

## THIS IS HOW OUR SYSTEM WORKS! IT'S SIMPLE AND WE WILL GUIDE YOU THROUGH IT.

#### FIRST STEPS

You've identified a need for ergonomics risk management for mobile workers

You purchase the Mobile Working Risk Management System, and a quantity of risk assessments

## SETTING IT ALL UP - WE DO THIS

You receive an access link to:

- Our detailed guidance document
- e-learning video
- Mobile working H&S policy template

You receive an email from us asking for your employee names and email addresses

By email, you send us a list of names and email addresses of employees who will be risk assessed

We'll email directly to your employees a link to their personal competence assessment and risk assessment

YOUR STAFF DO THEIR ONLINE ASSESSMENTS Employee(s) view the e-learning video

Employee completes their online competence assessment

Employee completes their online risk assessment

## KEEPING TRACK OF PROGRESS

We will provide you with updates on progress of your mobile working risk assessment roll-out and we give you access to your unique live progress tracker

# YOUR ONGOING RISK MANAGEMENT DUTIES

You review the risk assessments and mobile work practices at set intervals or if there are any significant changes in equipment / methods of work

You draw up an action plan(s) to manage the risks

You identify any significant issues and possible improvements or risk reductions based on the risk assessments which we provide

### **ASSESSMENT REPORT**

We generate your employees' risk assessment reports and competence certificates

We send you a link which provides managerial access to secure cloud storage of competence assessments and risk assessments

We email your employees a copy of their risk assessment report and competence certificates