



Magrock Induction User Guide

“Magrock are committed to the ongoing development of a positive safety culture”



What is Magrock Induction?

Magrock Induction replaces the on-site induction process, ensuring that you are ready for a fast and safe start on site.

To work on any Magrock site, you are required to provide a minimum set of information about yourself as well as demonstrate that you are capable of doing your job well and to the utmost degree of safety. To do this, you must complete the Magrock Induction process prior to arriving on site for work. Your information will be verified and you will receive any required site specific briefings before being granted access to site.

To complete the process you will need:

- A personal email address or if you are a Magrock employee, please use your work email address ending in '@magrock.co.uk'
- A photo of yourself
- Photos of the front and back of your skills card (e.g. CSCS, ECS, EMSS etc.)
- Photos of any relevant qualifications (e.g. First Aid, SMSTS, PASMA, IPAF etc.)

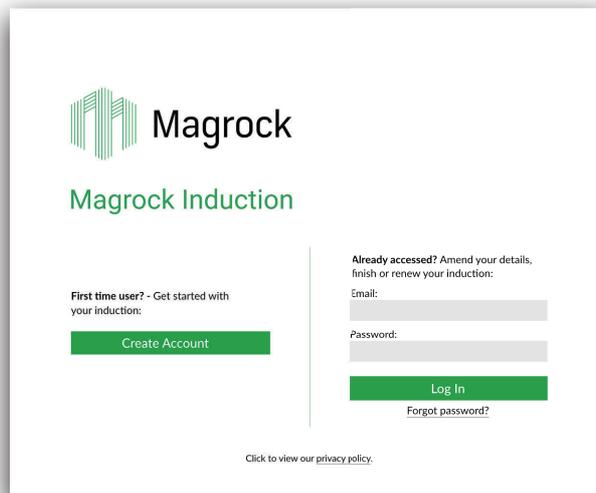
If you are using a smartphone or tablet, you will be able to access your device's camera to take photos during the Magrock Induction process. If you are using a computer or desktop, you will need to be able to access your photos to upload them during the Magrock Induction process.



Magrock Induction

User Guide - Overview and Creating an Account

If you are using Magrock Induction for the first time, go to www.magrockinduction.co.uk and click on 'Create Account'. Enter your email address, set your password and click on 'Sign Up' to create your account. You will receive an email with a clickable verification link to the email address you have provided. Clicking on the link in the email will verify your account allowing you to start your induction.



The Magrock Induction process consists of 6 steps (personal information, employment information, skills card details, emergency information, videos & questions and joining a site) and should take approximately 40 minutes to complete.

Help and information is available throughout the process by clicking on 'Help?' in the side menu. On mobile devices, you can find the 'Help?' button at the top of the screen. If you require further assistance, you can email the Helpdesk at admin@magrockinduction.co.uk.

Once you have completed the Magrock Induction process, an email will be sent to the address that you used to create your account. This confirmation email will also be sent to your employer.

When you first arrive on site, the site team will be able to find you on Magrock Induction's database using your name or skills card number, which you will enter during the process.

This system is there for your safety, as well as the safety of every other person working alongside you on site.

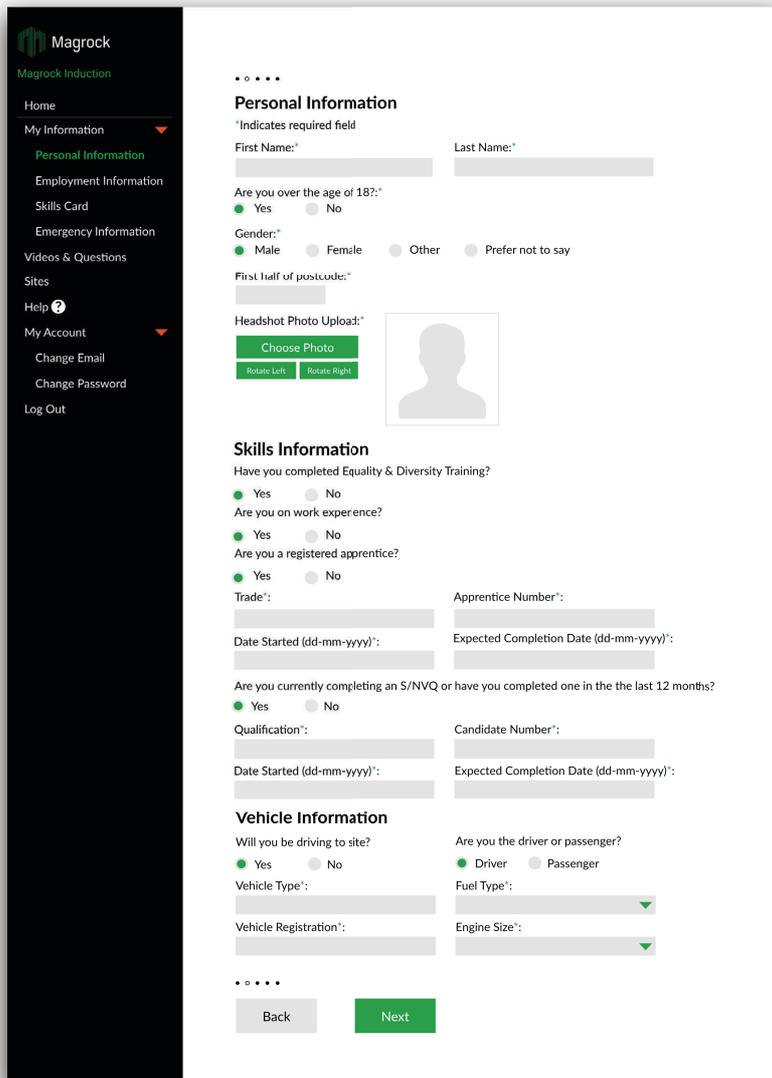
Magrock Induction

User Guide - Personal Information

The Personal Information page collects a set of general details including your date of birth, postcode and vehicle information. In order to assess our environmental impact, we collect information on your commute to our sites. We use your postcode and vehicle information to calculate our carbon footprint.

You will need to upload a passport-style headshot photo at this stage. This photo is used to confirm your identity on site so please ensure it is a clear photo. If you are completing the Magrock Induction process on a mobile device or tablet with a camera, you will be able to use the device's camera to capture a headshot photo.

If you are either a registered apprentice or completing an S/NVQ, you will need to complete the relevant forms when answering the questions about your skills.



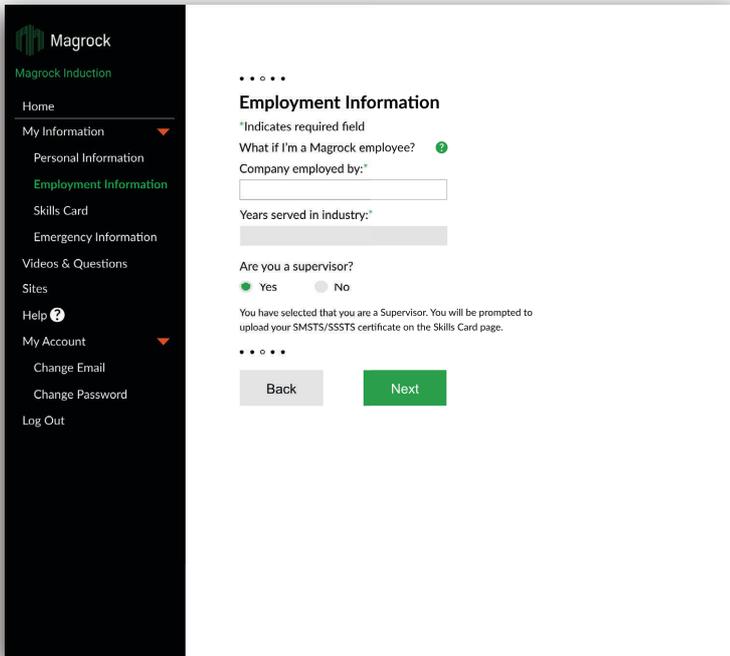
The screenshot shows the 'Personal Information' section of the Magrock Induction form. The form is displayed on a mobile device with a dark sidebar on the left containing navigation options like 'Home', 'My Information', 'Personal Information', 'Employment Information', 'Skills Card', 'Emergency Information', 'Videos & Questions', 'Sites', 'Help', 'My Account', 'Change Email', 'Change Password', and 'Log Out'. The main content area is white and contains the following sections:

- Personal Information:** Includes fields for 'First Name' and 'Last Name', a question 'Are you over the age of 18?' with 'Yes' and 'No' radio buttons, a 'Gender' field with 'Male', 'Female', 'Other', and 'Prefer not to say' radio buttons, and a 'First half of postcode' field. There is a 'Headshot Photo Upload' section with a 'Choose Photo' button, 'Rotate Left', and 'Rotate Right' buttons, and a placeholder for the photo.
- Skills Information:** Includes questions 'Have you completed Equality & Diversity Training?', 'Are you on work experience?', and 'Are you a registered apprentice?' with 'Yes' and 'No' radio buttons. It also has fields for 'Trade', 'Apprentice Number', 'Date Started (dd-mm-yyyy)', and 'Expected Completion Date (dd-mm-yyyy)'.
- Vehicle Information:** Includes questions 'Will you be driving to site?' and 'Are you the driver or passenger?' with 'Yes/No' and 'Driver/Passenger' radio buttons. It has fields for 'Vehicle Type', 'Fuel Type', 'Vehicle Registration', and 'Engine Size'.

At the bottom of the form, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted in green, indicating it is the primary action.

Clicking 'Next' at the bottom of the page will submit and save your information. If your progress is interrupted, you will be able to log back in at any time and pick up where you left off.

User Guide - Employment Information



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Home

My Information

- Personal Information
- Employment Information**
- Skills Card
- Emergency Information

Videos & Questions

Sites

Help ?

My Account

- Change Email
- Change Password
- Log Out

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Employment Information

*Indicates required field

What if I'm a Magrock employee?

Company employed by:*

Years served in industry:*

Are you a supervisor?

Yes No

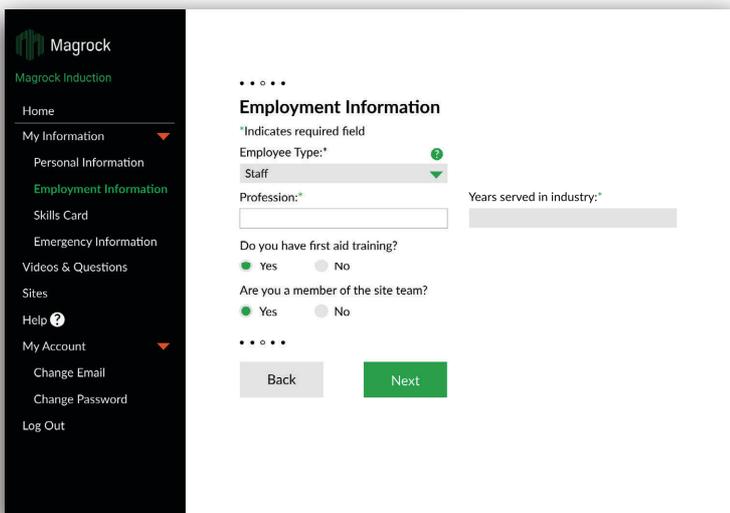
You have selected that you are a Supervisor. You will be prompted to upload your SMSTS/SSSTS certificate on the Skills Card page.

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Supply Chain Operatives

You will need to provide the name and address of the company you are employed by, your profession, and your direct employers email address (this should be your line manager or a company administrator).

Once you complete the Magrock Induction process, a confirmation email will be sent to you and your employer. Emails will also be sent to remind you to renew your Magrock Induction account 28 days before it expires, and on the day of expiry.



Magrock
Magrock Induction

Home

My Information

- Personal Information
- Employment Information**
- Skills Card
- Emergency Information

Videos & Questions

Sites

Help ?

My Account

- Change Email
- Change Password
- Log Out

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Employment Information

*Indicates required field

Employee Type:*

Staff

Profession:*

Years served in industry:*

Do you have first aid training?

Yes No

Are you a member of the site team?

Yes No

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Magrock Employees

If you are a Magrock Employee who has used your work email address ending in '@magrock.co.uk', you will need to choose whether you are 'Staff' or an 'Operative'.

Choose 'Staff' if you are in the site team, or in an office based role (i.e. Site Manager, Site Administrator, H&S Advisor).

Choose 'Operative' if you primarily work on site and are not apart of the management/site team.

You will then be asked a couple of specific questions relating to your role on site. The answers to these questions will determine whether or not you need access to administrator functionality.

Magrock Induction

User Guide - Skills Card

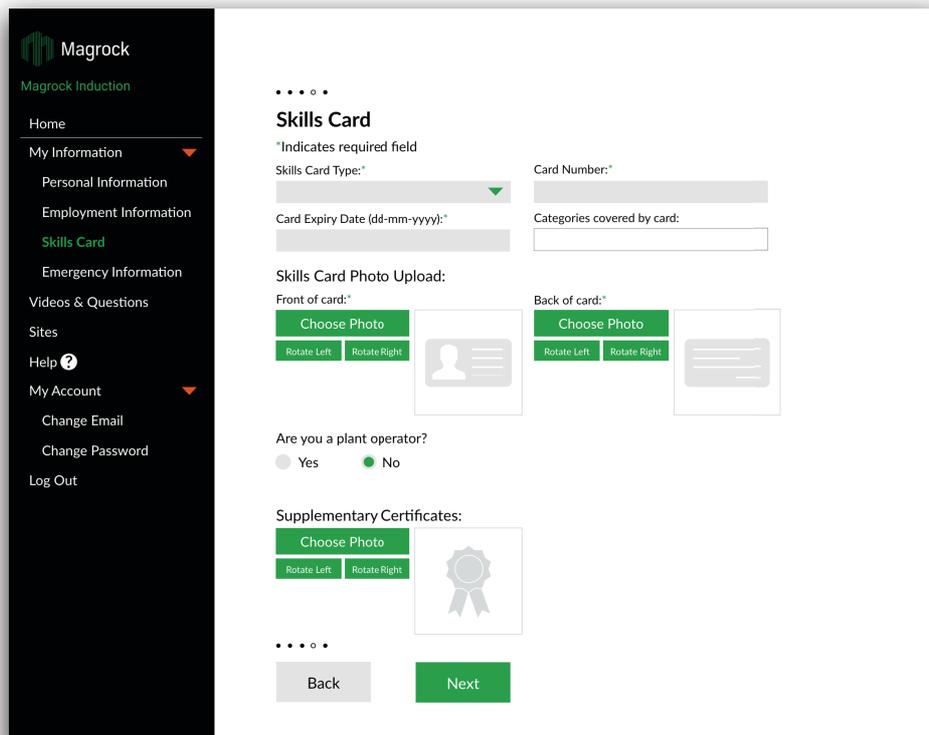
Enter all card and certificate numbers as they are shown on the front of your card or certificate, along with the expiry date in the format dd-mm-yyyy.

You will need to upload an image of the front and back of your skills card and an image of the front of any supplementary cards or certificates.

Uploading your cards and certificates correctly here will mean that you will not be required to bring them to site, so please make sure that your images are clear and well lit allowing the site team to read the information on the cards/certificates.

If you are completing the Magrock Induction process on a mobile device or tablet with a camera, you will be able to use the device's camera to capture the photos.

The skills card information that you enter may be verified using the CSCS Go Smart skills card database. If you enter incorrect or fraudulent details the system will stop you from proceeding further until you are able to provide the details for a valid skills card. If you need assistance at this stage, please email the Helpdesk at admin@magrockinduction.co.uk.



The screenshot shows the 'Skills Card' form in the Magrock Induction system. The form is displayed on a mobile device with a dark sidebar on the left containing navigation options: Home, My Information (with a dropdown arrow), Personal Information, Employment Information, Skills Card (highlighted in green), Emergency Information, Videos & Questions, Sites, Help (with a question mark icon), My Account (with a dropdown arrow), Change Email, Change Password, and Log Out. The main form area is white and contains the following sections:

- Progress indicator:** A row of five dots, with the second dot from the left filled, indicating the current step.
- Skills Card:** A section with a title and a note: '*Indicates required field'. It contains two input fields: 'Skills Card Type:' (a dropdown menu) and 'Card Number:' (a text input field).
- Card Expiry Date (dd-mm-yyyy):*** A text input field.
- Categories covered by card:** A text input field.
- Skills Card Photo Upload:** A section with two columns. The left column is for the 'Front of card:' and the right column is for the 'Back of card:'. Each column has a 'Choose Photo' button (highlighted in green) and two 'Rotate' buttons: 'Rotate Left' and 'Rotate Right' (both highlighted in green). Below the buttons are placeholder images for the card photos.
- Are you a plant operator?:** A question with two radio button options: 'Yes' and 'No'. The 'No' option is selected.
- Supplementary Certificates:** A section with a 'Choose Photo' button (highlighted in green) and two 'Rotate' buttons: 'Rotate Left' and 'Rotate Right' (both highlighted in green). Below the buttons is a placeholder image for a certificate.
- Progress indicator:** A row of five dots, with the second dot from the left filled.
- Navigation buttons:** A 'Back' button (grey) and a 'Next' button (green) at the bottom.

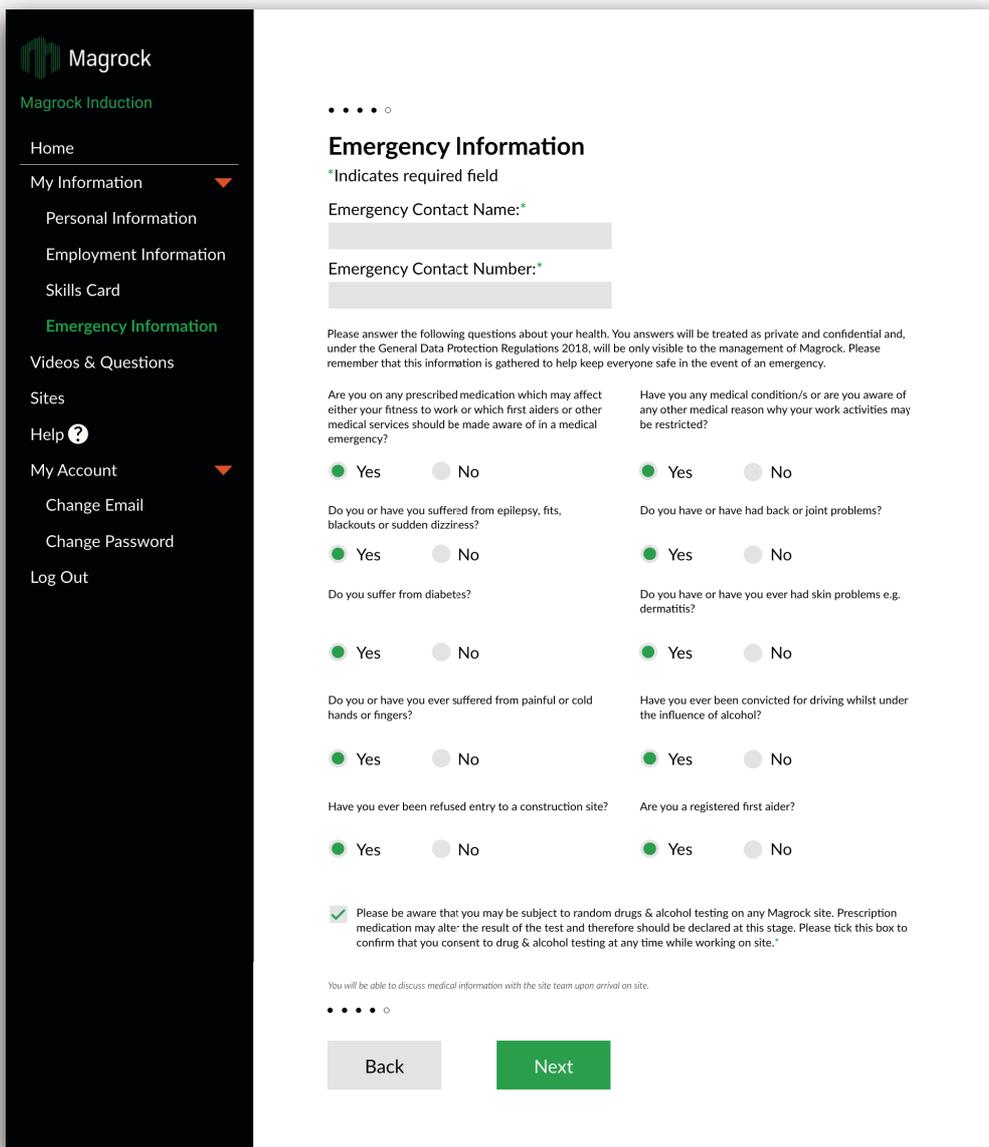
Magrock Induction

User Guide - Emergency Information

You will need to provide an emergency contact name and number, this will need to be someone who can act as your next of kin.

There are two questions to assess whether you will need to speak to the site team regarding a medical condition or medication that may effect your ability to work. Magrock Induction does not store any specific details on your medical history, however selecting 'yes' to either of the questions below will prompt the site team to speak to you about your medical condition.

We encourage speaking to the site team directly about your medical conditions to ensure your safety and the safety of your colleagues on site.



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- Home
- My Information ▼
 - Personal Information
 - Employment Information
 - Skills Card
 - Emergency Information
- Videos & Questions
- Sites
- Help ?
- My Account ▼
 - Change Email
 - Change Password
- Log Out

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Emergency Information

*Indicates required field

Emergency Contact Name:*

Emergency Contact Number:*

Please answer the following questions about your health. Your answers will be treated as private and confidential and, under the General Data Protection Regulations 2018, will be only visible to the management of Magrock. Please remember that this information is gathered to help keep everyone safe in the event of an emergency.

<p>Are you on any prescribed medication which may affect either your fitness to work or which first aiders or other medical services should be made aware of in a medical emergency?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Have you any medical condition/s or are you aware of any other medical reason why your work activities may be restricted?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Do you have or have you suffered from epilepsy, fits, blackouts or sudden dizziness?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Do you have or have had back or joint problems?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Do you suffer from diabetes?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Do you have or have you ever had skin problems e.g. dermatitis?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Do you or have you ever suffered from painful or cold hands or fingers?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Have you ever been convicted for driving whilst under the influence of alcohol?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Have you ever been refused entry to a construction site?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Are you a registered first aider?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>

Please be aware that you may be subject to random drugs & alcohol testing on any Magrock site. Prescription medication may alter the result of the test and therefore should be declared at this stage. Please tick this box to confirm that you consent to drug & alcohol testing at any time while working on site.*

You will be able to discuss medical information with the site team upon arrival on site.

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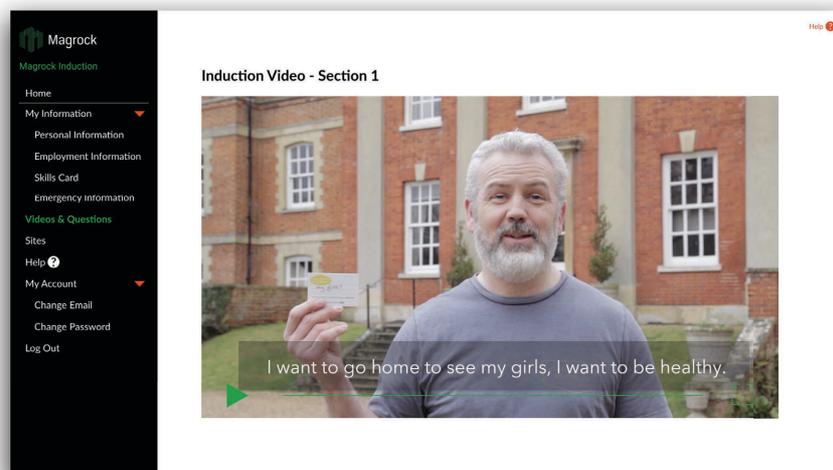
Back
Next

Magrock Induction

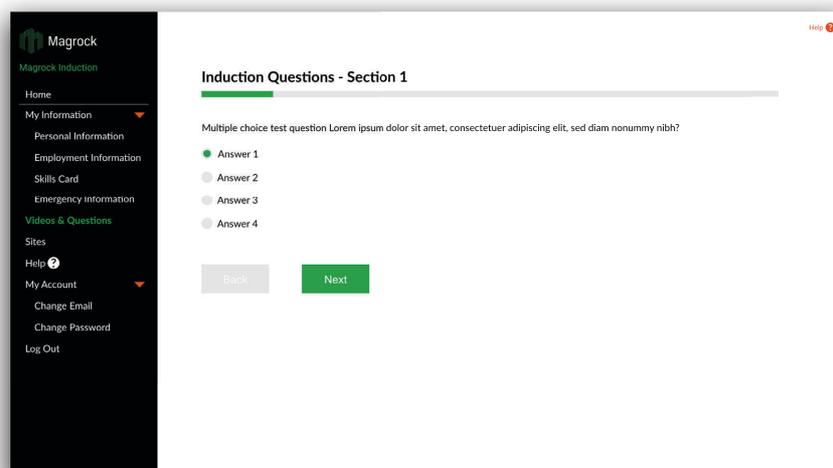
User Guide - Induction Content and Questions

Now that you have completed the data entry pages, you will need to review the induction videos. This comprises 8 videos, delivered in 8 sections, providing an introduction to Magrock and some of the company's policies.

Please pay attention to the information carefully as not only will you have to answer questions at the end of each section, but the information is provided to protect your health, keep you safe and protect the environment around you.



You will be asked two multiple choice questions at the end of each of the 8 sections. If you answer either of these questions incorrectly, you will have to re-watch the video. You will then be presented with two different questions to answer.



Once you have correctly selected the answers to all 8 sections, you have completed the main part of the Magrock Induction process. You will not need to re-watch the videos and answer the questions for 12 months. You will see a 'Congratulations' page and a confirmation email will be sent to you and your employer.

To complete the process, you will need to click 'Next' at the bottom of the page and proceed to the 'Join a Site' page.

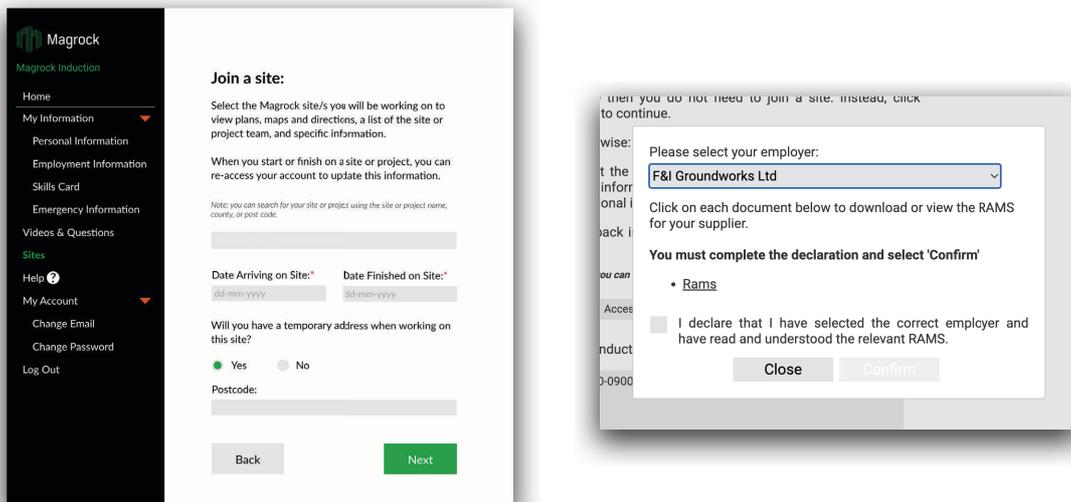
Magrock Induction

User Guide - Join a Site

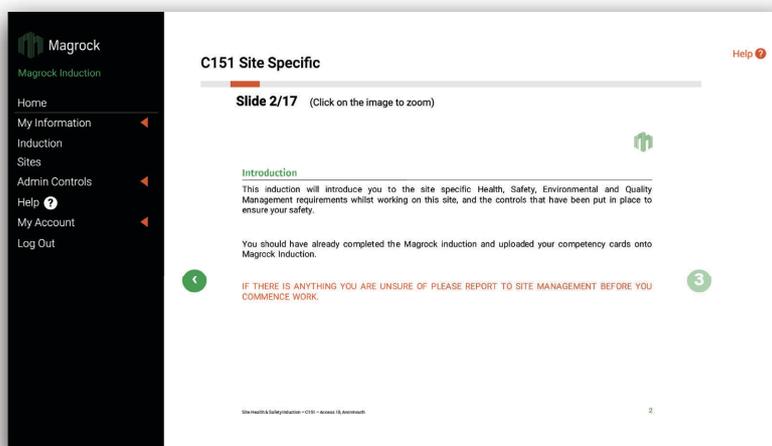
The final part of Magrock Induction is to join the site that you will be working on. Each time you start work on a new site, you will need to navigate back to www.magrockinduction.co.uk and join the site.

To choose a site to join, click 'Join a site'. You will be able to search for the site by typing the name in the search box, or by finding it in the drop-down list. You will have the option to add a temporary address if you will be based at a different location from your home address.

Adding yourself correctly to the site/s that you will be working on will ensure that you can get to work sooner upon first arrival. As part of the process of joining a site, you will need to view your RAMS. Ensure that your employer is correctly selected from the drop-down list before selecting each document name.



Once you have viewed all of the RAMS documents, complete the declaration and select 'Confirm'. You will then be required to complete the site specific induction that follows. You must complete this site specific induction in order to join the site.

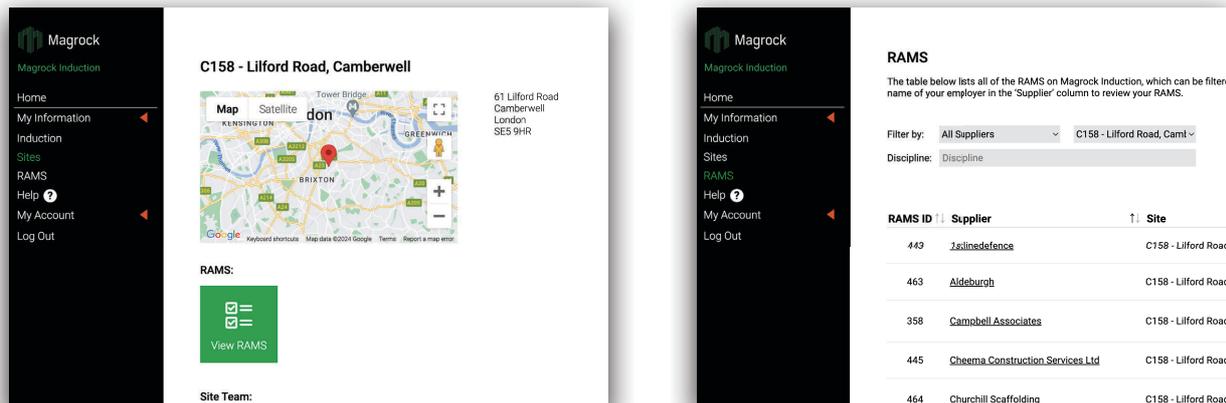


Once you have added yourself to the site/s that you will be working on, you will have access to a map showing where the site is, information on the site team, induction times and any other additional information.

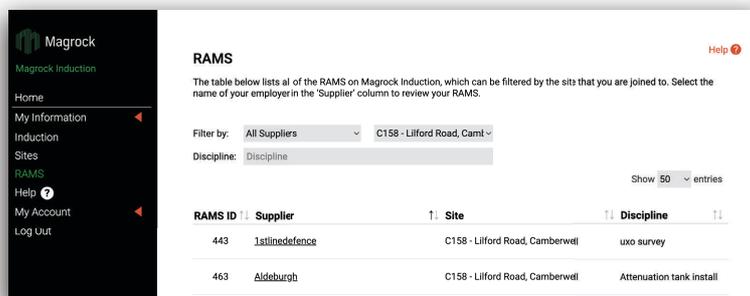
Magrock Induction

User Guide - View RAMS

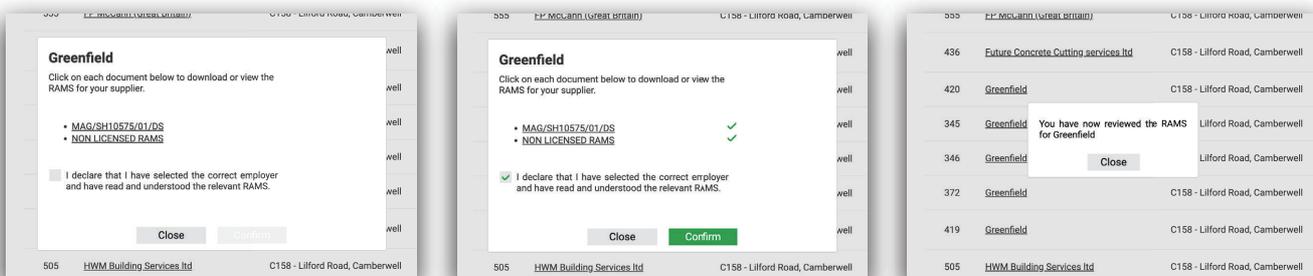
You will usually view your RAMS during the process of joining a site (page 7). You can also view a new or additional set of RAMS if you have already joined a site.



You can find your RAMS to view by selecting 'Sites' from the menu. If you are joined to more than one site, you will need to select the site that you are currently working on. On the site page, under the RAMS heading, select 'View RAMS'. This will take you to a table of all the RAMS documents for the site. Alternatively, you can reach this same table by selecting 'RAMS' from the menu and choosing your site from the 'All Sites' filter.



Use the filters above the table to refine the results shown in the table. Select your supplier from the list; if your supplier appears more than once in the table, check the 'Discipline' column and select the row with the discipline that applies to the work that you will be carrying out on site.

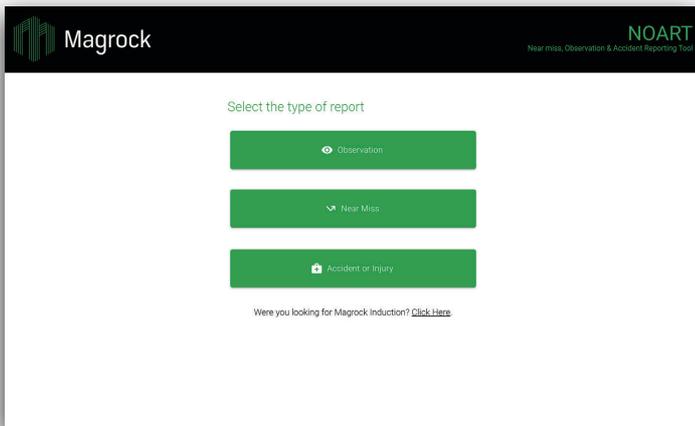


A popup will appear when you select your supplier. You will need to select to view all of the documents that are bullet pointed. When you open and view a document, a green tick will appear in the popup alongside the document name. Once green ticks appear alongside all of the documents in the bullet point list, select the declaration tick box ("I declare that I have selected the correct...") before selecting 'Confirm'. You will then see a confirmation message advising that you have viewed the RAMS.

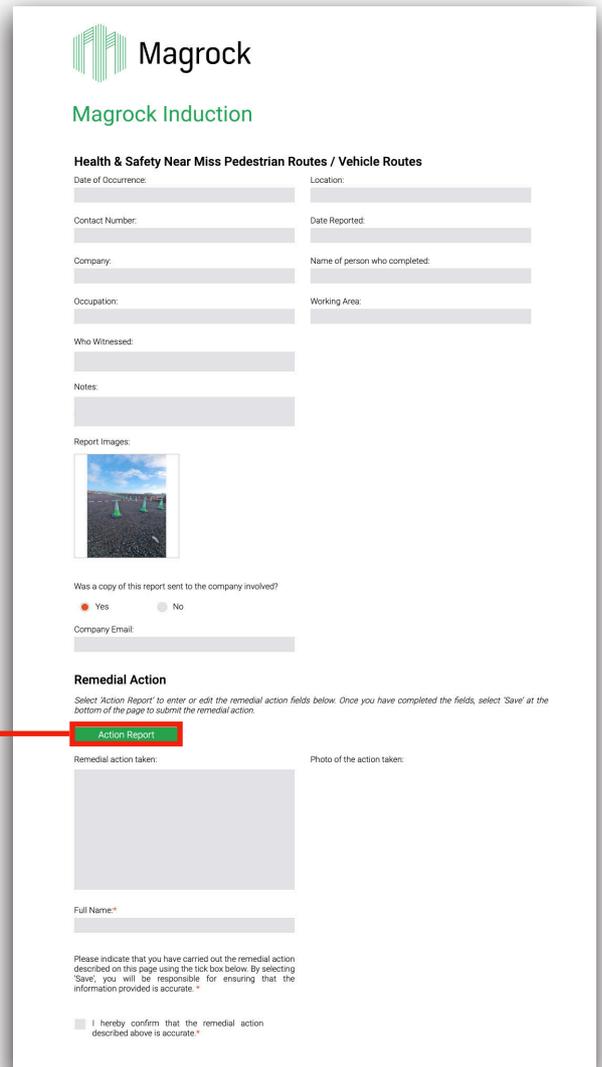
Magrock Induction

User Guide - The Magrock NOART

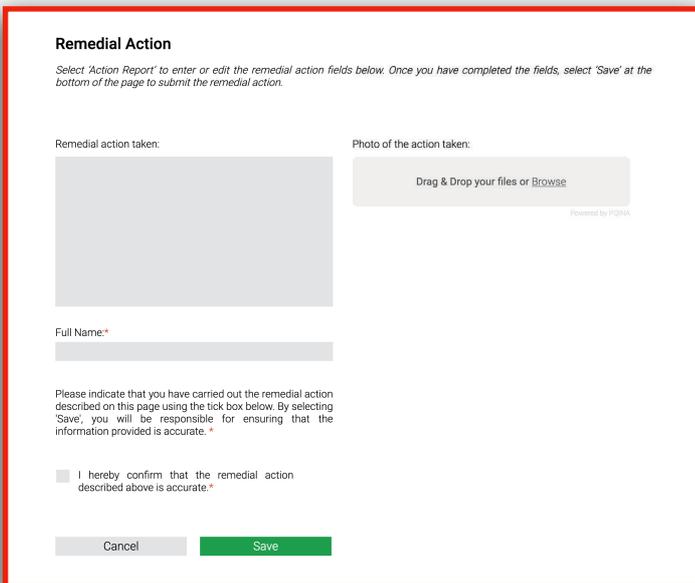
The Magrock NOART (Near miss, Observation and Accident Reporting Tool) is accessed by going to reporting.magrockinduction.co.uk. The step-by-step process can be used to report observations, near misses and accident or injuries on Magrock sites.



The screenshot shows the Magrock NOART homepage. At the top left is the Magrock logo. At the top right, it says 'NOART Near miss, Observation & Accident Reporting Tool'. The main heading is 'Select the type of report'. There are three green buttons: 'Observation', 'Near Miss', and 'Accident or Injury'. Below the buttons is a link: 'Were you looking for Magrock Induction? [Click Here](#)'.



The screenshot shows the 'Magrock Induction' report form. The title is 'Health & Safety Near Miss Pedestrian Routes / Vehicle Routes'. The form includes the following fields: Date of Occurrence, Location, Contact Number, Date Reported, Company, Name of person who completed, Occupation, Working Area, Who Witnessed, Notes, and Report Images. Below the Report Images field is a question: 'Was a copy of this report sent to the company involved?' with radio buttons for 'Yes' and 'No', and a 'Company Email' field. The 'Remedial Action' section is highlighted with a red box and contains a red 'Action Report' button. Below this button are fields for 'Remedial action taken:', 'Photo of the action taken:', and 'Full Name:*'. At the bottom of the Remedial Action section is a confirmation checkbox: 'I hereby confirm that the remedial action described above is accurate.' and 'Save' and 'Cancel' buttons.



This is a close-up of the 'Remedial Action' section. It includes the following elements:

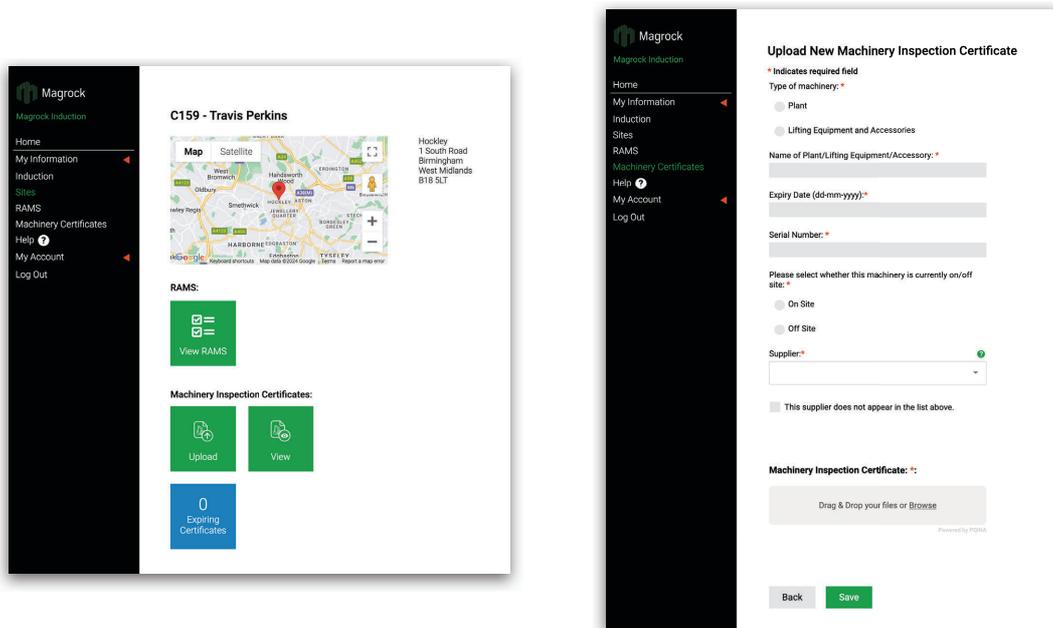
- Remedial action taken:** A large text area for describing the action.
- Photo of the action taken:** A field with a 'Drag & Drop your files or Browse' button and a 'Powered by P2DNA' watermark.
- Full Name:*** A text input field.
- Confirmation:** A checkbox labeled 'I hereby confirm that the remedial action described above is accurate.'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

Reports submitted on the Magrock NOART will often need to be reviewed and actioned. You will receive an email advising you of any reports on the Magrock NOART that you need to review and action. If you receive an email regarding a report, it will contain a link. Selecting this link will take you to the report.

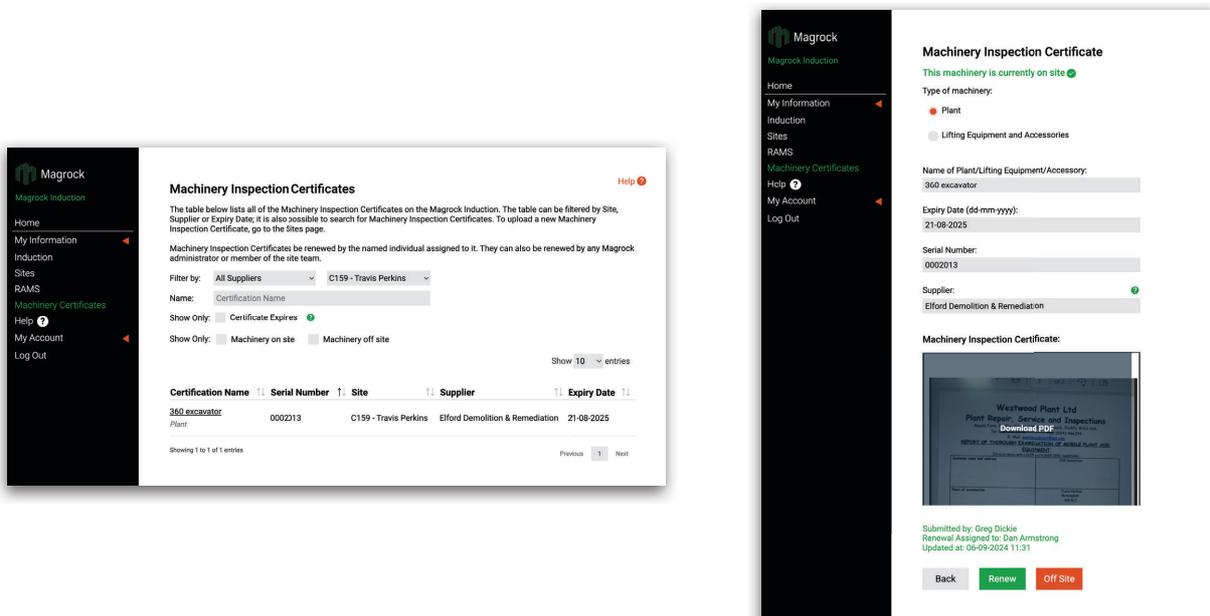
Review the report and carry out any necessary actions, before scrolling to the bottom of the page where you will see a section titled 'Remedial Action'. You will need to select the 'Action Report' button before writing a description of the remedial action that has been taken to address the report. You will also need to upload a photo showing how the report has been actioned. Once you have done this, select the confirmation tick box ("I hereby confirm that the remedial action...") before selecting 'Save' at the bottom of the page.

User Guide - Machinery Inspection Certificates

If you are responsible for plant, or lifting equipment and accessories, that requires a machinery inspection certificate, you must upload this to the Magrock Induction. To upload a machinery inspection certificate, go the Sites page for the site where the machinery is located and select 'Upload' under the 'Machinery Inspection Certificates' heading. You will then need to complete the form, including uploading an image or PDF of the certificate itself. Once you have completed the form, select 'Save' at the bottom of the page.



You will be able to view all of the machinery inspection certificates on a site by selecting 'View' on the Sites page. Select the 'Certification Name' to view a machinery inspection certificate. If you have created a machinery inspection certificate, you will be able to edit and update it. When you view a certificate that you created, you will see two buttons at the bottom of the page to 'Renew' or 'Off Site' (which will read 'On Site' if the machinery is currently off site). Use these buttons to update a machinery inspection certificate when it expires or if the machinery goes from being on site - to off site or vice versa.



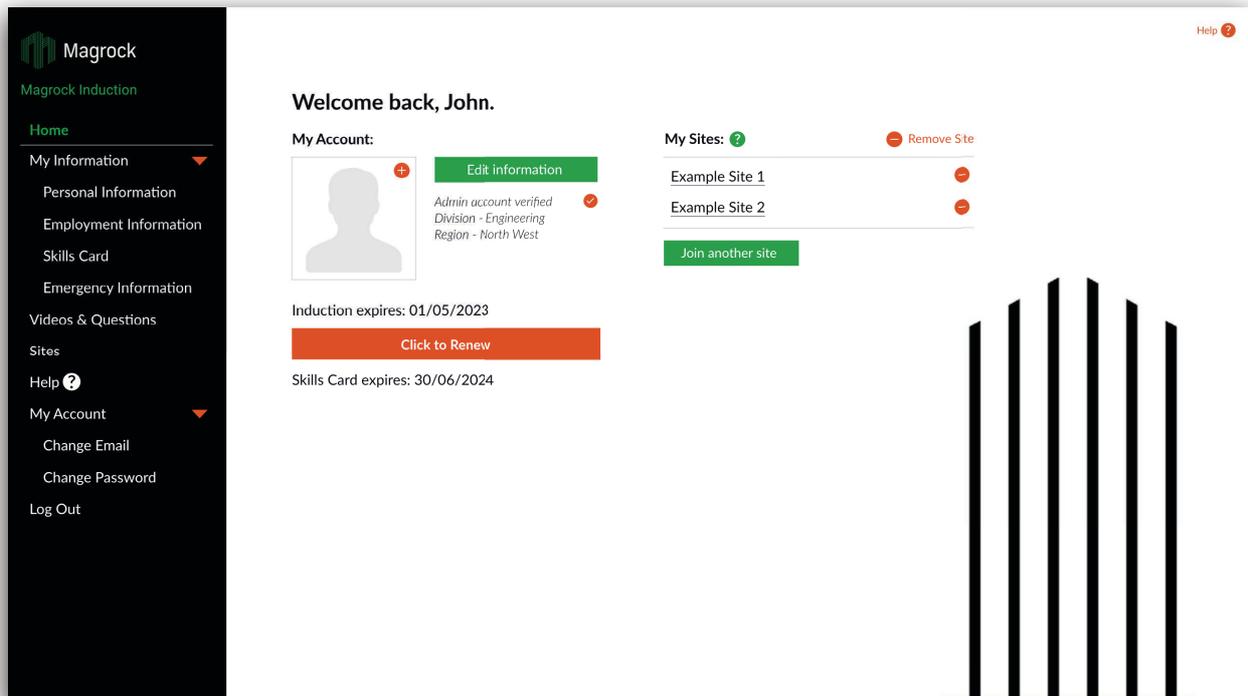
User Guide - Home Page and Renewal

When you return to the 'Home' page, you will see an overview of your account and when it expires. This expiry date will be 12 months from the date that you completed the videos and questions.

To renew your Magrock Induction account you will need to navigate to www.magrockinduction.co.uk, log into your account and click on the 'Click to Renew' button on the home screen. This will take you to the induction videos and questions page allowing you to rewatch the information and refresh your knowledge.

It is important that the information you provide is up to date and correct. You can log into your account at any point to update your personal, employment, skills card, and emergency information by using the menu on the left of the screen to navigate to the page you wish to update.

When you finish working on a site, you can remove it from your account by clicking the  icon next to the site name on the home page.



If you need any further assistance, please email the Helpdesk at admin@magrockinduction.co.uk.

Thank you for completing the Magrock Induction process.