainees, completed on the web, and responses are recorded for review.

Option 1: email recipient

Recipients of a training exam will receive an email like the one shown from the Safety Reports email server 'reports@safety-reports.com' as the sender. The title of the exam is shown in bold at the top of the email text. Click the blue link 'Toolbox Talk Exam Link' to launch a browser window to review the material and complete the exam.

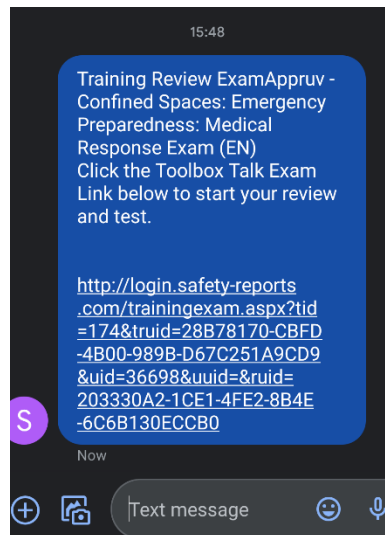
Note: You may need to 'disable' the popup blocker on your web browser. If an error appears noting the exam has expired or was deleted, contact your administrator.



Option 2: text message recipient

Recipients of a training exam will receive a text message like the one shown from the Safety Reports message service (402) 242-3220. The title of the exam is shown in the header of the text message. Click the underlined link to launch a browser window to review the material and complete the exam.

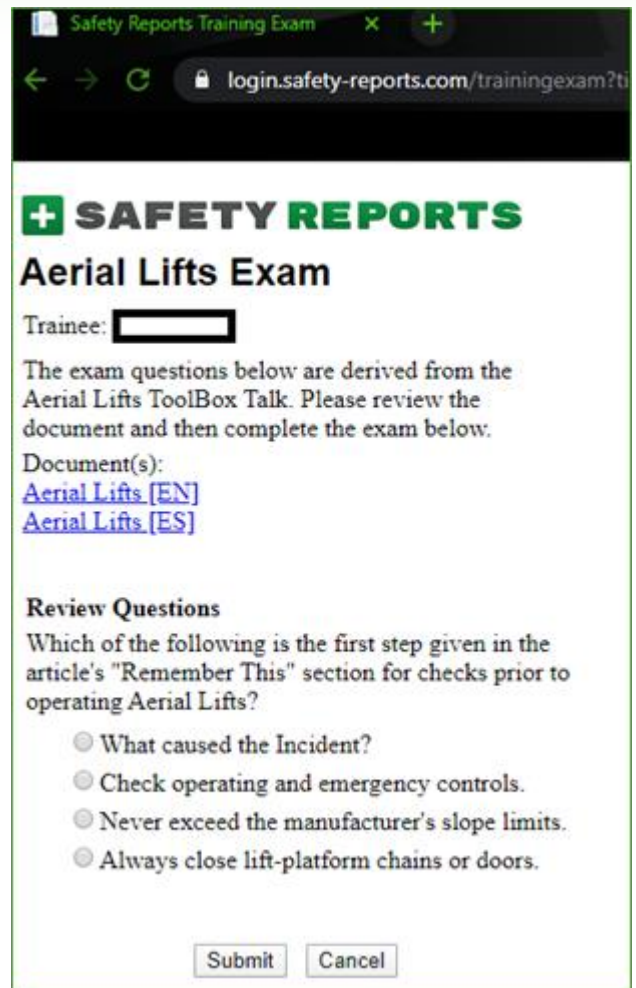
Note: You may need to grant permission to www.safety-reports.com to your mobile browser. If an error appears noting the exam has expired or was deleted, contact your administrator.



Note: Exams are emailed from the Safety Reports server around 04:00 AM local time the day of the exam set by the administrator. Text message exams are sent around 08:00 AM local time. Be sure your account administrator has your correct time zone to avoid exams being sent much earlier than expected.

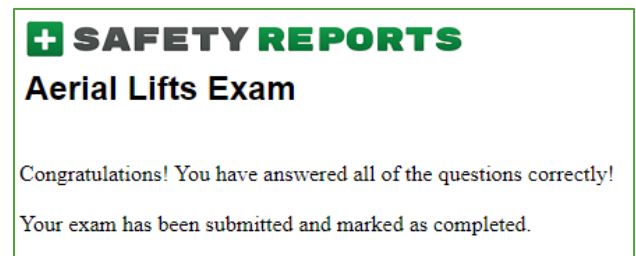
Taking a Training Exam (cont.)

In the browser window that was launched, whether from email or text message the trainee, description of what the exam is, and links to the material are shown below the Safety Reports logo. In the example, the material is available for review in both English and Spanish, which can be opened by clicking the blue link, [EN] for English, [ES] for Spanish. Exams based on Safety Reports templates are in English, even if the reference is in Spanish as well as English. Review questions show in order, in the example the exam has a single question. Record your answer by clicking the radio button of your choice, and when finished click the grey 'Submit' button at the bottom of the screen.



The screenshot shows a browser window titled "Safety Reports Training Exam" with the URL "login.safety-reports.com/trainingexam?ti". The page features the "SAFETY REPORTS" logo and the title "Aerial Lifts Exam". A "Trainee:" field is present. The instructions state: "The exam questions below are derived from the Aerial Lifts ToolBox Talk. Please review the document and then complete the exam below." Under "Document(s)", there are two blue links: "Aerial Lifts [EN]" and "Aerial Lifts [ES]". The "Review Questions" section contains one question: "Which of the following is the first step given in the article's 'Remember This' section for checks prior to operating Aerial Lifts?". The options are: "What caused the Incident?", "Check operating and emergency controls.", "Never exceed the manufacturer's slope limits.", and "Always close lift-platform chains or doors.". At the bottom, there are "Submit" and "Cancel" buttons.

All answers must be correct for the exam to be complete. You will have as many attempts as required to get all answers correct. If all answers you submitted were correct, you will receive a note of congratulations like the one shown in the example. (The title of the exam in bold at the top of the screen, below the Safety Reports logo.)



The screenshot shows the "SAFETY REPORTS" logo and the title "Aerial Lifts Exam". The message reads: "Congratulations! You have answered all of the questions correctly!" and "Your exam has been submitted and marked as completed."

Taking a Training Exam (cont.)

If not all answers were correct, you will receive an error message 'InCorrect' in red text below the question where an answer was incorrect. (All Answers must be correct to complete the exam). Incorrect responses are logged by the system but Repeat as many times as required to get all answers correct.

If you attempt to go 'Back' after submitting your correct exam to retake it, the following error screen will appear.

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Aerial Lifts Exam

Trainee:

The exam questions below are derived from the Aerial Lifts ToolBox Talk. Please review the document and then complete the exam below.

Document(s):
[Aerial Lifts \[EN\]](#)
[Aerial Lifts \[ES\]](#)

Review Questions

Which of the following is the first step given in the article's "Remember This" section for checks prior to operating Aerial Lifts?

- What caused the Incident?
- Check operating and emergency controls.
- Never exceed the manufacturer's slope limits.
- Always close lift-platform chains or doors.

InCorrect

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Aerial Lifts Exam

This training exam has previously been submitted and may not be resubmitted.

Please contact your administrator if you have questions.

For more information, contact:
Safety Reports at support@safety-reports.com or (402) 403-6575 ext. [2]