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| **Topic entry (tick boxes that are applicable) 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  6 [ ]  7** **[ ]  8 X** |
| **Entry number (MPA Ref)** | 22008 |
| **Title of Entry** | The integration of an online induction platform for site local and shutdown inductions for use within Tarmac Cement Lime and Building Product sites. |
| **Name of Company** | Tarmac CLBP |
| **Location** | Tunstead Quarry |
| **Video** **[ ]  (if yes, please include URL for video)** | Available on request |
| **Other resource** **[ ]  (if yes, please include description)** | Images available on request |
| **Fatal Theme (tick boxes that are applicable) 1 X 2 X 3 X 4** **[ ]  5 X 6 X** |
| **BACKGROUND** |
| Previously, induction procedures during the shutdown period involved a face-to-face process whereby contractors and others coming onto site would gather in a room of approximately 30 people for up to 3 hours until the induction was complete. This process was replicated multiple times with different groups of contractors. The issues surrounding this was that the procedure was time consuming, involved hand-completed marking of individuals tests and ultimately led to a logistical challenge that often delayed shutdown starting and the amount of time able to be spent on essential in-person auditing. In addition, the current procedures were not Covid-19 safe being in-person. The process also indirectly addresses all The Fatal 6 through safety content present in the induction package.  |
| **MANAGEMENT OF PROCESS** |
| After the onset of the Covid-19 pandemic safety measures surrounding spread of the virus meant that in-person inductions presented an additional hazard to health. They were, therefore, suspended by the business and were initially moved to paper versions and emailed to contractors for completion. This process involved an emergence of new problems such as a lack of document and printer access and contractors working at other sites. Additionally, the document was needed in multiple languages and overall monitoring of tests returned for marking proved difficult. The process was further complicated if tests of understanding were not of a satisfactory level and had to be redone and eventually re-marked. Suppliers also didn’t always know who was available to take part in shutdown until nearer the time, which increased difficulty within the process. This presented an unnecessary set of issues that could be avoided.We set about searching for a solution to move the induction process to an online platform. We approached the Tarmac Cement and Lime training department which led to contact with a company called Human Focus who now host and helped to develop the platform for training. We raised this solution with the line manager who was supportive of this idea and worked closely with Human Focus to carry out this conversion to an online platform. Following development of the web-based platform, it was trialled with the HSE team. Feedback from this was positive. The implementation of this platform relates to all the MPA Vision Zero Values, specifically engagement through sending a consistent message, and collaboration and sharing as this system is now implemented within other Tarmac cement plants developing it as a standard across the business. Further development of the process has now moved into our supply chain and logistics where it is in the early stages of implementation. |
| **BENEFITS** |
|  The following benefits were identified by implementing this web-based induction platform:* Covid-safe system
* Time saving – contractors can focus on the job and on safety
* Cost saving (management time to facilitate face to face and mitigating the need of in-person translators)
* Consistent delivery of important safety messages
* Written and narrated in multiple languages
* Tests of understanding are automatically marked and highlighted for correction
* Accessible to anybody anywhere with internet access which means it is flexible for use by contractors
* Android, apple and pc devices support this
* Printer is not required
* Easily implemented and transferrable across the business
* Amendments can be made to inductions easily
* Does not need proprietary software on the user’s device
* Induction record, database and induction cards can be generated
* Contractors can instantly receive invitation to complete the online induction meaning they do not have to wait for mailed paper versions.

The process also conforms to wider company objectives from an environmental perspective as paper and ink are not needed and contractors don’t need to travel to site for the induction |
| **INNOVATION** |
| This system presents an innovative solution to solving logistical, safety and economic issues surrounding the induction process by implementing an efficient, remote and holistic procedure that works to integrate all content, saving time, cost and improving onsite safety. This has never been implemented within the business or standardised for induction purposes and so presents a new solution to tackling the issues mentioned. Contractors were also receptive of these changes commenting on the ease of use highlighting the flexibility of this process for all partners involved. The process has worked to enhance our existing procedure on health and safety induction increasing accessibility and making it readily shareable across departments. The system also enables the use of videos to increase clarity of points addressed on safety and caters for different types of learning. Auditing of the process has validated the effectiveness of the induction. |
| **DEVELOPMENT & TRANSFERABILITY** |
| The concept of this development has enabled standardisation of a generic safety induction between sites. Local inductions can be developed to cover site specific topics and the online platform means greater ease for alteration or development with future safety compliance requirements and an ease of distribution across the business.No specialist equipment is needed to set up the system. Collaboration and sharing as this system is now implemented within other Tarmac cement plants being developed as a standard across the business. Further development of the process has now moved into supply chain and logistics where it is in the early stages of implementation. |
| **NB if document has embedded images try and include these****If other documents provided say additional information available.** |