



SafetyCloud

User Guide

Viewing / Accepting “eTraining”

1. Once logged in, any new safety training sessions will show up on your home screen

The screenshot shows a dashboard with three summary boxes at the top: 'Inspections Last 30 Days' with a value of 4, 'Issues Corrected Last 30 Days' with a value of 0, and 'Current Open Items' with a value of 0. Below these are sections for 'SEQUENCE NEWS' and 'MY SAFETY TRAINING SESSIONS'. The training sessions table has columns for Topic, File, Text, Administered By, and Action. A row for 'Ladders' is shown with 'N/A' in the File column and a 'view text' link in the Text column, which is highlighted by a red arrow. A 'sign off' button is in the Action column. A note below the table states: 'Please note: Daily safety training messages that have been signed off will not display in this list.' At the bottom, there are buttons for 'Issue Reprimand', 'Add Safety Inspection', and 'View Resources'.

Topic	File	Text	Administered By	Action
* Ladders	N/A	view text	Joe Antonini	sign off

2. To view the safety session file, click **OPEN FILE** (some sessions may not have files attached)

The screenshot shows a dashboard with two summary boxes at the top: 'Inspections Last 30 Days' with a value of 9 and 'Issues Corrected Last 30 Days' with a value of 1. Below these are sections for 'SEQUENCE NEWS' and 'MY SAFETY TRAINING SESSIONS'. The training sessions table has columns for Topic, File, Text, and Administered By. A row for 'Fall Protection' is shown with 'open file' in the File column, which is highlighted by a red box and a red arrow. Another row for 'Emergency Procedures' is shown with 'N/A' in the File column and 'view text' in the Text column. A sidebar on the left contains several orange arrow icons and the text 'NT'.

Topic	File	Text	Administered By
Emergency Procedures	N/A	view text	Randy Reynolds
Fall Protection	open file	view text	Randy Reynolds

3. To view safety session text, click **VIEW TEXT**

4 Inspections Last 30 Days

0 Issues Corrected Last 30 Days

0 Current Open Items

> SEQUENCE NEWS

▼ MY SAFETY TRAINING SESSIONS

Topic	File	Text	Administered By	Action
* Ladders	N/A	view text	Joe Antonini	sign off

Please note: Daily safety training messages that have been signed off will not display in this list.

> MY CREDENTIALS

[Issue Reprimand](#) [Add Safety Inspection](#) [View Resources](#)

4. The text will appear in a pop-up box. Click **CLOSE** when you have read the information (if pop-up does not appear on your device, please contact support)

Related Information CLOSE

Ladder Safety

Job-made ladders will be constructed for their intended use and/or load. Rungs and/or cleats will be uniformly spaced, no more than 12 inches, apart. [1926.1053(a)(3)(i) & (a)(3)(ii)]

Place portable ladders on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing or, where not practical, provide grab rails. Secure against movement while in use. [1926.1053(b)(1) thru (b)(7)]

Portable metal ladders may not be used for electrical work or where they may contact electrical conductors. [1926.1053(b)(12)]

Portable and fixed ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction are prohibited. When ladders with such defects are discovered, withdraw them from service immediately. [1926.1053(b)(16)]

All employees working in a trench, four feet or more in depth, must be within 25 feet of a ladder, ramp, or stairs. [1926.651(c)(2)]

Under no circumstances will an employee use anything other than a ladder, scaffold or ramp to enter and exit excavations over four feet in depth. These methods will also be wholly within a protective system if the excavation is over five feet in depth. If a ramp is used, the slope shall be flat enough for employees to enter and exit in an upright position.

No ladders shall be used in a horizontal position as platforms, runways, or scaffolds. Extension ladders must be retracted before transporting.

All ladders must be secure. Always face ladders when going up or down.

Materials and tools should be hoisted up or down ladders with a rope, cable or other safe hoisting methods.

Never use the top or the top step of a stepladder.

5. Once you have read and understood the information, click SIGN OFF

The screenshot shows a user interface for safety training. At the top, there are three summary boxes: 'Inspections Last 30 Days' with a value of 4, 'Issues Corrected Last 30 Days' with a value of 0, and 'Current Open Items' with a value of 0. Below these are sections for 'SEQUENCE NEWS', 'MY SAFETY TRAINING SESSIONS', and 'MY CREDENTIALS'. The 'MY SAFETY TRAINING SESSIONS' section contains a table with columns: Topic, File, Text, Administered By, and Action. The table has two rows for 'Ladders' sessions administered by 'Joe Antonini'. The 'Action' column for the first row contains a 'sign off' button, which is highlighted with a red box and a red arrow. The second row shows the session was signed off on 4/22/2020 at 2:29:58 PM. Below the table is a 'Please note' and three buttons: 'Issue Reprimand', 'Add Safety Inspection', and 'View Resources'.

6. An additional box will pop up for additional verification, click OK to accept (do not accept training sessions unless you fully understand the information)

This screenshot shows the same interface as above, but with a confirmation dialog box overlaid. The dialog box has a title 'safetycloud.hbnnext.com says' and a message: 'By signing off, you are confirming that you have read and understood all of the information included in this training session.' At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button. The background interface is partially visible, showing the 'sign off' button in the table and the 'Please note' text.

7. When a session is sent out, you will receive an email version to the email address associated with your account.

8. The email will have the safety information and include a login link to verify the training using the steps above.