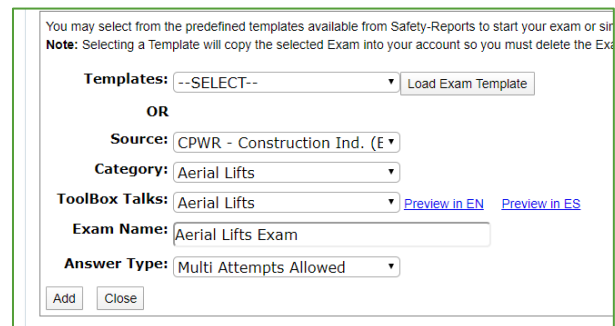# ✚ SAFETY REPORTS

Training Exam Guide

The following guide is to be used to help build and conduct training exams using the Safety Reports Safety Training System. Templated exams can be used, built on content in the Safety Reports library. Exams can also be built for custom toolbox talks. 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 the review of trainers and administrators.

Building Exams

Begin by logging into your account's admin page and choose the 'Training Exam' among admin functions on the far left. Next, select 'Add New Training Exam' – the green button at the right-hand side of the screen.
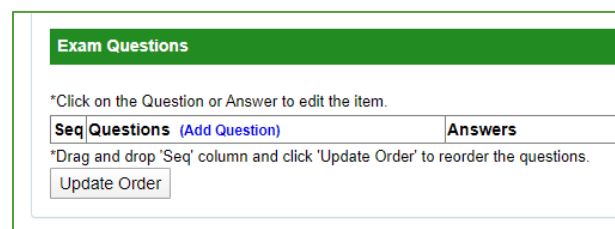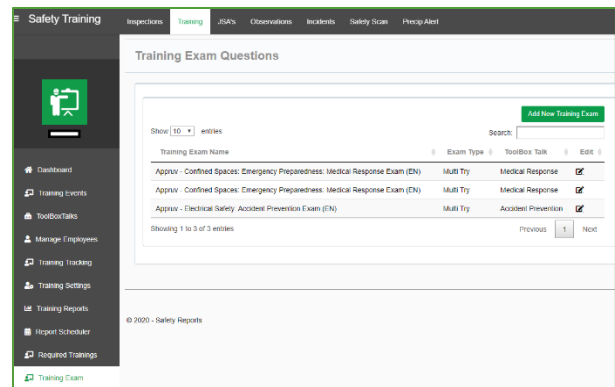
Select the Training Source, Category, and individual toolbox talk to be reviewed and tested on, using the drop-down boxes along the left. In this example, Aerial Lift training from the Aerial Lift category, from the CPWR training source. This source is available in either English or Spanish, which can be previewed with blue-colored links of the same name. 'Exam Name' pre-populates with the name of the toolbox talks' title but can be modified to whatever the trainer wants to call it. The last step is to click the grey 'Add' button.

Exam Questions are built one at a time using the blue 'Add Question' link in the Exam Questions section, marked by a green bar titled the same. Choose the link to continue.

Building Exams (cont.)

The Training Exam Question Dialogue box includes an area to type the question at the top. The type of question follows as a drop-down menu. Questions may be true/false, or multiple choice between 2, 3 or 4 options. In this example, a multiple choice between 4 options: A, B, C and D. Type in text for all responses and select the answer the system will consider correct from the dropdown. The last step is to click the grey 'Add Question' button.

Training Exam Question

Question	Which of the following is the first step given in the article's "Remember This" section for checks prior to operating Aerial Lifts?
Question Type	Multiple Choice (4)
Answer A)	What caused the Incident?
Answer B)	Check operating and emergency controls.
Answer C)	Never exceed the manufacturer's slope limits.
Answer D)	Always close lift-platform chains or doors.
Correct Answer	Answer B

Add Question   Close

When a number of questions are built up, so the exam is complete, choose the grey 'Update' button in the bottom-left of the Exam details section to save the exam and close the window. This can also be used to delete exams.

You may select from the predefined templates available from Safety-Reports to start your exam
Note: Selecting a Template will copy the selected Exam into your account so you must delete the

Templates:	--SELECT--	Load Exam Template
OR	
Source:	CPWR - Construction Ind. (E
Category:	Aerial Lifts
ToolBox Talks:	Aerial Lifts	Preview in EN	Preview in ES
Exam Name:	Aerial Lifts Exam
Answer Type:	Multi Attempts Allowed

Update   Close   Delete

Editing Exams

Existing exams can be changed at any time by the account administrator. Next to any exam there is a black 'Edit' icon at the far-right hand side of the row. Edits to the title are made in the Exam details window, edits to exam content are made in the Exam Questions section. Click on an individual question to modify its content. Click and drag a question up, or down, to change the sort order of questions in the list. Once complete, choose 'Update Order.' Once complete with all changes, choose the grey 'Update' button in the bottom-left of the Exam details section to save the exam and close the window. This can also be used to delete an exam as listed above.

Source:	Appruv
Category:	Confined Spaces
ToolBox Talks:	Medical Response	Preview in EN
Exam Name:	Appruv - Confined Spaces: Emergency Prep
Answer Type:	Multi Attempts Allowed

Update   Close   Delete

Exam Questions

*Click on the Question or Answer to edit the item.

| Seq	Questions (Add Question)	Answers
1	The article notes the startling statistic that in 2015, there were more than 90 workplace fatalities each week.	A) True B) False
2	OSHA requires employers to have both medical facilities near by, and medically trained personnel for all job types according to the article.	A) True B) False
3	Which of the following describes OSHA's Bloodborne Pathogen Standard according to the article?	A) (1910.169) B) (29 CFR 1910.1030) C) (29 CFR 1910.94)
4	According to the article, employees must rush in to help affected team members without checking for other safety hazards due to need to treat during the 'critical minutes.'	A) True B) False

*Drag and drop 'Seq' column and click 'Update Order' to reorder the questions.

Update Order

WARNING Edits to exam answers ('D' counted as correct instead of an 'A') will cause previous attempts to be scored in the new answer scheme. Previously 'correct' answers may now be 'incorrect'.

Editing Exams (cont.)

If you choose, you can use templated exams (created by Safety Reports) chosen from a drop-down menu. They are all named according to the following scheme: The Training Source in the Safety Reports system first, the category second, the title of the training third, and language available last (EN for English). This content can be changed to suit your needs. Keep in mind, you will need to choose the grey 'Update' button in the bottom-left of the Exam details section to save the exam as before.
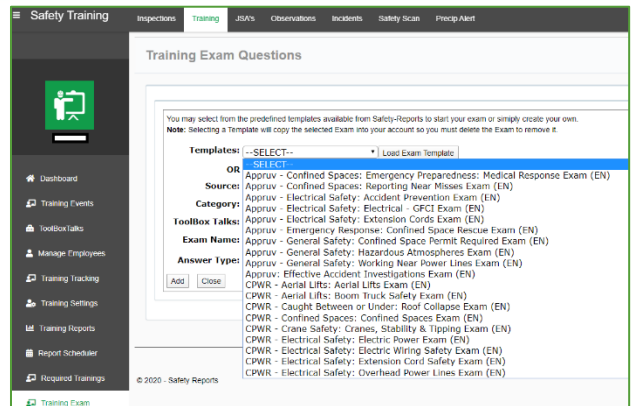
Note: Assigning more than one exam to a toolbox talk will not allow administrators to choose between the two exams. It will cause the system to consider the most recent of the versions as the exam assigned for delivery to recipients. The other versions will not be sent as an exam. If you want to use two versions of an exam, upload a duplicate of the toolbox talk you want to use, change the title so it is recognizable as the other version, and assign the exam to that toolbox talk.

Assigning Exams

Choose 'Training Events' among admin functions on the far-left. Next, select 'Add New Training Event' – the green button at the right-hand side of the screen.
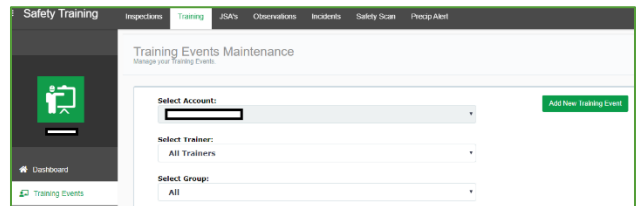
Choose 'Future Event' or 'Completed Event' as applicable from the event type drop down that follows. A training exam can be sent for either type of event. Completed Event is more common as exams are typically given after the fact, but they can accompany a Future Event.
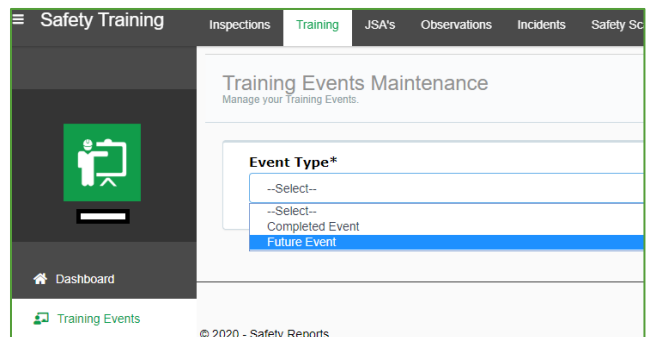
Assigning Exams (cont.)

Set the date of the training, set 'Course Type' on 'ToolboxTalk Exam', the Trainer field will switch to 'N/A' by default.
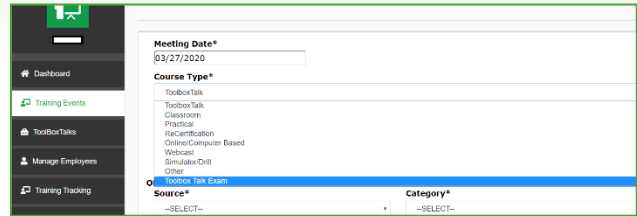

Use the new Search feature by typing a keyword, this will search for that word in the ToolBox Talk's title. You may alternately select, Source, Category and Material you want to test over manually. If an exam is available for that material "(Exam Available)" will follow the title. Enter the training event title, and other relevant information like any other event created in the admin view (information may pre-fill in some fields.
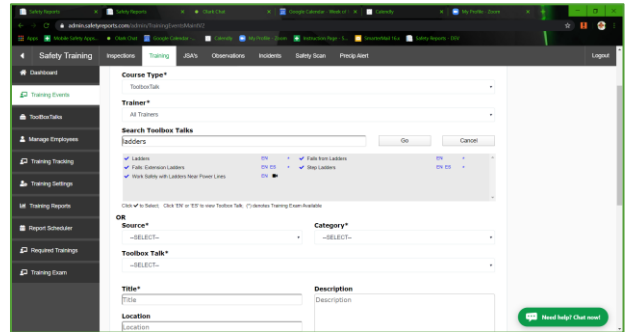
Scroll down the page, there is a section explaining Exams, followed by a check box. 'Check' this box. A pair of date fields appear: one for the date the exam will be sent, another to remind recipients to complete the exam. They can be typed in or chosen from the calendar icon. **Note:** the default is 72 hours, exams expire midnight on the reminder date. Modify the Reminder date to avoid expired exam errors.
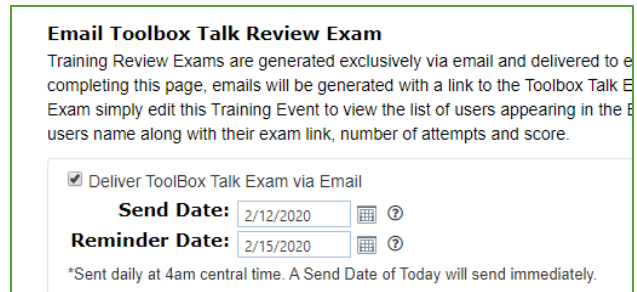

If your account uses employee groups, select the group, and all recipients with valid emails or phone numbers in that group will be displayed. 'All' is the employee group shown in the example. Selecting a name will send the exam to the recipient. Exams cannot be sent unless the trainee has an email address or phone number. If the training also meets a 'Required Training' select that training. Exam results *do not* count as 'met' or 'not met' with regard to Required Trainings, checking this box counts attendance. After all parties to receive the exam are selected, choose the green 'Send Training Test' button at the bottom-left.
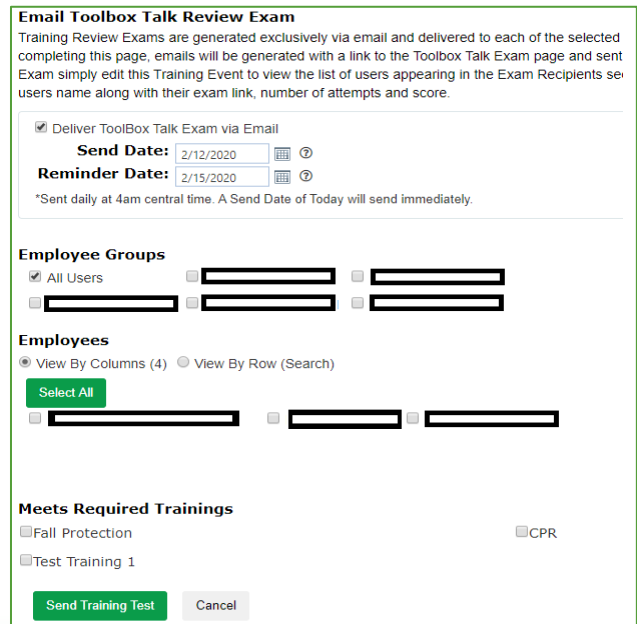
Assigning Exams (Cont.)

Exams can be delivered to your employees or client employees either via email or text message. To choose the delivery method, open up the employee's profile by first choosing 'Manage Employees' among the options at the far-left.
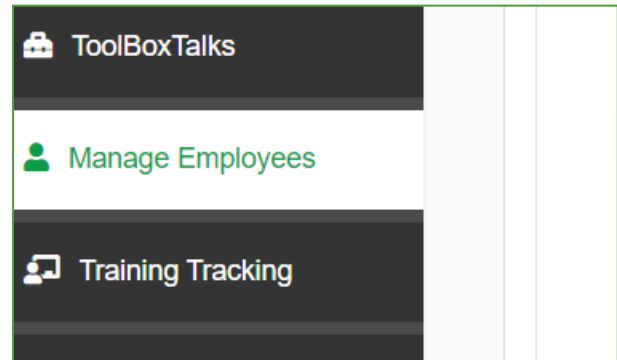
On the same row as the employee you want to update Exam preferences for, choose the 'Edit' button among options at the far-right. "Joe Brown" is the fictional character in this example.

The fields for the employee's profile will appear among other options. For Toolbox Talks Exams, three of them are important, the 'Email,' 'Cell Phone' and 'Time Zone' fields. Enter the recipient's email and/or phone number, ensure they are able to receive text messages if 'Phone' is chosen, then choose the green 'Update' button at the bottom of the screen.

Checking the box next to 'Use for Exam Delivery' will determine which of the routes the exam will be sent to the employee from Safety Reports. The 'Time Zone' function is important for exams delivered via text message. By default, the system will choose the time zone of the recipient's area code. In the example, 402 area code is for Nebraska, Central Time Zone.

Assigning Exams (Cont.)

Note: Text message exams are sent by default early in the morning, around 08:00 AM. The recipient will receive the text message in the time zone shown in the drop-down menu. It is up to the administrator setting up their profile whether they are in the time zone that corresponds to their area code or not, and the administrator may need to override the time zone shown in the drop-down. Text messages will only be sent between the hours of 06:00 AM and 20:00 PM Central time.

Taking a Training Exam

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.
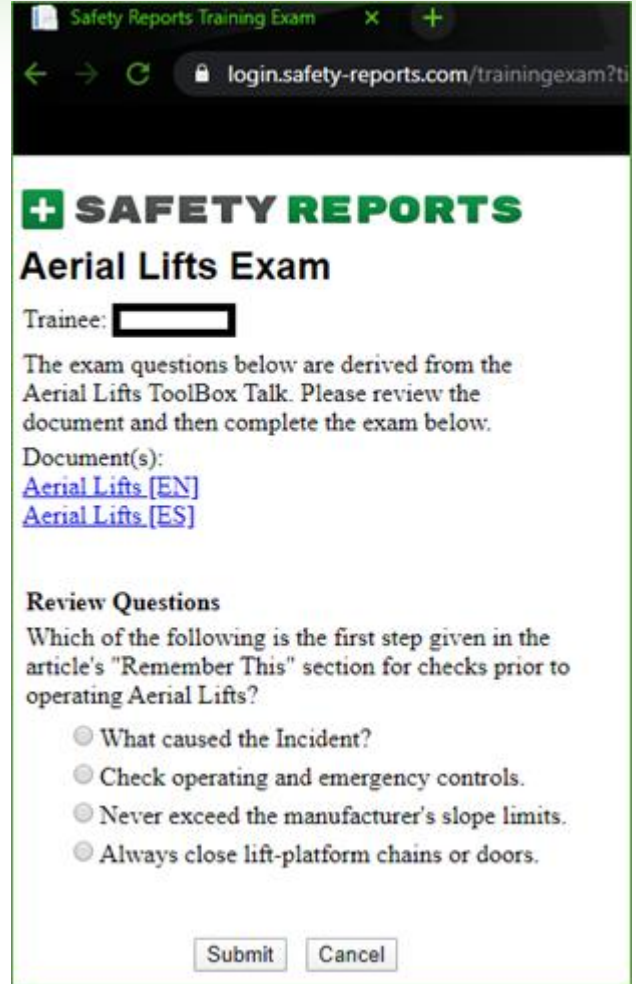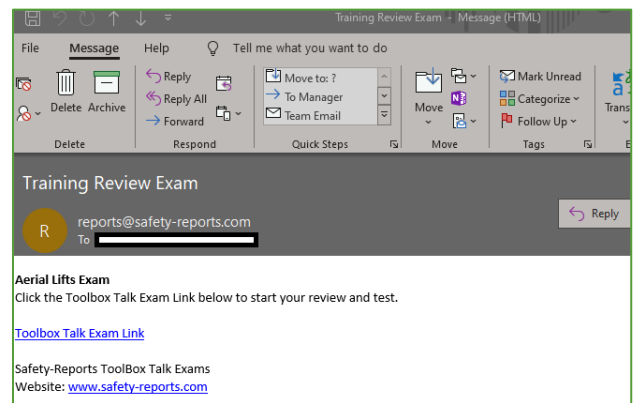

Option 2: text message recipient
Recipients of a training exam will receive a text message l like the one shown from the Safety Reports message service (402) 242-3220. The title of the exam is shown in the header of the text message. Click the underlined link to launch a browser window to review the material and complete the exam.
Note: 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.
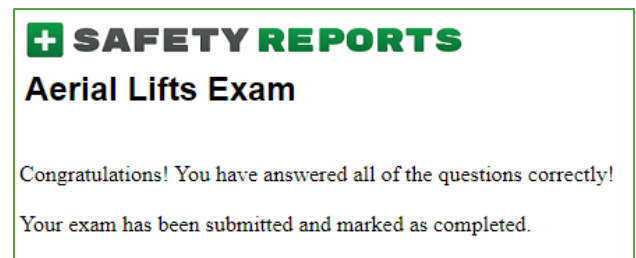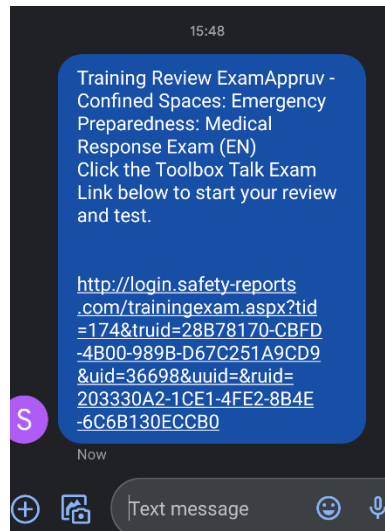
In the browser window that was launched, whether from email or text message the trainee, description of what the exam is, and links to the material are shown below the Safety Reports logo. In the example, the material is available for review in both English and Spanish, which can be opened by clicking 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.

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.)

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.

SAFETY REPORTS

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

Submit   Cancel

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

SAFETY REPORTS

Aerial Lifts Exam

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

Please contact your administrator if you have questions.

Reviewing Results and Re-Sending Exams

Results of exams can be reviewed in the completed training event, noted by "(Exam)" next to the 'Course Type' in the column of the same name. Choose the black 'Edit' icon to enter the event and review the results.
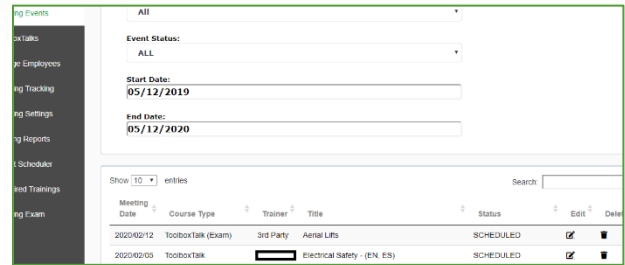
Results by recipient are shown at the bottom of the screen. Their number of attempts, whether they passed (100% is passing), and a link to resend the exam if the recipient did not receive it, or to remove the result are shown in blue in the employee's row.
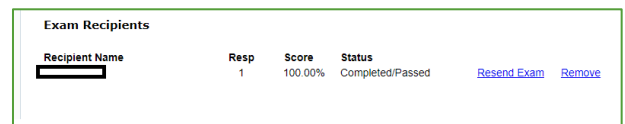
Results can also be viewed in the 'Training Exam Report' which is among 'Training Reports' chosen among admin functions at the far left of the page. This shows where the Training Exam Report is in the Report Type drop-down menu.
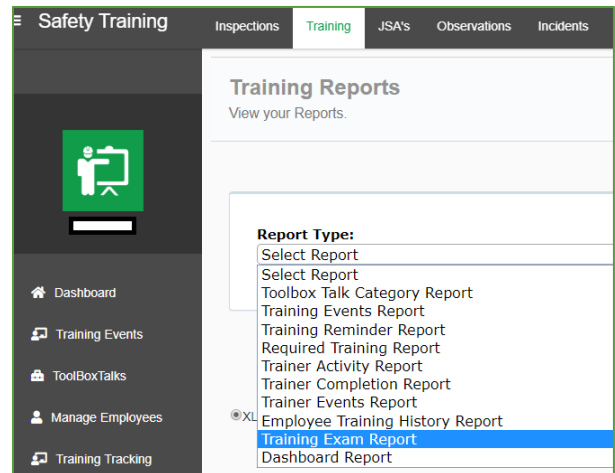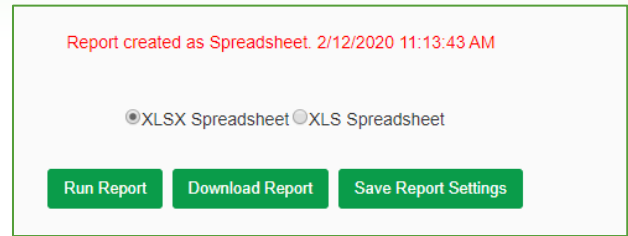
Choose filters to omit or include groups, employees, date ranges etc. as needed per what you want to get from a particular training exam report. Click the green 'Run Report' button at the bottom of the screen.
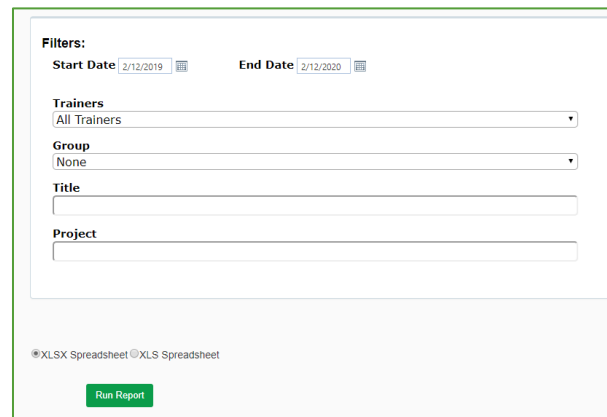
Reviewing Results (cont.)

Click the green 'Download Report' button to receive a spreadsheet with report data.

Report created as Spreadsheet. 2/12/2020 11:13:43 AM

⦿XLSX Spreadsheet ◯XLS Spreadsheet

Run Report   Download Report   Save Report Settings

The report shows the results of exams with a gold bar noting a table for each exam given. In the example two exams have been given to a single employee. The first exam he/she failed on their first three attempts and have not re-attempted. There is also a link to re-send the exam for this type of situation. The second exam table shows the employee passed the exam on their second attempt.

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