

## Health and Safety Guidance Note

# H&S E-Learning Modules Guidance and Help

(Ref: QMUL\_HSD\_TD002)

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## 1.0 Before you start



**You may need to use headphones during the module** (use of headphones ensures that you don't disturb adjacent colleagues; listening to the spoken words enhances the learning experience).



**You will need approximately 25 – 40 min for each module** (you may stop the module and return to it at any time).



The modules should work with most internet browsers but **if you have problems, use Microsoft Internet Explorer (IE)**. (recent versions of IE may need to be turned onto '**compatibility mode**' for the module to work correctly (e.g. page buttons, images) – contact QMUL IT Services to upgrade.



**Your computer needs to have Adobe Flash Player installed to run the flash based modules.** If your computer does not have Flash Player installed, you can download and install it from <http://get.adobe.com/flashplayer/>. If you don't have installation privileges enabled on your computer, you need to contact QMUL IT Services to install.



If you do **not** want to use a flash based module, there are **non-flash textual** versions available, **please contact H&S E-Learning System Administrator (contact details at the end of the document)** to enable access.



**Accessibility - Minimum requirements for a computer:**  
Operating system - Windows 2000 onwards; Internet Explorer 6.0 onwards; Macromedia Flash version 8.0.39.0 onwards; Screen resolution of 1024 X 768; Pentium 4 or later; 2 GHz processor; 1 GB RAM; Network - 100 Bps Ethernet.

## 2.0 First Time Login

Go to <http://hsd.qmul.ac.uk/Training/Online%20Learning/index.html>

1. Click on Access the On-line Display Screen Equipment (DSE) and Fire Training Modules Here
2. Click the **NEW USER** link under the 'User Login' area (Top Left Hand Side of screen)



3. In the **'Sign up' area** that appears in the main part of the screen (to identify you as a QMUL user to the system):

For Company Username, enter: **queenmaryuni**

For Company Password, enter: **train**

**Fill in the 'Your details' section with**

4. Your selected username (e.g. joebloggs)
5. Your **full** QMUL email address (e.g. joe.bloggs@qmul.ac.uk)
6. Forename
7. Surname
8. From the **AREA drop down menu**, select the Directorate or Dept / School / Institute that you belong to. *(Please disregard the 'department' drop down menu – that is no longer operational).*

**(note** - if you are uncertain about which Directorate / School / Institute you belong to, contact your Line Manager or Supervisor. Sub groupings within a Dept / School / Institute are generally NOT listed (e.g. Centre / Unit / Research Group), but larger QMUL School/Institute may have sub groupings listed.

Directorate/School/Institute Safety Coordinator contact details can be found under 'reference' main bar or on the QMUL HSD website at <http://hsd.qmul.ac.uk/A-Z/Safety%20Coordinators/index.html>

*(if you do not select a Directorate/School or Institute, you will be assigned to 'no department' by default, but no modules would be available for use – please contact the H&S E-Learning System Administrator (contact details at the end of the document) to correct your entry).*

9. Choose and enter your password (twice). *To improve network security, please do **not** use your QMUL network password but choose a different password.*
10. Enter your password recovery question and answer.
11. Click 'Sign Up'.

**>>Please remember Your Selected Username and Password<<**

12. Click on 'Interactive Flash' in the middle of the page to view the modules that have been assigned to you. If you have previously contacted **H&S E-Learning System Administrator (contact details at the end of the document)** to use the non-flash versions, the 'Standard' versions will be visible to you.
13. Click on a module to start the training session. The initial page you see at the beginning of the module explains how to navigate through the course, once you understand click the 'X' to close the instructions and start the module.



### 3.0 Existing Users Login

Go to <http://hsd.qmul.ac.uk/Training/Online%20Learning/index.html>

1. Click on 'Access the On-line Display Screen Equipment (DSE) and Fire Training Modules Here'
2. **Use your previously set up username and password to login.**
3. **If you have forgotten your login details**, click on the 'forgotten password' tool (top left hand side of screen under 'user login') to provide a reminder (your password recovery questions and answer) **or** contact the **H&S E-Learning System Administrator (contact details at the end of the document)**
4. Click on 'Begin Training' under User menu to start the e-learning modules.
5. Select the module and start/resume the training session.
6. Click on 'Interactive Flash' (or 'Standard' for non-flash versions) in the middle of the page to view the modules that have been assigned to you.
7. Click on a module to start/resume the training session. The initial page you see at the beginning of the module explains how to navigate through the course, once you understand click the 'X' to close the instructions and start/resume the module.

Follow up  
Actions -  
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### 4.0 Further Information on E-Learning Modules and Follow Up actions

1. In the flash modules, all the spoken words are also written on each page. You may want to listen to the spoken words through your computer sound system – please ensure that you do not disturb your colleagues. Please use headphones to prevent noise disturbance to adjacent colleagues.
2. Non-flash modules may not have words spoken.
3. A self-assessment check list and self-test will need to be completed at the end of the training module.
4. You may stop the module and resume it at any time – although it is advised that you complete the self-assessment checklist and self-test soon after the module content so that the information is fresh in your mind. If your screen is idle for 15 minutes, it will return to the training start page. You can then select to go to the point where you left.
5. Once you have started a module, a unit is used up - the default repeat date is then automatically set for **THREE** years' time. Please note that the system will **not** send an email prompt, so you should set yourself a calendar reminder.
6. If you want to **re-do** the whole module or complete a **new** self-assessment before the 3 years are up, you will need to contact the **H&S E-Learning System Administrator (contact details at the end of the document)**.
7. The pass level for the self-test is set at **70%**. Failure does **not** require re-sitting of the self-test, but to obtain the pass certificate, you will need to repeat the module and self-test. Contact the **H&S E-Learning System**



**Administrator (contact details at the end of the document)** to repeat a module.

8. Each checklist item has a comment box for users – a maximum of 160 characters are accommodated within the box.
9. You can print off the check list (click on risk rating magnifying glass icon in your training record) and passed test certificate on completion.
10. **You may need to discuss improvements to your display screen equipment set-up with your line manager / supervisor.** If required, they will contact your School / Institute or Directorate Safety Coordinator and for significant issues, Health Advisers and/or the Health and Safety Advisers for further help and advice.
11. **You may need to discuss deficiencies in fire safety arrangements in your workplace with your line manager / supervisor.** If required, they will contact your School / Institute or Directorate Safety Coordinator for further advice. For significant issues, they will contact the QMUL Fire Safety Adviser for further assistance.
12. **Your School / Institute or Directorate Safety Coordinator (or another authorised person for the system in your area) can alter your existing self-assessment checklist in order to update your overall risk evaluation and note down remedial actions that have been made / planned.**
13. An Eye Test and prescription safety glasses scheme is available to QMUL employees who complete the online DSE e-learning module. You can obtain an electronic 'eye care voucher' from the Health and Safety Directorate once you complete the DSE module. Please see the QMUL Employee Eye Care Scheme document on the HSD website for further information.

<http://hsd.qmul.ac.uk/Documents/standards%20and%20guidance/64344.pdf>

Eye Care -  
Guidance

## 5.0 If you Have Problems Accessing / Completing a Module

In the first instance, please contact your **School / Institute or Directorate Safety Coordinator / Authorised Person for the System** or for further help, the **H&S E-Learning System Administrator** Megan Vagg, ext 8968, [m.vagg@qmul.ac.uk](mailto:m.vagg@qmul.ac.uk), Admin Assistant, Health and Safety Directorate (HSD).



## Document Control

### Initial Data

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Version No.	Date of alteration and re-issue	Details of changes	Changes made by
1	April 2009	-	-
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2	July 2011	Updated	Mark Ariyanayagam
3	Nov 2011	Removal of module re-sitting restrictions	Mark Ariyanayagam
3a	February 2012	File path/name change, pre-QM/HS/0128	Darren Ford
3b	June 2013	Contact details / web link	Mark Ariyanayagam
3c	August 2013	Contact details, minor changes to updates	Mark Ariyanayagam
3d	20 Feb 2014	section 4 minor revisions – notes line manager as first contact point, and minor revisions throughout	Mark Ariyanayagam
4	17 April 2014	Passmark changed, arrangements for altering risk assessments, IE compatibility mode, re-	Mark Ariyanayagam



		doing module arrangements	
5	29 Aug 2014	Point 7 amended – area drop down menu and OHSD weblinks / eyecare scheme details amended	Mark Ariyanayagam
6	15 Dec 2015	All OHSD references changed to HSD. Website links amended to navigate to HSD Online Training page. Admin contact changed.	Megan Vagg

