

BHP CONSULTING AGNIESZKA BRYKAŁA


**ELEARNING PLATFORM
INSTRUCTION MANUAL**

I. List of available training courses.

L.P.	Name of training	Version (PL - in Polish, EN - in English)
1.	Periodic health and safety training for employers and other people managing employees.	PL, EN
2.	Periodic health and safety training for employees working in engineering and technical positions.	PL, EN
3.	Periodic health and safety training for employees in administrative and office positions.	PL, EN
4.	Periodic health and safety training for teachers.	PL
5.	Periodic training for employees of the OHS service and other persons performing the tasks of this service.	PL
6.	Thematic training in the methodology of on-the-job training.	PL
7.	Thematic training in the field of manual handling.	PL
It is possible to create a thematic training dedicated to a specific company, professional group or subject. For this purpose, please contact the training organizer.		

II. User registration and login

- After receiving the e-mail address of the training participant, the administrator assigns him on the platform to a designated training group.
- The participant receives a registration message with the following content:



BHP Consulting Agnieszka Brykała
 ul. Andrzeja Kmicica 28, 09-411 Biała
 Biuro Płock: ul. Dworcowa 42, 09-402 Płock
 Biuro Warszawa: ul. Żytnia 55/12, 01-179 Warszawa
 ☎ +48 (24) 263 45 69, ☎ +48 (24) 361 76 24
 🌐 www.pogotowiebhp.com.pl
 ✉ e-learning@pogotowiebhp.com.pl

Dear User,

You were granted access to e-learning platform. In order to activate it and be able to use the resources and functionalities of the platform freely, please click the link below.


Link: <http://szkoleniebhp.com/register/setPassword?login=bWJyb21jemV3c2thQH8vZ290b3dpZWJocC5jb20ucGw=&h=2f3baef3b740be3234301a736cbe704>

Your platform login: [redacted]

Please do not hesitate to contact us, if you have any questions.

» GO TO PLATFORM

- The login is the user's email address, and the password should be set individually by clicking on the activation link.
- After setting the password, the user can go to the platform or log in from the website: **szkoleniebhp.com**



E-LEARNING PLATFORM

☐ Do not you remember the password?

☐ You have not received a registration message?

5. After logging into your account on the platform, it is necessary to familiarize yourself with the rules regarding the platform and the clause regarding the processing of personal data. This step requires approval .

- My profile
- My Courses
- Course Catalogue
- Calendar
- Regulations**
- Browser Test
- Logout

Witaj na Platformie e-learningowej!
Aby móc w pełni korzystać z platformy, prosimy zapoznać się z treścią oraz zaakceptować następujące polityki:

1. Regulaminy*

REGULAMIN korzystania z systemu internetowego e-learning "Szkolenia BHP on-line"	TERMS OF USE "Safety Training on-line" Internet e-learning system
<p style="text-align: center;">I. Informacje ogólne</p> <p>1. Niniejszy Regulamin określa ogólne zasady i warunki korzystania z systemu internetowego e-learning "Szkolenia BHP on-line" (zwanego dalej Portalem), warunki zawierania umów o świadczenie usług (hereinafter referred to as the Portal), conditions for entering into the szkoleniowych, a także tryb postępowania reklamacyjnego. Dostęp do zawartych w Portalu informacji nie wymagających procesu logowania jest nieodpłatny.</p>	<p style="text-align: center;">I. General Information</p> <p>1. The Terms of Use define the regulations that govern the use of the system internetowego e-learning "Szkolenia BHP on-line" (hereinafter referred to as the Portal), conditions for entering into the szkoleniowych, as well as detail the zawartych w Portalu informacji nie wymagających procesu logowania complaints procedure. Access to the information contained in the Portal not requiring registration is free.</p>

☐ I accept the document

2. Klauzula na przetwarzanie danych osobowych*

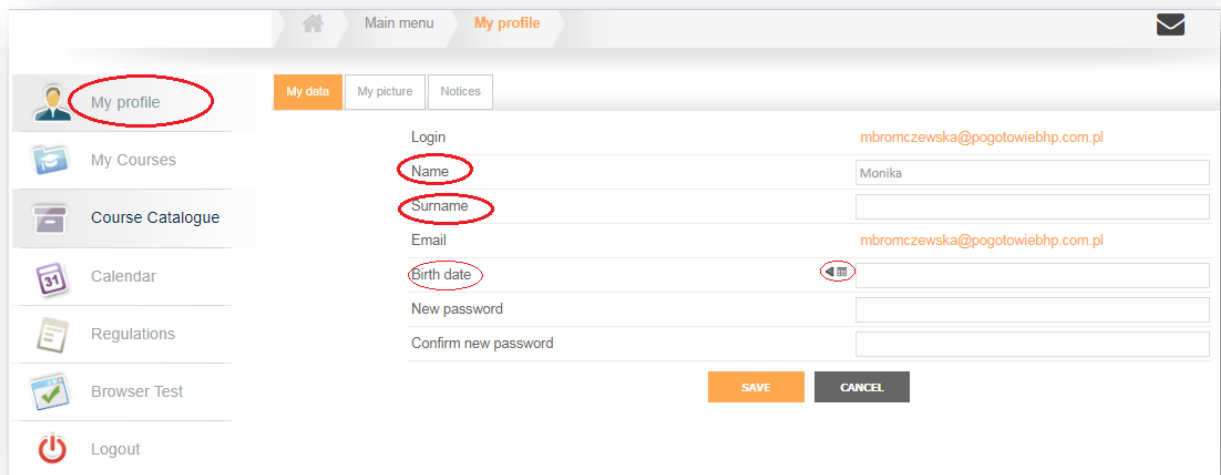
<p>Zgodnie z art. 13 ust. 1 i 2 Rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych informuję, iż:</p> <p>1. W przypadku bezpośredniego zawarcia umowy na przeprowadzenie szkolenia okresowego z zakresu BHP za pośrednictwem platformy e-learningowej http://elearning.szkoleniebhp.pl/kursy/ przez uczestnika, Administratorem Pani / Pana danych osobowych jest BHP Consulting Agnieszka Brykała ul. Andrzeja Kmicica 28; 09-411 Białą.</p> <p>2. W przypadku skierowania na szkolenie okresowe z zakresu BHP za pośrednictwem platformy e-learningowej http://elearning.szkoleniebhp.pl/kursy/, Administratorem danych osobowych jest kierujący pracodawca/zleceniodawca, a BHP Consulting Agnieszka Brykała ul. Andrzeja Kmicica 28; 09-411 Białą jest podmiotem przetwarzającym Pana / Pani dane osobowe.</p>	<p>In accordance with art. 13 section 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, please be informed that:</p> <p>1. In the event of a direct conclusion of the contract for periodic OHS training through the e-learning platform http://elearning.szkoleniebhp.pl/kursy/ by the participant, the Administrator of your personal data is BHP Consulting Agnieszka Brykała ul. Andrzeja Kmicica 28; 09-411 Białą.</p> <p>2. In the case of referral for periodic OHS training through the e-learning platform http://elearning.szkoleniebhp.pl/kursy/, the Administrator of personal data is referring employer / principal, and BHP Consulting Agnieszka Brykała ul. Andrzeja Kmicica 28; 09-411 Białą is the entity that processes your personal data.</p>
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☐ I accept the document

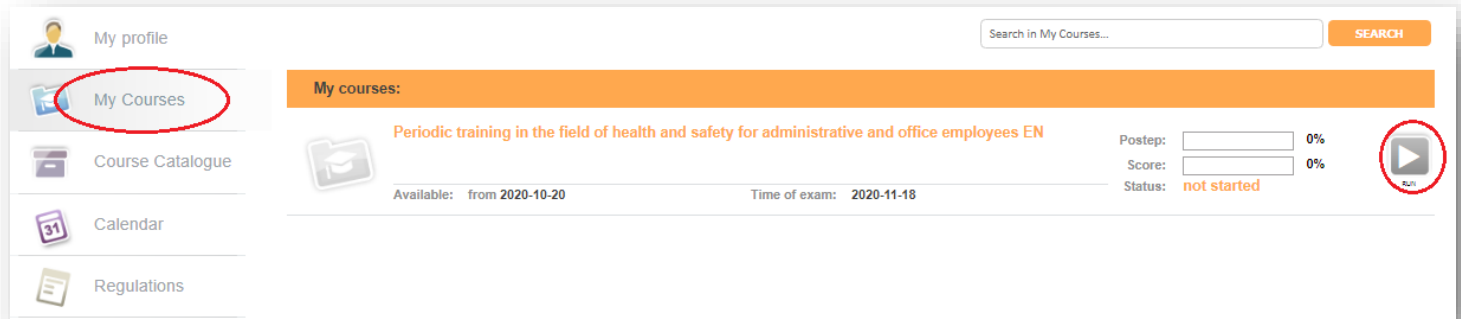
* Consents that are compulsory in order to use the e-learning platform. Accepting translates into being familiar with their contents and being committed to adherence.

SEND

- Then, the user must complete the basic data, i.e. name and surname and date of birth (the user is obliged to provide true data, as they are necessary to issue an appropriate certificate after the training). The data should be completed in the tab: **My Profile - My Data**:



- After saving the changes, you can go to the My Training tab, where you can find a training dedicated to a given User. By clicking the Start button you can start the training.



III. Stages of the training being implemented

- The training consists of an Introduction and VII or VIII thematic modules, which the participant goes through on a dependency basis. After each module, there are quizzes - 3 multiple-choice questions to be solved. When starting the training, the participant has access to the Introduction and the 1st module. It is not possible to skip the next stages and pass the exam test.
- The condition for access to the next stages of the training is obtaining min. 60% of correct answers to the quizzes posted after completing a given module.
- After passing all modules and quizzes and after the minimum duration of the training, the participant receives access to the exam test (minimum training duration for administrative and office employees 8h, engineering and technical employees and management staff - 16h). The test consists of 30 single-choice questions. Access to its implementation is unlimited. However, it is not recommended to stop the exam while it is taking place.

4. The condition for successfully completing the training and obtaining a certificate is to grant min. 60% of correct answers included in the examination test.
5. Certificates of completion of periodic training in the field of health and safety in a paper version, with original seals and signatures will be provided in the agreed form.
6. The participant's account is active for 30 days from the date of registration.

IV. Technical conditions

- Access to a computer and internet connection (it is not recommended to conduct training on mobile devices such as smartphones, tablets etc.).
- Operating system: Windows XP SP3, Mac OS X v10.6 or, Ubuntu 10.4 (or newer versions).
- Internet browser: Mozilla FireFox version 52, Google Chrome (recommended by the Administrator), Opera 11,
- Browser parameters:
For the smooth running of the training add-ons such as Adblock etc should be turned off.,
 - JavaScript language support enabled, Cascading Style Sheets (CSS) enabled,
 - Cookie support enabled,,
 - Pop-up blocker disabled for LMS server site,
 - TLSv1.2 support enabled.
- Minimum hardware requirements: x86 compatible processor treating 2.33GHz or faster, for Intel Atom notebooks treating 1.8GHz or faster, for MacOS Intel Core Duo 1.83GHz or faster, 4GB of RAM or more, Headphones or speakers, sound card.

V. Substantive support

At each stage of the training, the participants of the training in the form of e-learning have the opportunity to consult our lecturers (from 7.00 to 15.00):

Tel. : +24 263-45-69

Email: e-learning@pogotowiebhp.com.pl

VI. Technical Support

In the event of any problems with access to the Portal or with participation in the training, the User may ask for help from BHP Consulting by calling 24 263-45-69 or by e-mail: e-learning@pogotowiebhp.com.pl, or directly to the Platform Administrators in the hours (7:00 - 15:00):

Krzysztof Jakóbowski

Tel. : +48 663 061 606

Email: kjakobowski@pogotowiebhp.com.pl

Magdalena Stawicka

Tel. : +48 603 454 105

Email: mstawicka@pogotowiebhp.com.pl