## How to use the Safe Workplace Training module

- 1. Please go to the following link <u>https://flemingcollege.ebasefm.com/</u>
- 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)

≡			My Status	Help
		Safe Workplace		
(+	My Certificates     (no certificates have been added)     My Expiring Certificates			
		<ul> <li>My Expiring C</li> </ul>	ertificates	
			tes are close	to expiring)

- 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 🛪					

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.