



The Turkish-British Chamber of Commerce & Industry Health and Safety

Course User Training Guide

Getting Started

You have been provided with a User ID, Password and Account ID to allow you to access the Basic Health and Safety Introduction training from the Turkish-British Chamber of Commerce.

You may be **an employee**, required to complete the Health & Safety Training, or you may have chosen to **evaluate** the On-Line Health & Safety Training on behalf of your organisation.

If you have any queries regarding log-in please contact **Turkish-British Chamber** and Technical Support on email healthandsafety@tbcci.org .

Course User Training Guide

For access, log in to the Basic Health & Safety Introduction course and the SMART management system from your internet browser using:

<http://www.tbccihealthandsafety.com>

The first priority is to select your language preference. Select either English or Turkish from the *drop down list* shown below:



The screenshot shows the login page for the TBCCI online health and safety training. At the top, there is a blue header with the TBCCI logo on the left and the text 'Online Health & Safety Training from the Turkish-British Chamber of Commerce and Industry' in the center. On the right side of the header, there is a 'Language:' dropdown menu with 'English' selected. Below the header, there is a grey bar with contact information: 'Contact the Turkish-British Chamber of Commerce and Industry on 020 7321 0999 or e-mail health&safety@tbcci.org for information.' Below this, there is a prompt: 'Please enter your User ID, Password and Account ID in the boxes below.' The main content area features a 'Login' form with three input fields: 'User ID:', 'Password:', and 'Account ID:'. A 'Login' button is located at the bottom right of the form. On the right side of the page, there is a large circular logo for the 'TURKISH - BRITISH CHAMBER OF COMMERCE AND INDUSTRY' featuring the Turkish and British flags.

Enter your User ID, Password and Account ID, which has been provided to you. An example follows:

User code: HSA01
Password: SMITH
Account ID: HSA

Click the '*Login*' button to access the screen below :

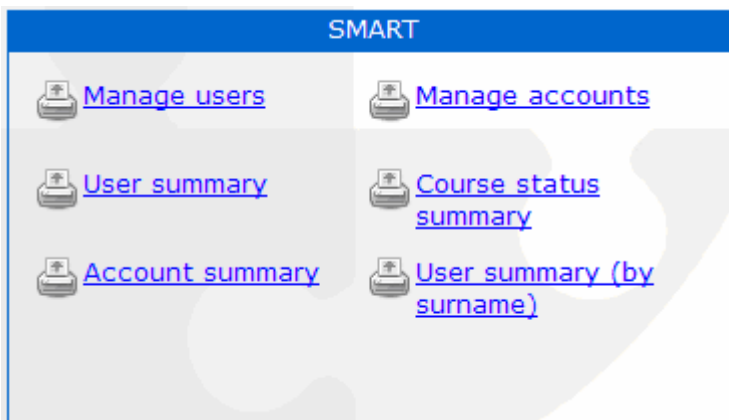


The entry screen may display two main areas:

Course Status

SMART

As an **Employee** or an **Evaluation User** it's likely that your access will show only the **Course Status** area (as above). As the SMART area is for the administration of the system.



If you require access to the administration area of the system, please contact us on healthandsafety@tbcci.org.

If you are logging in for the first time, the following screen will display:



Simply click on the **Start course** button.

If you have logged in before, the following screen will display:



To continue the course, select any of the 3 options:

Continue course – allows you to continue the course from the point you reached last time you were logged in.

Restart module – allows you to continue the course from the beginning of the most recent module you reached last time you were logged in.

Restart course – allows you to continue the course from the beginning of the entire course again.

You will see the Welcome screen below. This screen provides the instructions for working through the course, and the *'Next'* button is highlighted below in the bottom right hand corner. Click on the *'Next'* button to move forward through the screens.

Basic Health & Safety Introduction

Welcome!

Please carefully review the course material on each of the pages that follow.

To move from page to page click on the 'Next' button at the bottom right hand corner.

You may exit the course at any time using the 'Logout' button or by closing your browser window without fear of having to read through the whole course again. The system will automatically track your location within the course and allow you to continue from where you left off next time you login.

You will also be offered the chance to restart the course from the beginning or from the start of the current module, if you prefer.

Click on the 'Next' button to begin.

Welcome Ben Hoskins

Module progress

Next

Read through each screen carefully until you reach the menu screen:

Basic Health & Safety Introduction

Menu

Basic Health & Safety Introduction

- Fire Safety
- Manual Handling
- Safety Signs & Basic Safety
- Slips, Trips and Falls
- Personal Protective Equipment
- Noise
- Environment & Hygiene
- Electricity
- Machinery & Mobile Plant
- Excavation
- Hazardous Substances
- Working at Height
- Computer Workstation Safety
- Accidents & First Aid

Welcome Ben Hoskins

Module progress

Next

Continue to read through each screen until you have completed each of the modules:

Menu

Basic Health & Safety Introduction

- Fire Safety
- Manual Handling
- Safety Signs & Basic Safety
- Slips, Trips and Falls
- Personal Protective Equipment
- Noise
- Environment & Hygiene
- Electricity
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At the end of the course there will be a short quiz, consisting of questions and multiple choice answers. Select your answers, until you reach the Certificate page at the end of the course.

End