## How to use the Safe Workplace Training module

- 1. Please go to the following link https://flemingcollege.ebasefm.com/
- 2. Enter in your user name and password that has been provided to you



3. To view the task bar, please click on the three bars in the top left corner.



4. Once you are logged in select the first aid symbol (the white box with the red cross on it)

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	Safe Workplace		
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- 5. In this section will see all the available courses for you to take.
- 6. Click on the course you would to complete. Make sure you read the instruction's carefully. Your screen will look like this:

Introduction :	The Safe Use of Ladders		
Description	Falls represent the largest single cause of accidental death in the workplace.		
	About 40% of these falls result in falling from one level to another, many from ladders. Many of these falls are serious, but more importantly, many could have been avoided if safety procedures were followed.		
	This program looks at the selection and safe use of ladders in the workplace. The following areas are covered: • Step Ladders, Straight Ladders and Extension Ladders		
	General Maintenance		
	Selecting the Right Ladder		
	• Safe Angle		
	Lifting and Carrying of Ladders		
	Erecting Ladders		
	Securing of Ladders		
	Safe Positioning of Ladders		
	Working on Ladders		
	This program has been designed for general training for all personnel who use ladders.		
Grade Required	65		
Pages	11		
Questions	10		
	Are you ready to continue this test?		
	Exit Course 🛪 Ves, please continue 🌩		

If there is a video link, it will pop up in a new window.

7. Once you have completed the quiz, the program will notify you if you have passed the course. Once you have successfully passed the course you can move onto the next course if needed.