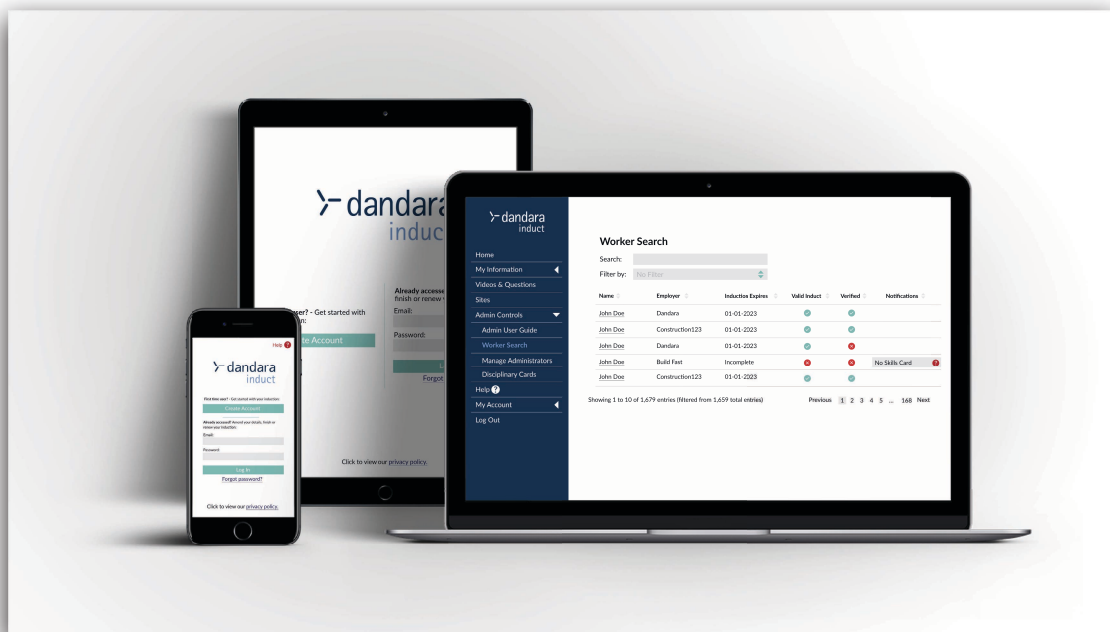




User Guide

"The Health, Safety and Welfare of employees and the general public is of prime importance"



What is Dandara Induct?

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

To work on any Dandara 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 Dandara Induct 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 an Dandara employee, please use your work email address ending in '@dandara.com'
- 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 Dandara Induct process. If you are using a computer or desktop, you will need to be able to access your photos to upload them during the Dandara Induct process.



User Guide - Overview and Creating an Account

If you are using Dandara Induct for the first time, go to induct.dandara.com and select 'Create Account'. Enter your email address, set your password and select 'Sign Up' to create your account. You will receive an email with a verification link to the email address you have provided. This link will verify your account, allowing you to start your induction.

This is the main login and registration screen. It features the Dandara Induct logo at the top. On the left, there is a section for "First time user?" with a "Create Account" button. On the right, there is a section for "Already accessed?" with fields for "Email:" and "Password:", a "Log In" button, and a "Forgot password?" link. At the bottom, there is a link to "Click to view our privacy policy.".This is the "Create New Account" screen. It has the Dandara Induct logo at the top. Below the logo, it says "Create New Account". There are four input fields: "Email Address:", "Re-enter Email Address:", "Password:", and "Re-enter Password:". To the right of these fields, there are instructions: "Dandara Staff: sign up using your Dandara email address.", "Workers: sign up with your own personal email address.", and "You will be sent a verification link via email, click on it to activate your account." At the bottom, there is a checkbox for "I'm not a robot" with a reCAPTCHA logo, and two buttons: "Back" and "Sign Up".

The Dandara Induct process consists of 6 steps (personal information, employment information, skills card details, emergency information, videos & questions and joining a site) and should take approximately 30 minutes to complete.

Help and information is available throughout the process by selecting '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 induct@dandara.com.

Once you have completed the Dandara Induct 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 Dandara Induct's database using your name or skills card number, which you will enter during the process.

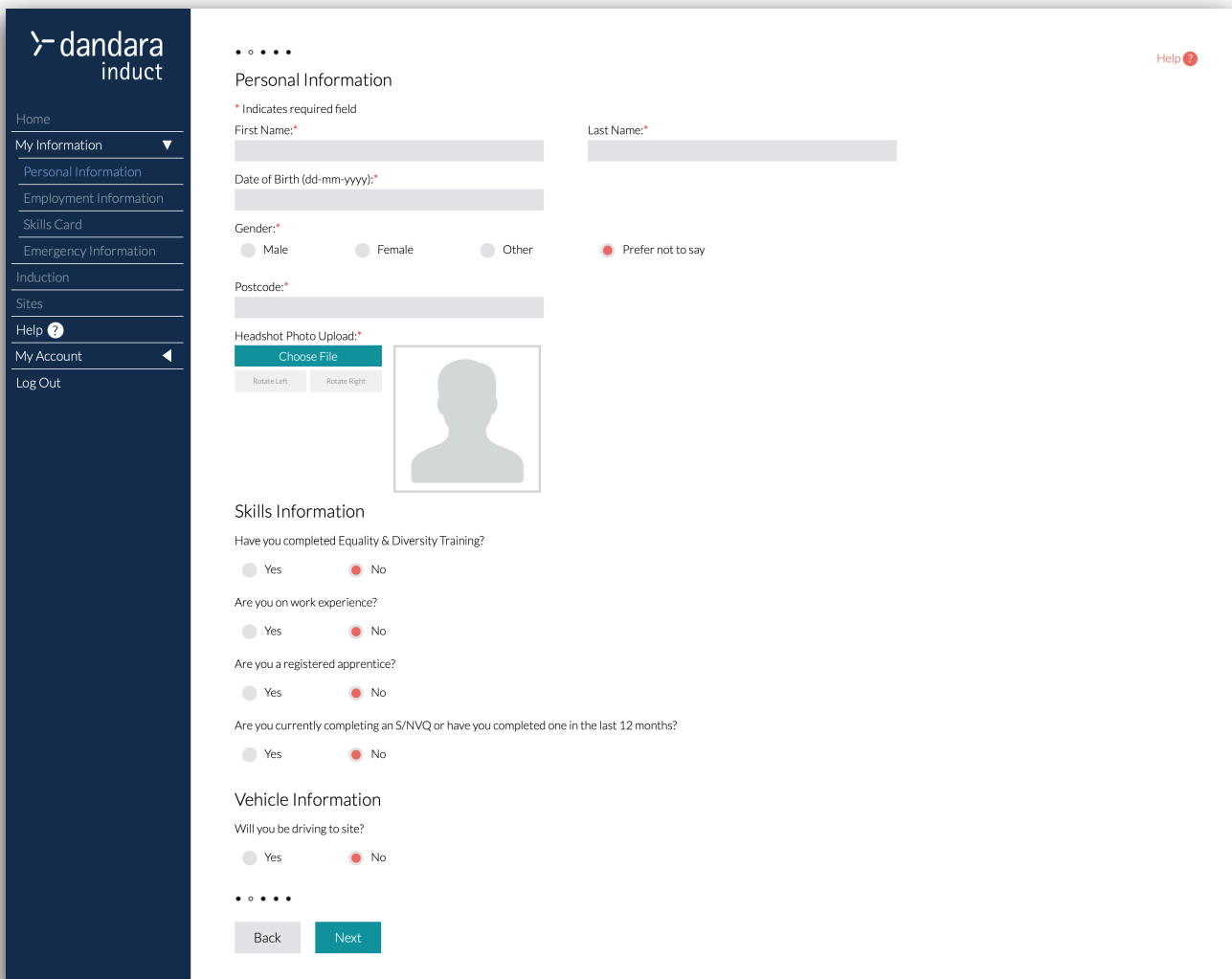
This system is there for your safety, as well as the safety of every other person working alongside you on site.

User Guide - Personal Information

The Personal Information page requires you to enter 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 Dandara Induct 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' page of the Dandara Induct system. On the left is a dark blue sidebar with the Dandara Induct logo and a menu containing: Home, My Information (expanded), Personal Information, Employment Information, Skills Card, Emergency Information, Induction, Sites, Help (with a question mark icon), My Account (with a left arrow icon), and Log Out. The main content area is white and titled 'Personal Information' with a progress indicator (four dots, the second is filled) and a 'Help' link with a question mark icon. The form includes several sections: 1. 'Personal Information' with fields for First Name, Last Name, Date of Birth (format dd-mm-yyyy), Gender (radio buttons for Male, Female, Other, and a checked 'Prefer not to say'), and Postcode. 2. 'Headshot Photo Upload' with a 'Choose File' button, 'Rotate Left', and 'Rotate Right' buttons, and a placeholder image of a person. 3. 'Skills Information' with four questions, each with 'Yes' and 'No' radio buttons: 'Have you completed Equality & Diversity Training?', 'Are you on work experience?', 'Are you a registered apprentice?', and 'Are you currently completing an S/NVQ or have you completed one in the last 12 months?'. 4. 'Vehicle Information' with a question 'Will you be driving to site?' and 'Yes' and 'No' radio buttons. At the bottom are 'Back' and 'Next' buttons.

Selecting '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

Supply Chain Operatives

The screenshot shows the 'Employment Information' form in the Dandara Induct system. The left sidebar contains navigation links: Home, My Information (selected), Personal Information, Employment Information, Skills Card, Emergency Information, Induction, Sites, Help, My Account, and Log Out. The main content area is titled 'Employment Information' and includes a progress indicator with four dots, the first of which is filled. Below the title, there is a note: '* Indicates required field'. The form asks 'What if I'm a Dandara employee?' and provides a dropdown menu for 'Company employed by:'. Below this is a checkbox labeled 'My employer does not appear in the list above.' The form also includes a 'Profession:' dropdown menu and a 'Years served in industry:' input field with a value of '0'. At the bottom, there is a question 'Are you a supervisor?' with radio buttons for 'Yes' and 'No'. The form concludes with 'Back' and 'Next' buttons.

You will need to select your employer from the drop-down list. If your employer does not appear in the list, you will need to provide the name and address of the company that you are employed by, your profession and your direct employer's email address (this should be your line manager or a company administrator).

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

Dandara Employees

The screenshot shows the 'Employment Information' form in the Dandara Induct system for employees. The left sidebar is identical to the previous form. The main content area is titled 'Employment Information' and includes a progress indicator with four dots, the first of which is filled. Below the title, there is a note: '* Indicates required field'. The form asks 'Employee type:' and provides a dropdown menu with 'Staff' selected. Below this is a 'Profession:' dropdown menu with 'Roofers' selected and a 'Years served in industry:' input field with a value of '10'. The form includes three questions with radio buttons: 'Do you have first aid training?' (Yes/No), 'Are you a member of the site team?' (Yes/No), and 'Do you need to check whether workers have completed Dandara Induct?' (Yes/No). The form concludes with 'Back' and 'Save' buttons.

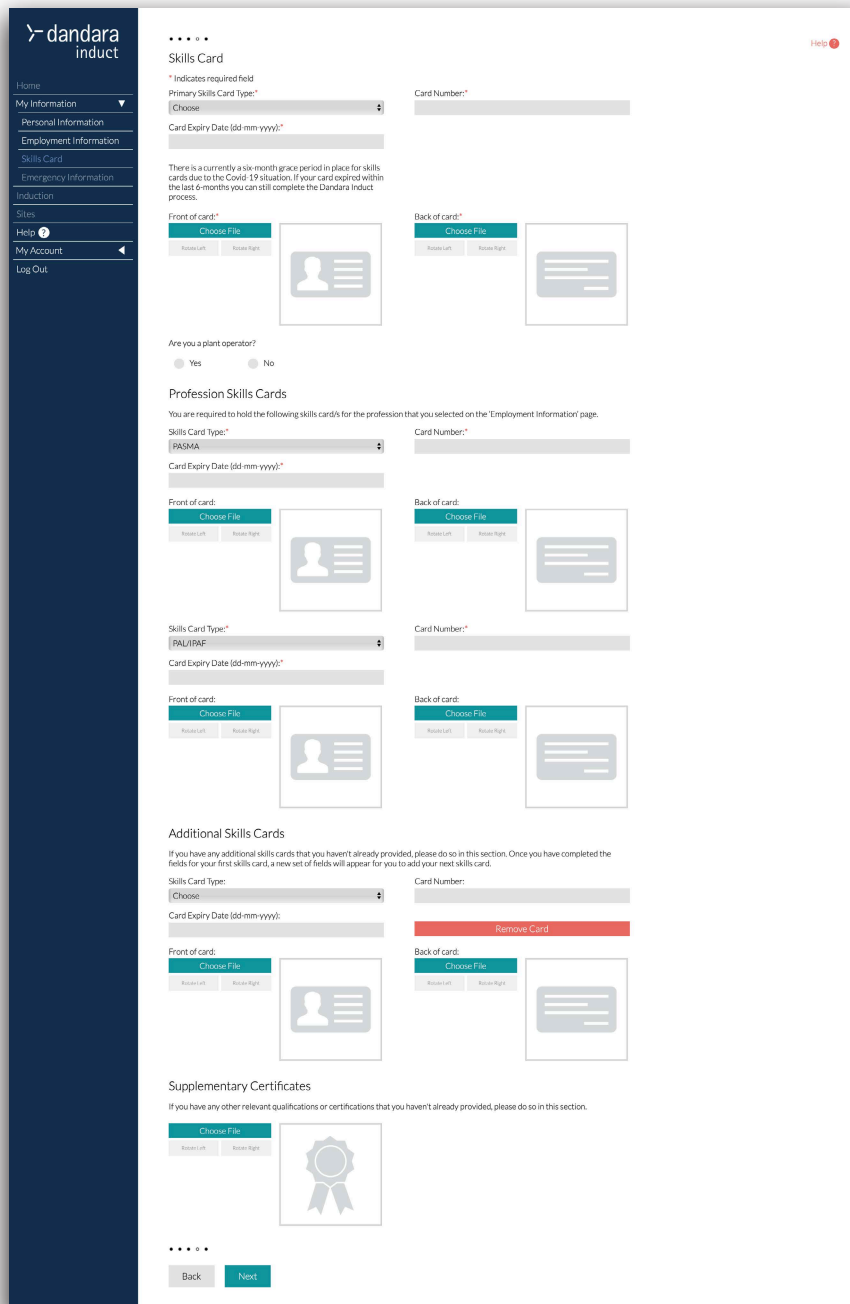
If you are a Dandara employee, you will have created an account using your @dandara.com email address. You will see a slightly different Employment Information page where you will need to choose whether you are 'Staff' or an 'Operative'.

Choose 'Staff' if you are in the site team, or in an office based role (e.g. Site Manager, Site Administrator, H&S Advisor). Choose 'Operative' if you primarily work on site and are not part of the management/site team.

You will 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.

User Guide - Skills Card

You will need to select your 'Primary Skills Card Type'. If you have more than one card, you should choose the card that is most relevant to your role on site as your Primary Skills Card. This will usually be a CSCS card or similar. You may be required to upload one or more 'Profession Skills Cards'. These will be required based on the profession that you selected on the 'Employment Information' page. You will also have the option to upload any other 'Additional Skills Cards' that are relevant to your role on site.




The screenshot shows the 'Skills Card' section of the Dandara Induct user interface. It features a dark blue sidebar with navigation links: Home, My Information, Personal Information, Employment Information, Skills Card, Emergency Information, Induction, Sites, Help, My Account, and Log Out. The main content area is titled 'Skills Card' and includes a progress indicator (four dots, the second is active). Below the title, there is a note about a six-month grace period for expired cards. The form is divided into three main sections: 'Primary Skills Card Type', 'Profession Skills Cards', and 'Additional Skills Cards'. Each section contains a dropdown for 'Skills Card Type', a text field for 'Card Number', and a date field for 'Card Expiry Date'. There are also 'Front of card' and 'Back of card' upload areas with 'Choose File' buttons and 'Remove Card' buttons. At the bottom, there is a 'Supplementary Certificates' section with a 'Choose File' button and a 'Remove Card' button. The page ends with 'Back' and 'Next' buttons.

If you are completing the Dandara Induct process on a mobile device or tablet with a camera, you will be able to use the device's camera to capture the photos. Uploading your cards and certificates on this page will mean that you will not be required to bring them to site. Please ensure that the images that you upload are clear so that the site team can easily read the information.

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 ten 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. You are encouraged to speak to the site team directly about your medical conditions to ensure your safety and the safety of your colleagues on site.



- Home
- My Information ▾
 - Personal Information
 - Employment Information
 - Skills Card
 - Emergency Information
- Induction
- Sites
- Help ?
- My Account ◀
- Log Out

•••••

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 Dandara. Please remember that this information is gathered to help keep everyone safe in the event of an emergency. You will be able to discuss medical information with the site team upon arrival on site.

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?

☐ Yes ☐ No

Have you any medical condition/s or are you aware of any other medical reason why your work activities may be restricted?

☐ Yes ☐ No

Do you or have you suffered from epilepsy, fits, blackouts or sudden dizziness?

☐ Yes ☐ No

Do you have or have had back or joint problems?

☐ Yes ☐ No

Do you suffer from diabetes?

☐ Yes ☐ No

Do you have or have you ever had skin problems e.g. dermatitis?

☐ Yes ☐ No

Do you or have you ever suffered from painful or cold hands or fingers?

☐ Yes ☐ No

Have you ever been convicted for driving whilst under the influence of alcohol?

☐ Yes ☐ No

Have you ever been refused entry to a construction site?

☐ Yes ☐ No

Are you a registered first aider?

☐ Yes ☐ No

Please be aware that you may be subject to random drugs & alcohol testing on any Dandara site. Prescription medication may alter the result of the test and therefore should be declared at this stage. By selecting 'Next' at the bottom of the page, you are confirming you consent to drug & alcohol testing at any time while working on Dandara sites.*

•••••

Back

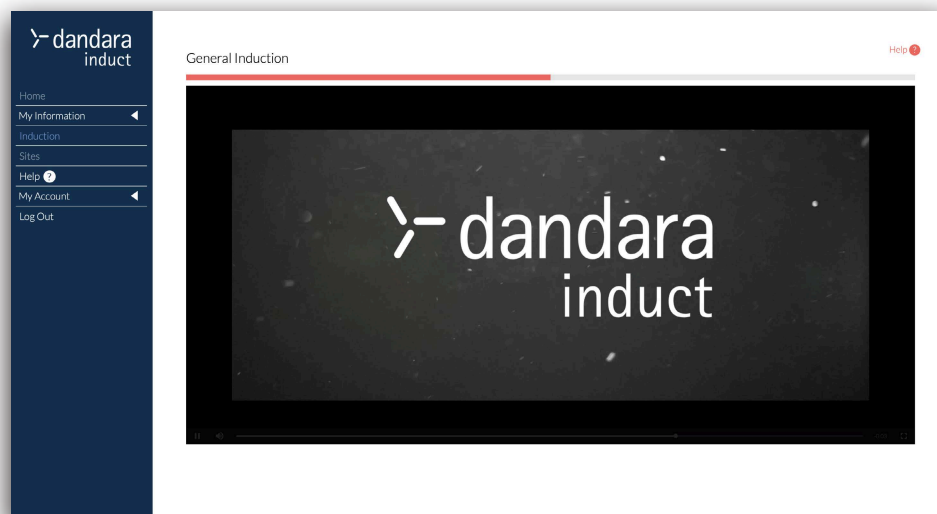
Save



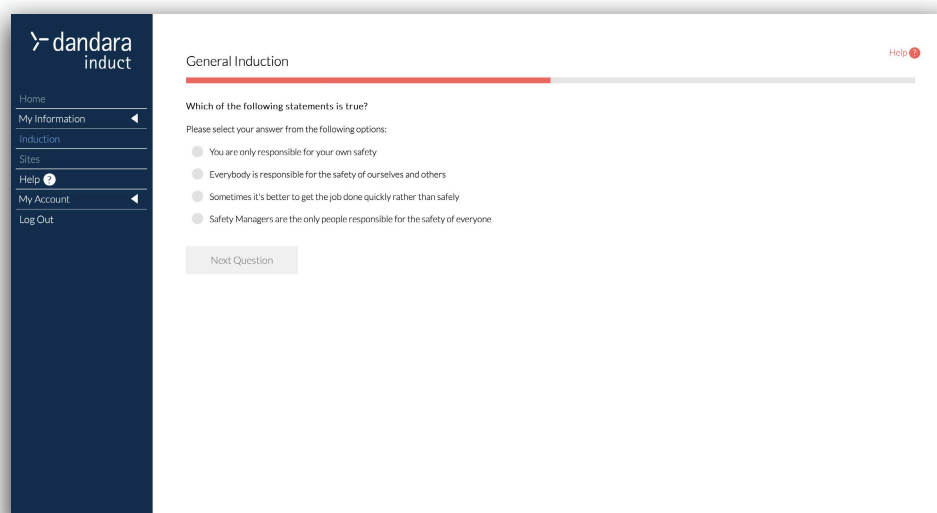
User Guide - Induction Content and Questions

Once you have completed the data entry pages, you will need to review the induction content. This comprises of a short video, providing an introduction to Dandara 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 the video, but the information is provided to help keep you safe and protect the environment around you.



You will be asked a set of multiple choice questions at the end of the video. If you answer any of these questions incorrectly, you will have to re-watch the video and answer a different set of questions.



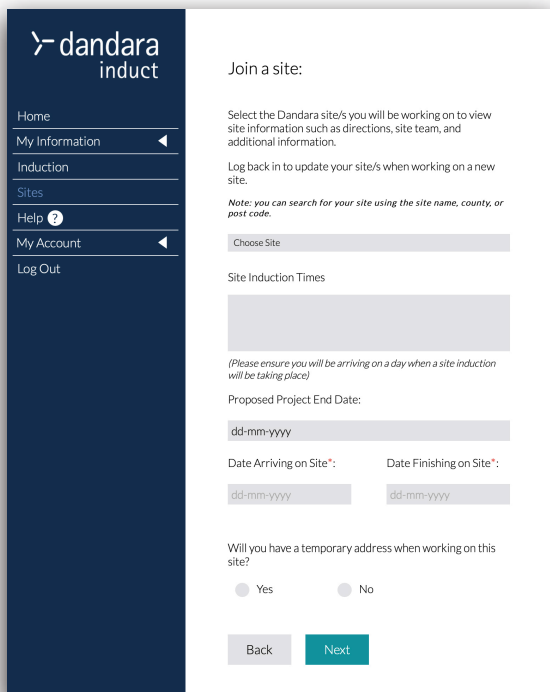
Once you have correctly selected the answers, you will have completed the main part of the Dandara Induct process. You will not need to re-watch the videos and answer the questions for 12 months. You will see a 'Congratulations' page and a confirmation email will be sent to you and your employer.

Select 'Next' at the bottom of the page to proceed to the 'Join a Site' page.

User Guide - Join a Site

The final part of Dandara Induct is to join the site that you will be working on. Each time that you start work on a new site, you will need to navigate back to induct.dandara.com and join the site.

To choose a site to join, select '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.



dandara induct

Join a site:

Select the Dandara site/s you will be working on to view site information such as directions, site team, and additional information.

Log back in to update your site/s when working on a new site.

Note: you can search for your site using the site name, county, or post code.

Choose Site

Site Induction Times

(Please ensure you will be arriving on a day when a site induction will be taking place)

Proposed Project End Date:

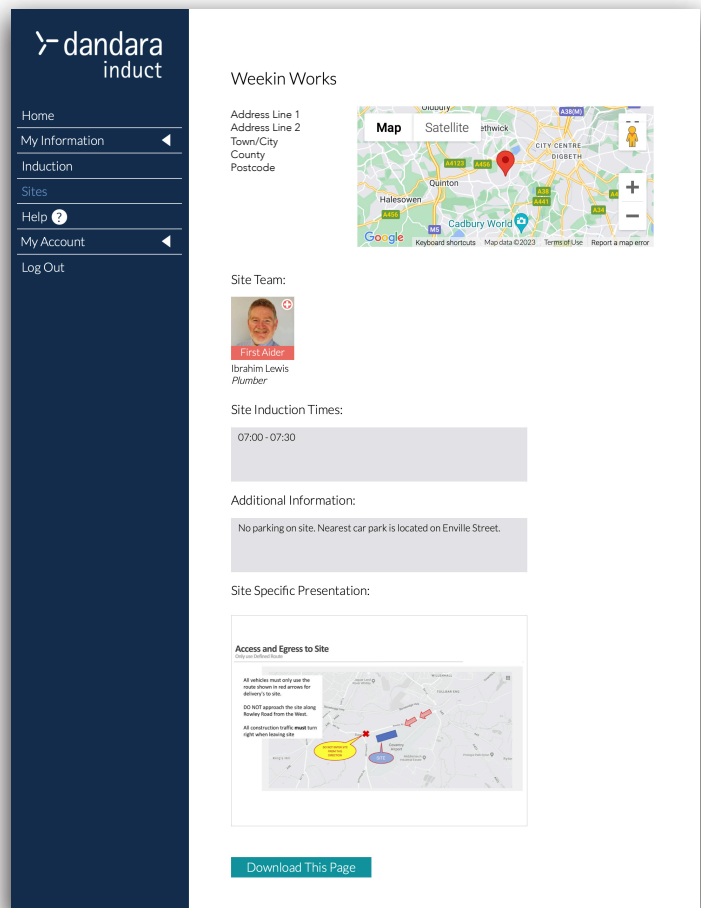
dd-mm-yyyy

Date Arriving on Site*: dd-mm-yyyy Date Finishing on Site*: dd-mm-yyyy

Will you have a temporary address when working on this site?

☐ Yes ☐ No

Back Next




dandara induct

Weekin Works

Address Line 1
Address Line 2
Town/City
County
Postcode

Map Satellite

Site Team:


Ibrahim Lewis
Plumber

Site Induction Times:

07:00 - 07:30

Additional Information:

No parking on site. Nearest car park is located on Envile Street.

Site Specific Presentation:

Access and Egress to Site

All vehicles must only use the route shown in red arrows for delivery to site.
DO NOT approach the site along Rowley Road from the West.
All construction traffic must turn right when leaving the site.

Download This Page

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




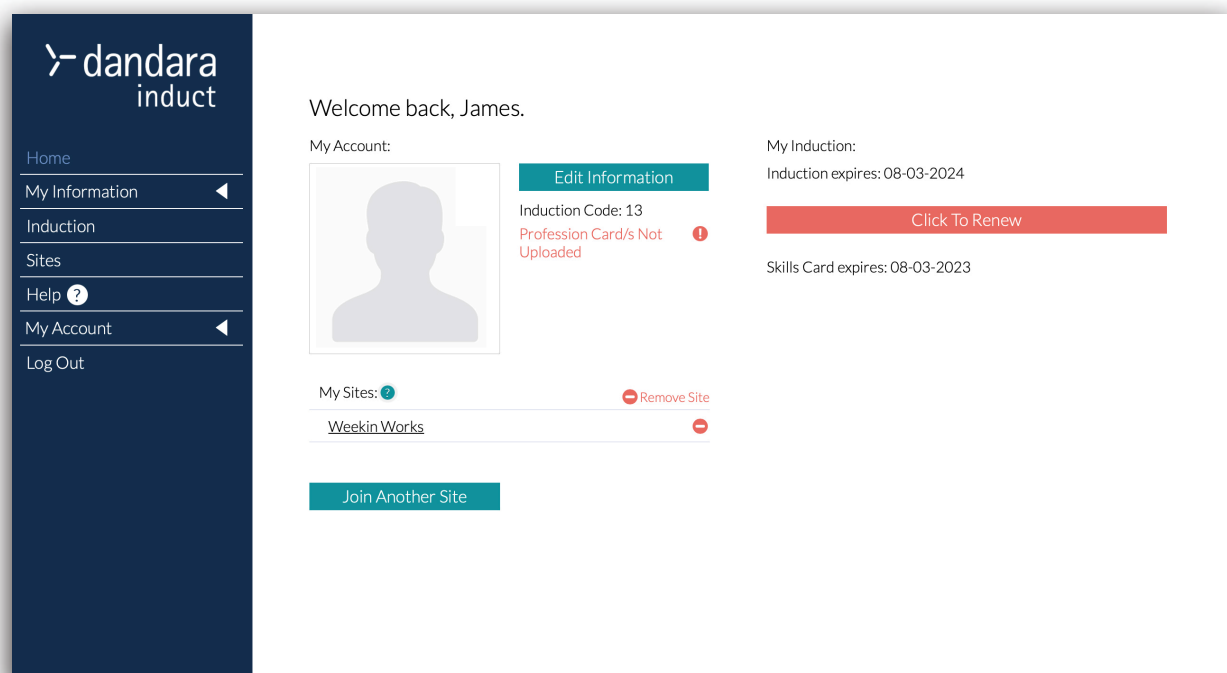
User Guide - Home Page and Renewal

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 Dandara Induct account, you will need to navigate to induct.dandara.com, log into your account and select the 'Click to Renew' button on the home screen. This will take you to the Induction 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 selecting the  icon next to the site name on your Home page.



If you need any further assistance, please email the Helpdesk at induct@dandara.com.

Thank you for completing the Dandara Induct process.