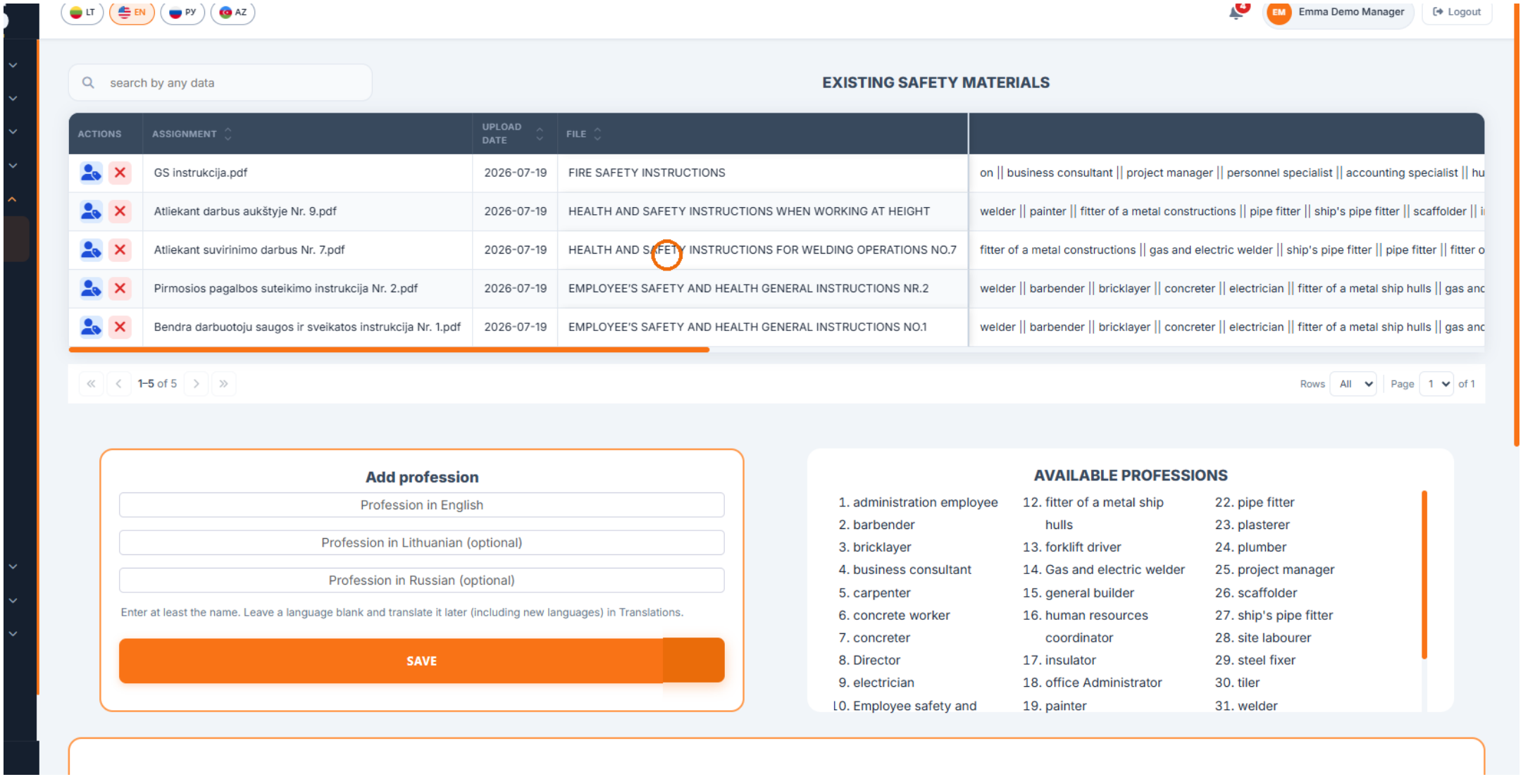
Safety Material & Professions

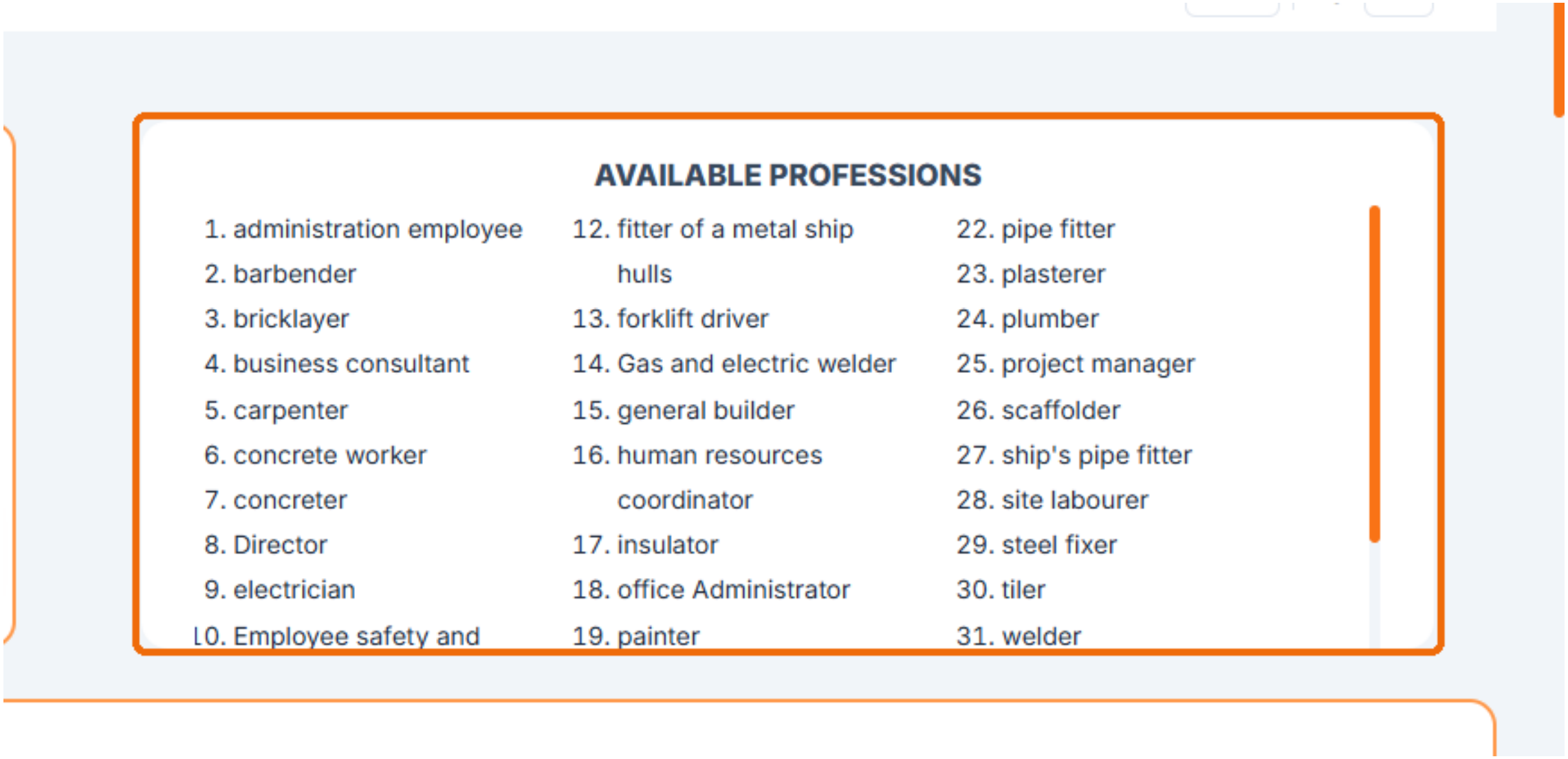
One page for materials and professions



Open Safety > Safety Material & Professions. At the top, the Existing Safety Materials table lists every safety document already uploaded, with its file name, upload date, description and the professions it is assigned to. Below it are the Add profession box and the Available professions list, and at the bottom of the page the Upload safety materials form.

Safety Material & Professions

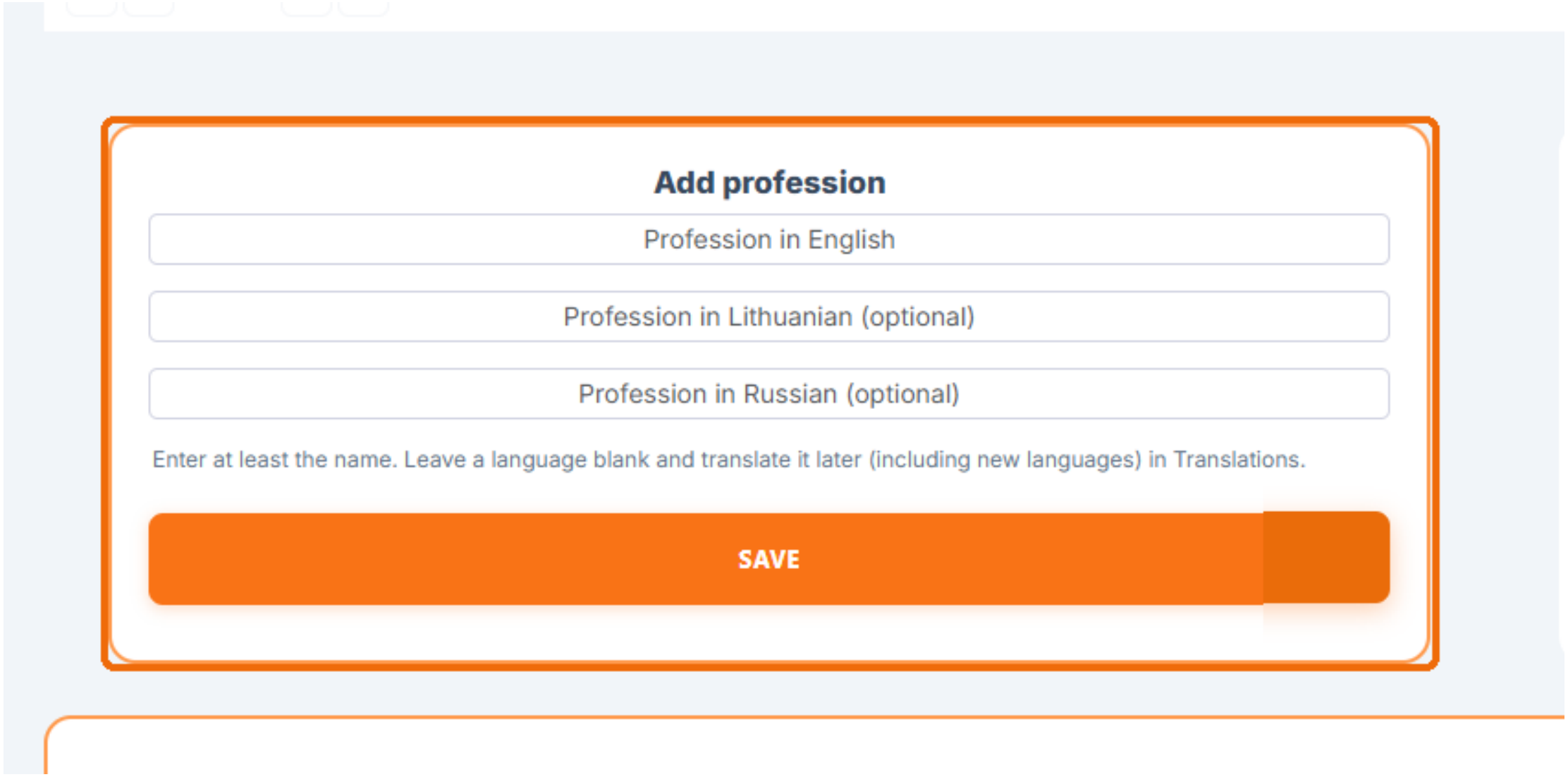
Available professions



The Available professions list shows every profession that can receive safety documents. When a document is assigned to a profession, everyone employed with that profession gets it, including people hired later. Scroll the list to see all professions and check that the one you need exists before you upload a new material.

Safety Material & Professions

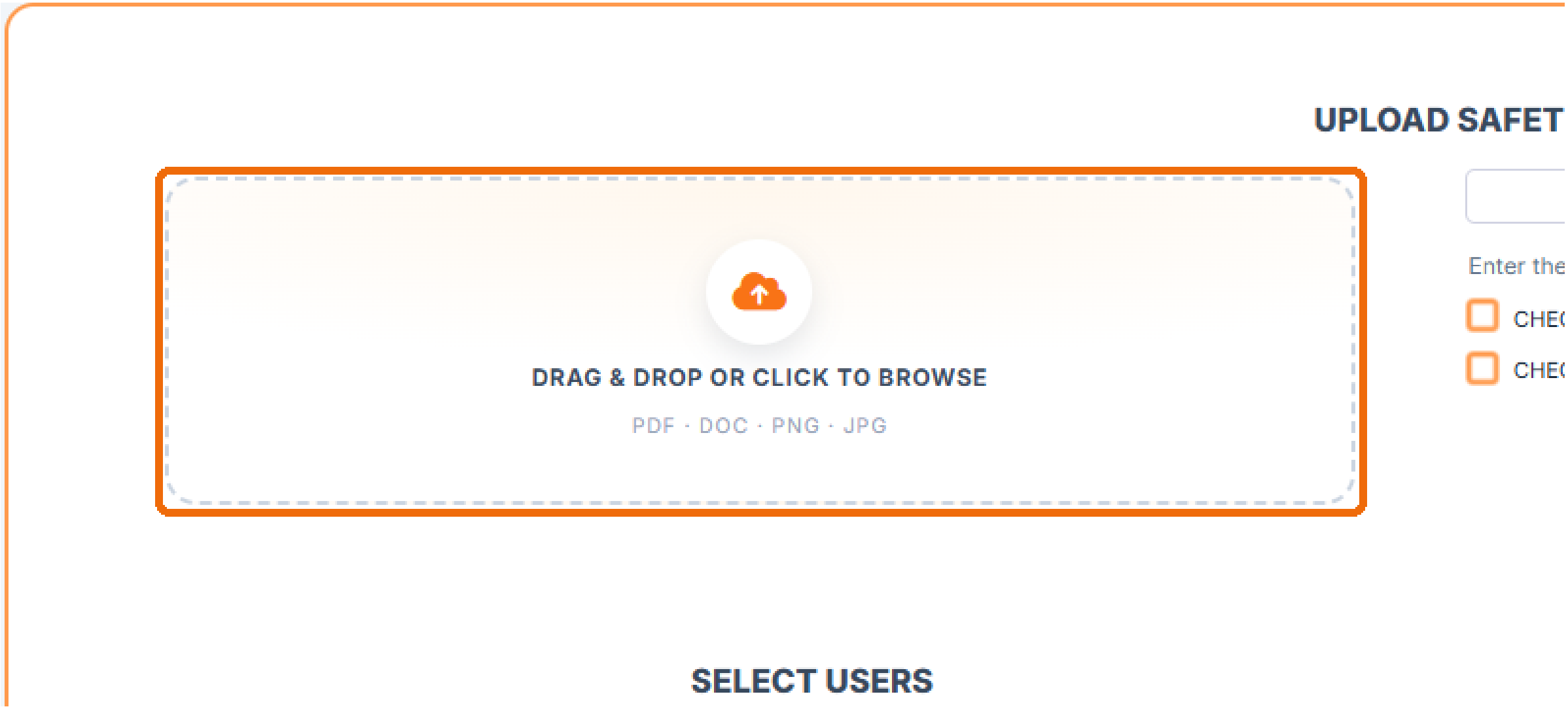
Add a missing profession



If a profession is missing, enter it in the Add profession box. The English name is enough. The Lithuanian and Russian fields are optional, and any language, including languages added later, can be translated afterwards in the Translations menu. Press SAVE and the new profession appears in the Available professions list and in every profession dropdown.

Safety Material & Professions

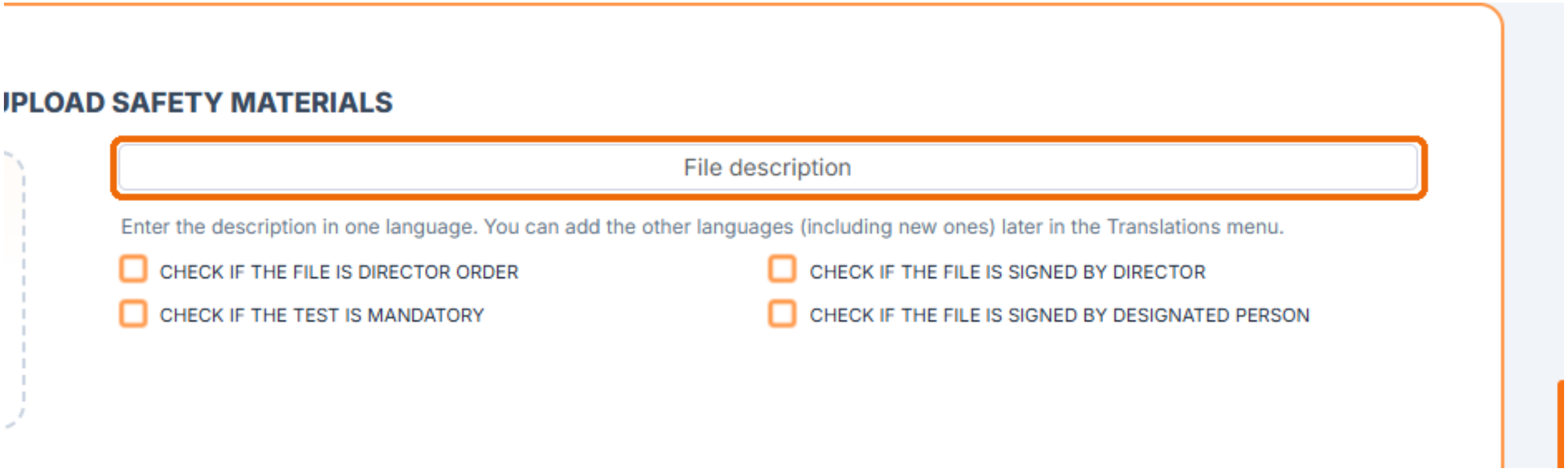
Upload a document



Scroll down to Upload safety materials. Drag the file into the dashed area or click it to choose the file from your computer. PDF, DOC, PNG and JPG files are accepted. Safety instructions, director orders and rules are typical documents uploaded here.

Safety Material & Professions

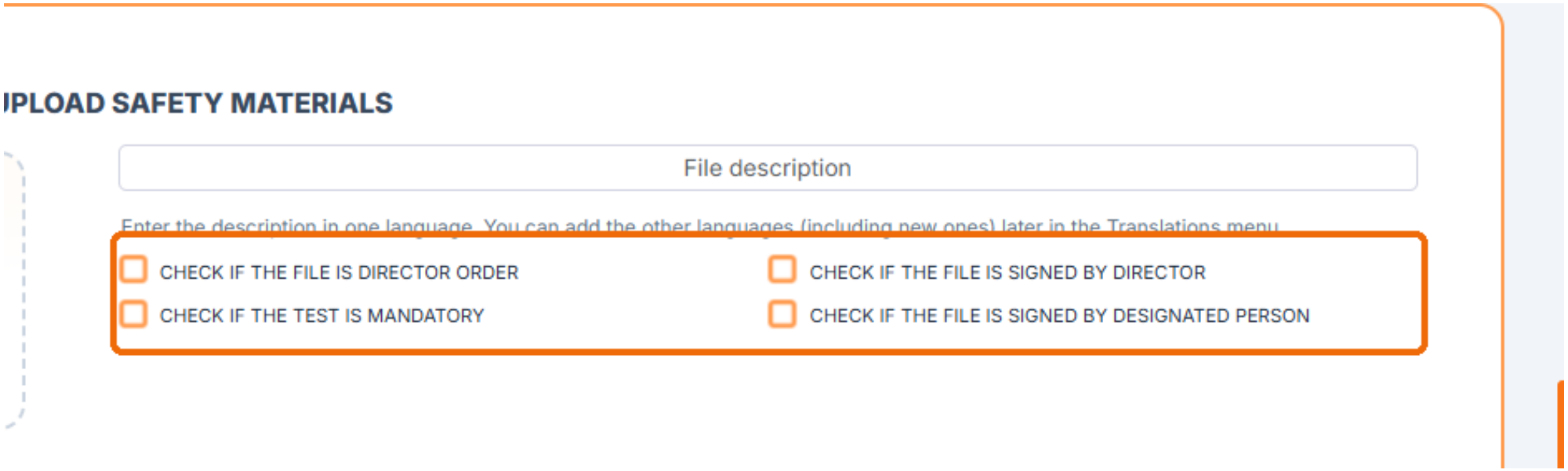
File description



The File description is the title workers see in their E-Safety list and the name used in Tests Reports. Write it in one language. The other languages, including new ones, can be added later in the Translations menu, so you do not need to upload the same document again for each language.

Safety Material & Professions

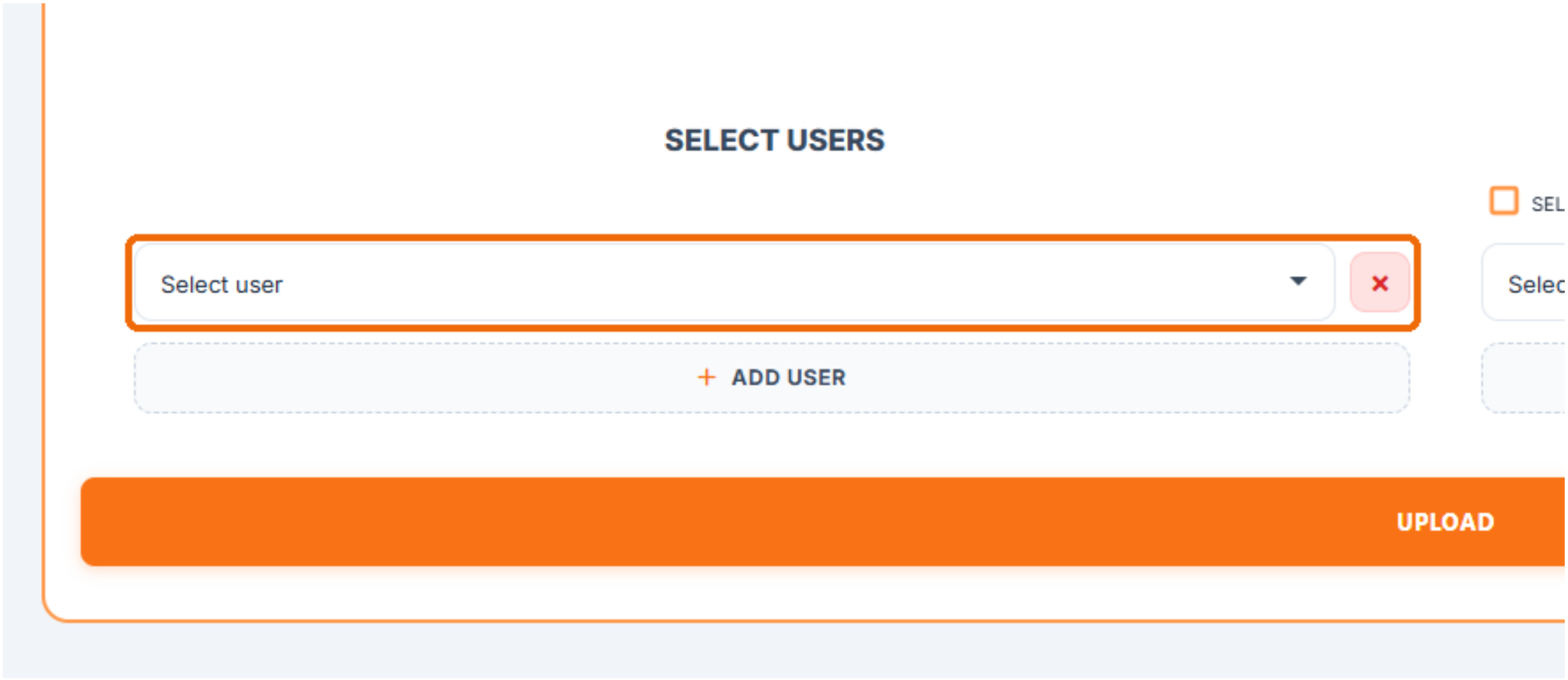
Document options



Director order: the file is an order issued by the director and employees confirm they have read it. Test is mandatory: the worker must also pass the test linked to this material (create it in Create Tests). No upload email is sent; workers are asked when the test is ready. Signed by director: the director signs first and employees see the document only after that. Signed by designated person: a responsible person, for example the safety specialist, also signs it.

Safety Material & Professions

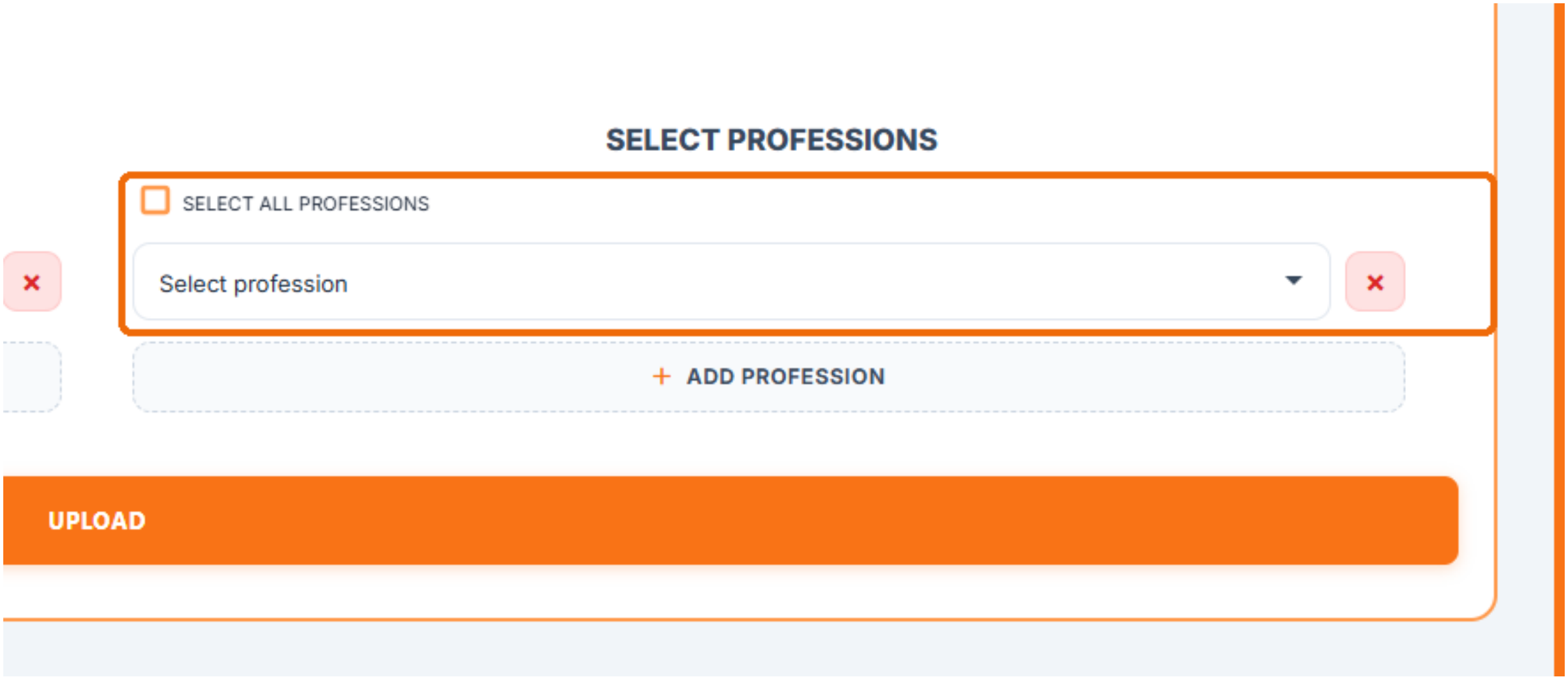
Assign to individual users



Under Select users, pick a person by name to assign the document to them individually. Press ADD USER to add more rows, or remove a row with the red x. This is meant for exceptions, for example a single person who must read a specific instruction or someone whose profession is not in the list.

Safety Material & Professions

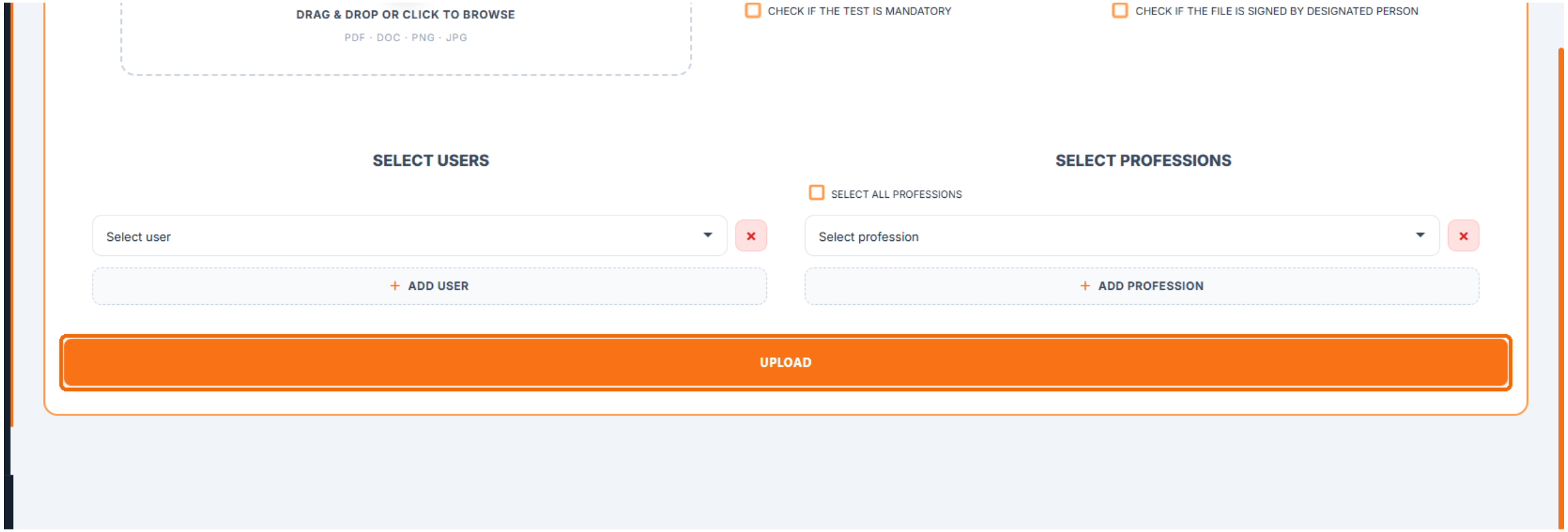
Assign by profession



Under Select professions, pick one or more professions, or tick SELECT ALL PROFESSIONS to assign the document to everyone. Users and professions are combined: a person receives the document if their profession is selected or if they are selected by name. Assign by profession as the normal way and use individual users only for exceptions.

Safety Material & Professions

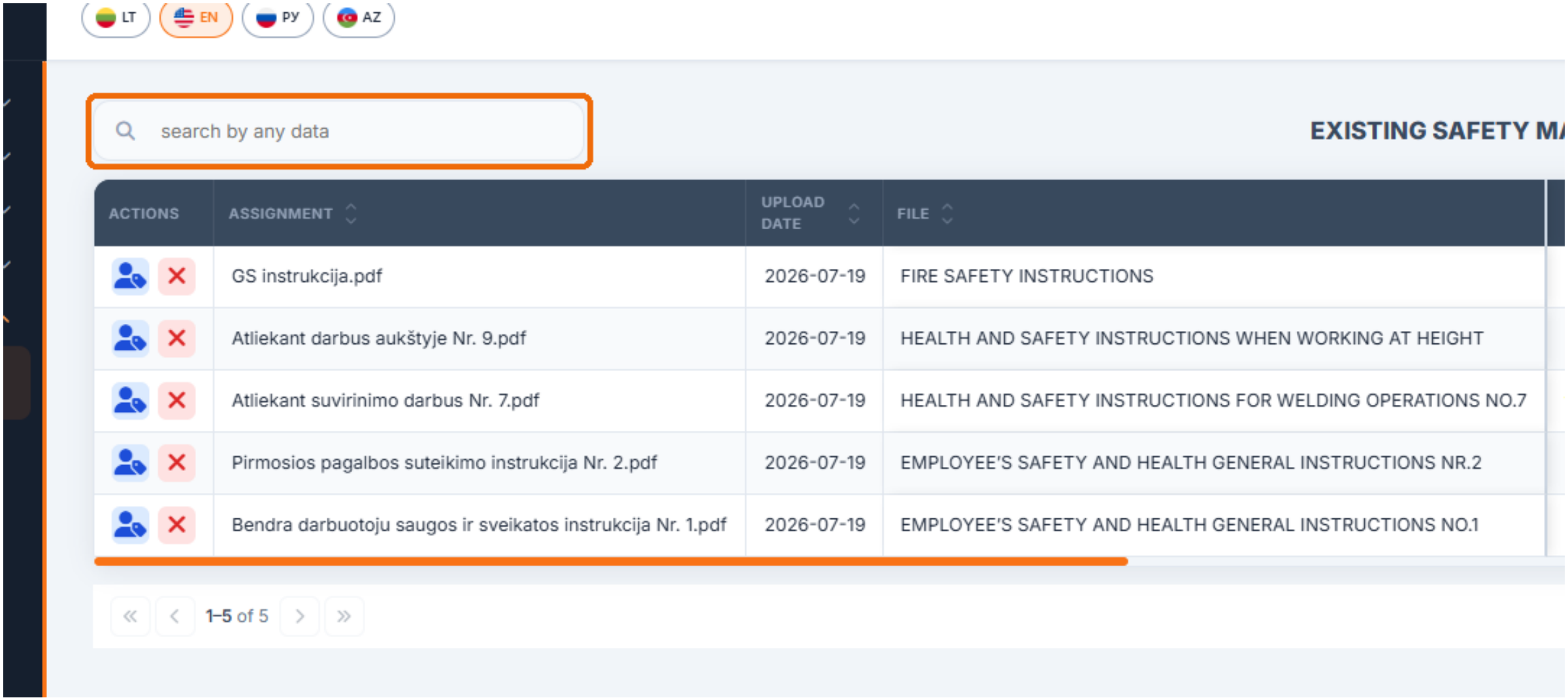
Upload and notify



Press UPLOAD to save the material with its options and assignments. Everyone it is assigned to receives an email and a notification in the bell, and the document appears in their E-Safety (to sign) list. If Test is mandatory is ticked, the email is sent when the test is ready instead.

Safety Material & Professions

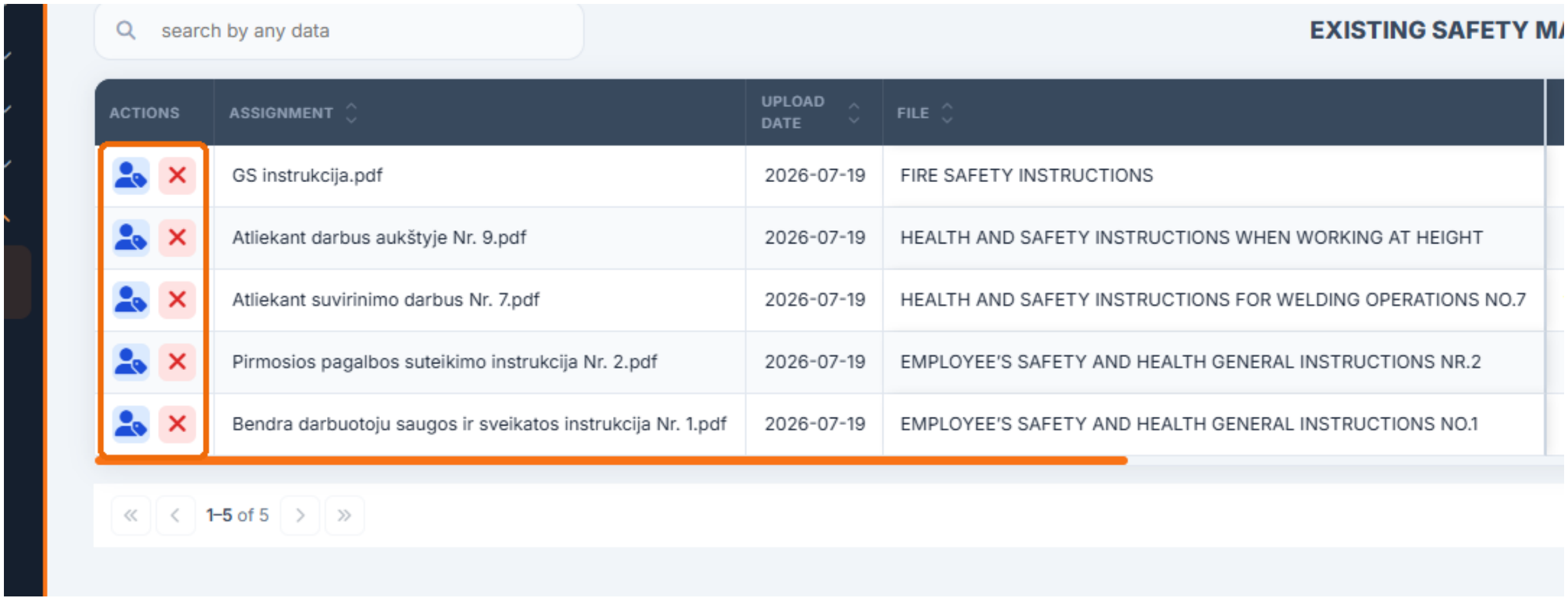
Search the materials



Every uploaded document is listed in Existing Safety Materials. The search box above the table filters by any value: file name, upload date, description or assigned profession. The table can also be sorted by clicking the column headers, and the pager below it changes the page and the number of rows.

Safety Material & Professions

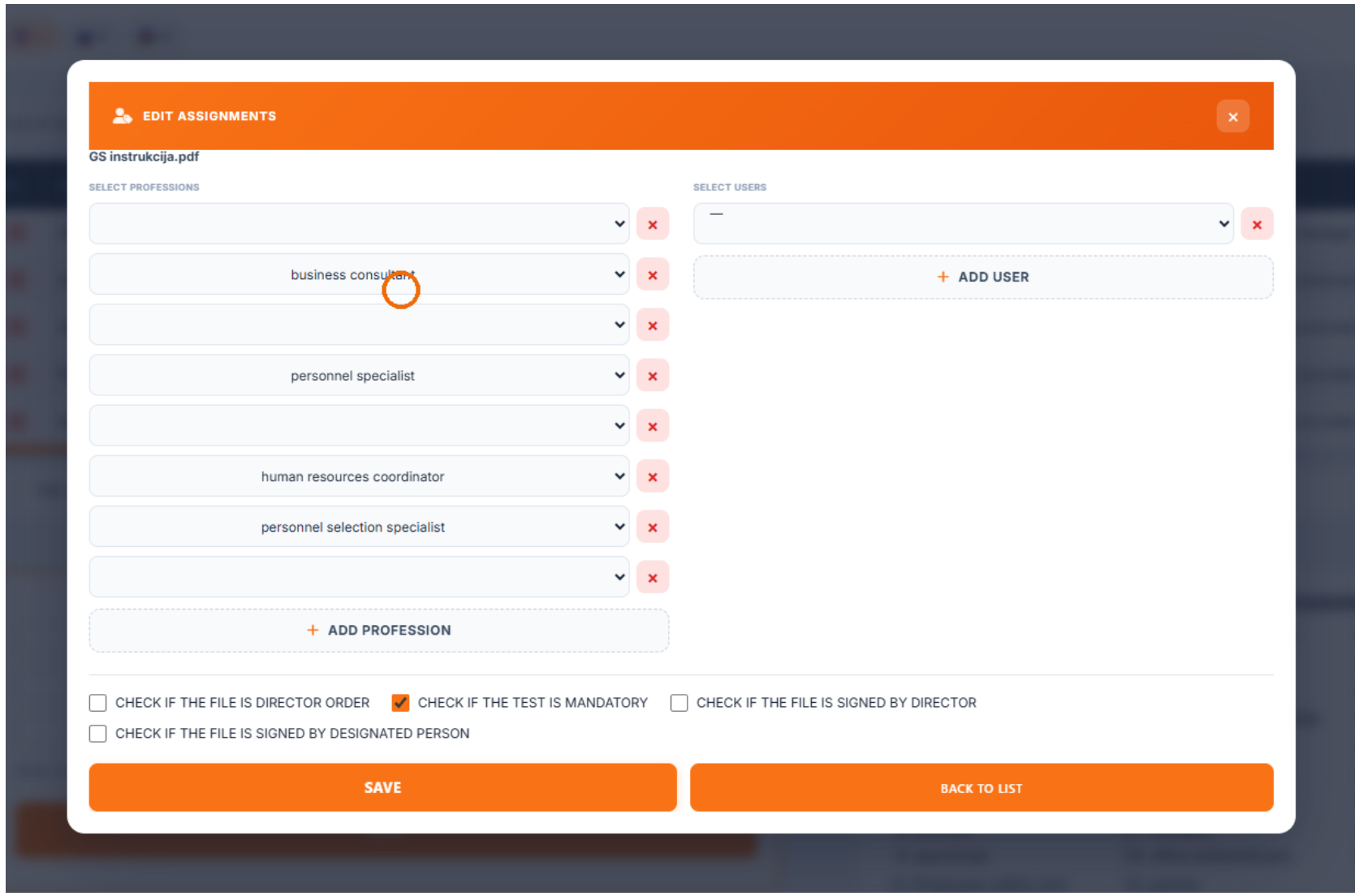
Edit assignments or delete



Each row has two actions. The blue person icon opens Edit assignments, where you change the professions, users and options of the document without uploading it again. The red x deletes the material. Deleting removes the document from everyone's list, so use it only for files that are no longer valid.

Safety Material & Professions

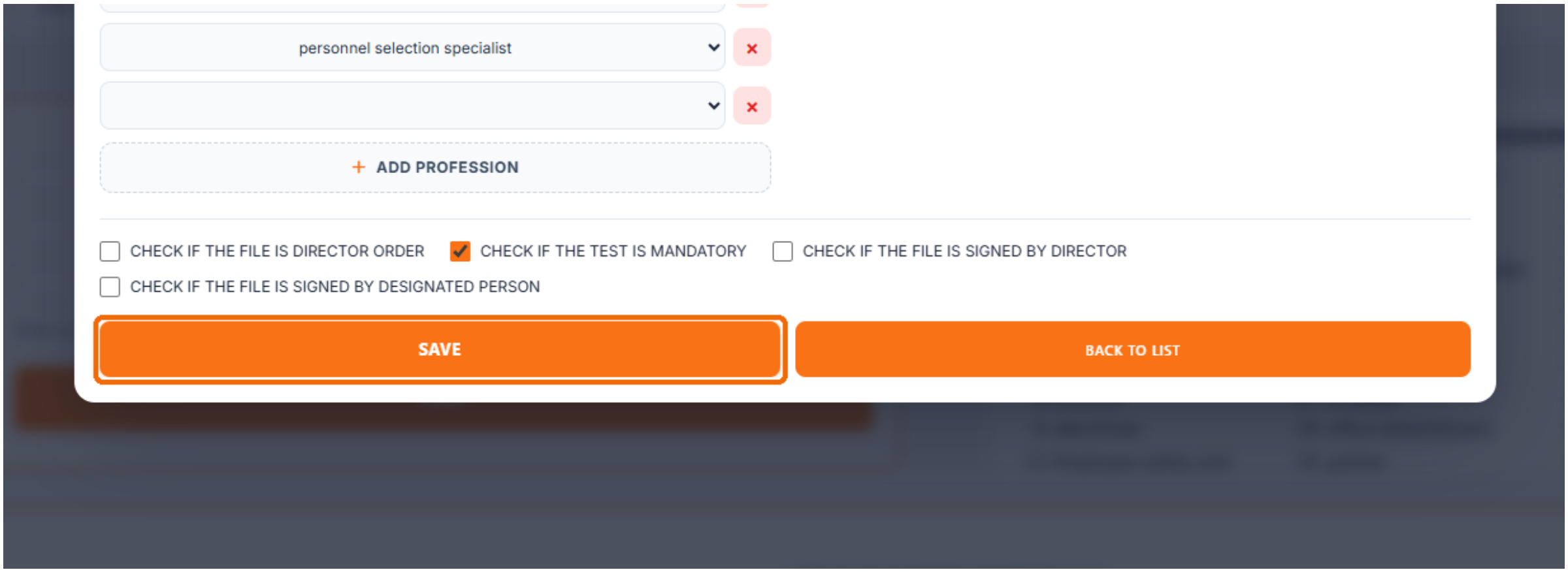
Change who must sign



Edit assignments opens with the document name at the top. The left column lists the assigned professions and the right column the individually assigned users. Change a dropdown to swap a profession or user, press ADD PROFESSION or ADD USER to add rows, and use the red x to remove a row.

Safety Material & Professions

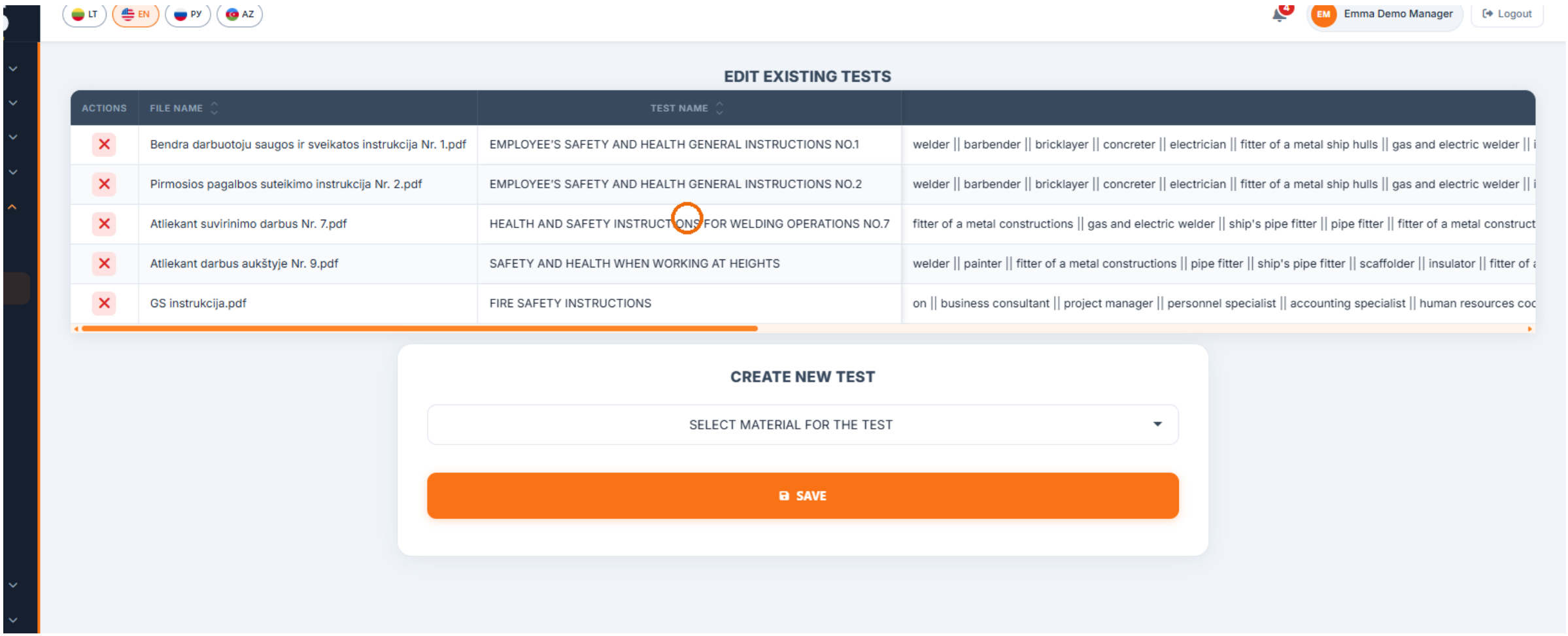
Save the changes



The same four options as in the upload form are shown below the lists, so you can for example make the test mandatory later. Press SAVE to store the new assignments; newly assigned people receive the document in their E-Safety list. BACK TO LIST closes the window without saving.

Create Tests

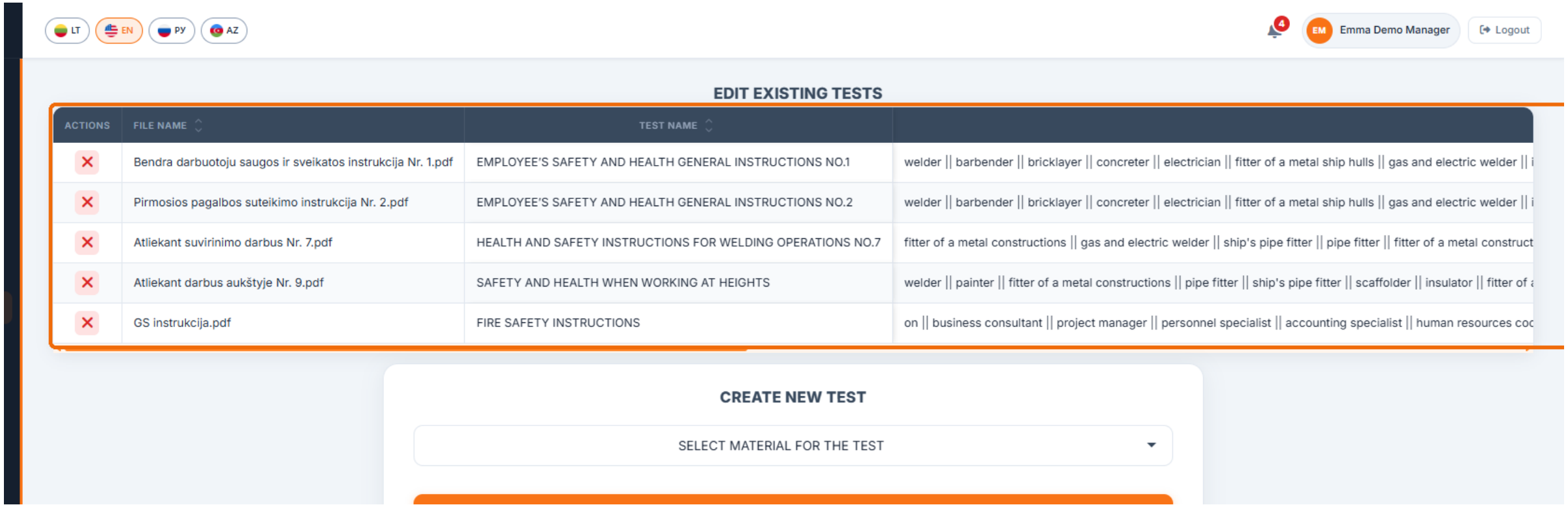
Tests belong to safety materials



Open Safety > Create Tests. Every test is linked to one safety material uploaded in Safety Material & Professions. The Edit existing tests table shows each test with its file name, test name and the professions the material is assigned to. The Create new test form below it is used to build a new test.

Create Tests

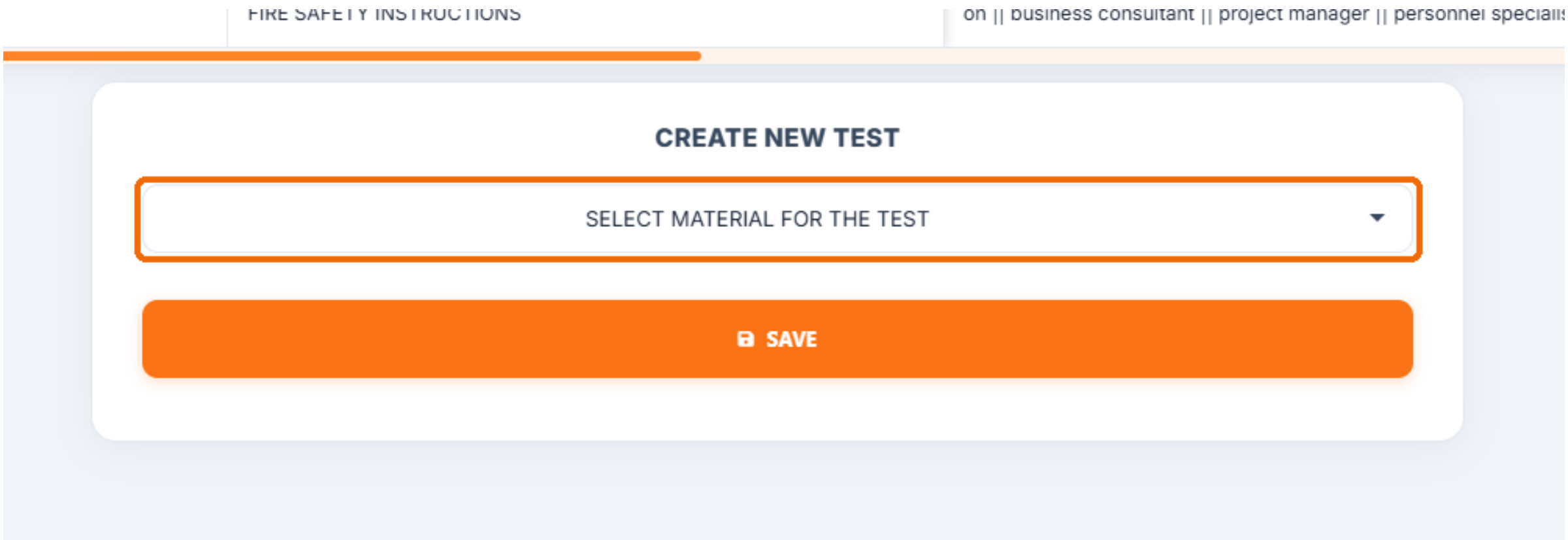
Existing tests



The table lists every test with its material file name, the test name and the assigned professions. Scroll the table sideways to see the full list of professions. Clicking the file name or the test name of a row opens that test for editing, as shown later in this lesson.

Create Tests

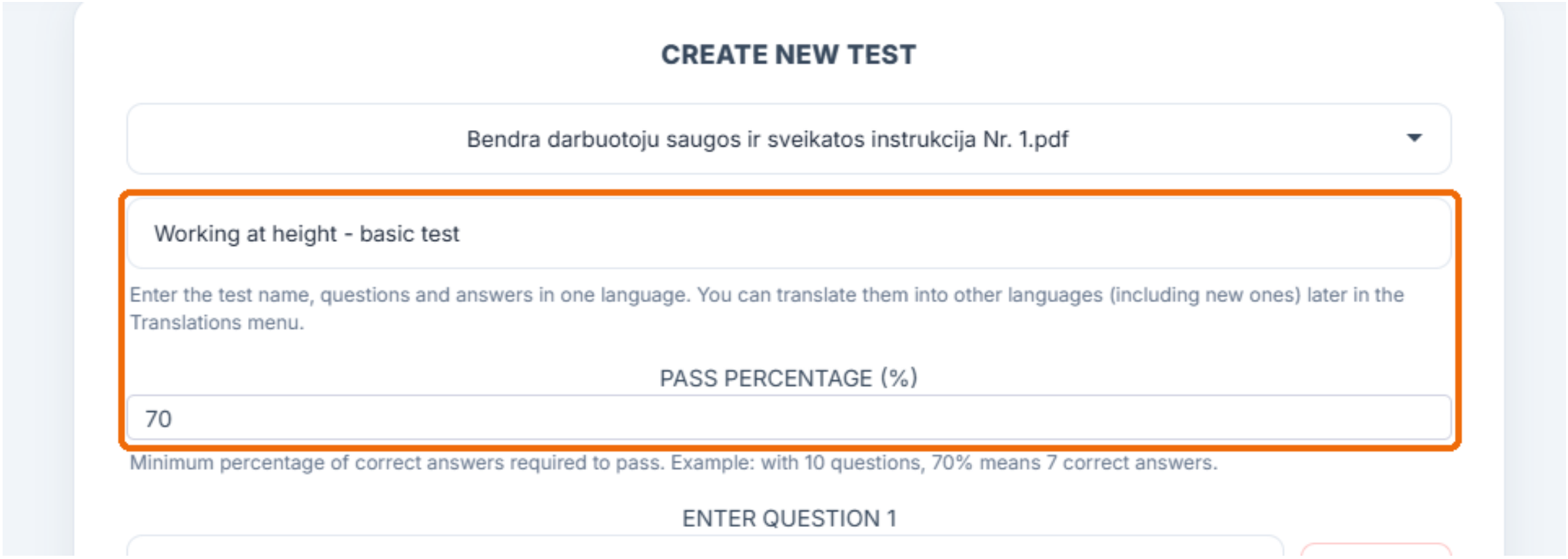
Pick the material



Open the Select material for the test dropdown and choose the safety document. Only materials uploaded in Safety Material & Professions are listed. If the material has Test is mandatory ticked, the workers it is assigned to are asked to sign it once the test is ready.

Create Tests

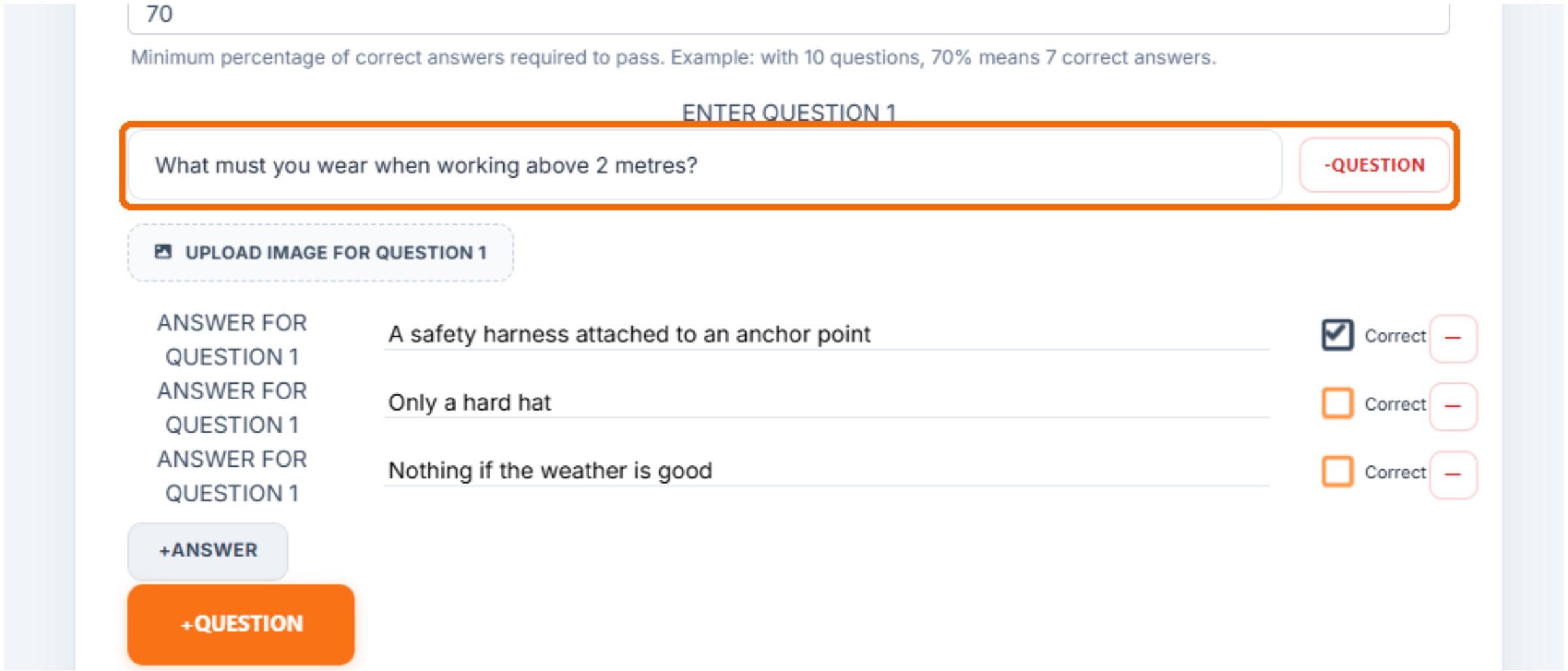
Name and pass percentage



After the material is chosen, the test fields appear. Type the test name. Write the name, questions and answers in one language; they can be translated into other languages, including new ones, later in the Translations menu. Set PASS PERCENTAGE: with 10 questions, 70% means 7 correct answers are needed to pass.

Create Tests

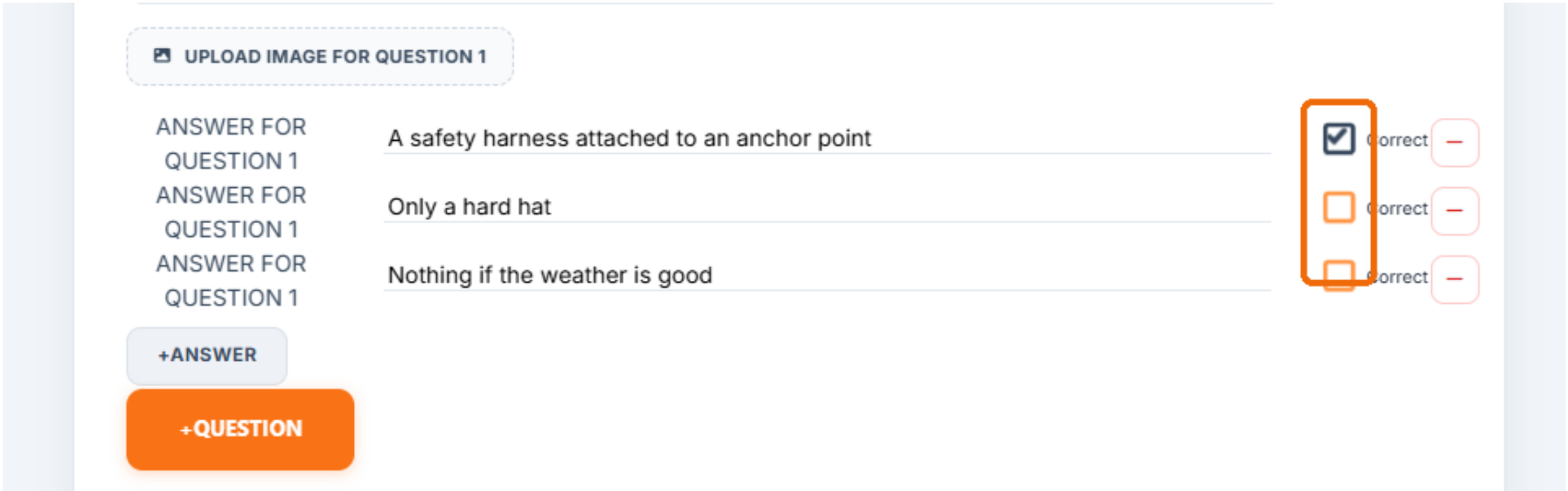
Write the question



Each question has its own box headed ENTER QUESTION 1, 2 and so on. Type the question text in the field. The -QUESTION button removes the whole question with its answers. UPLOAD IMAGE FOR QUESTION adds a picture, for example a photo of equipment or a safety sign the question refers to.

Create Tests

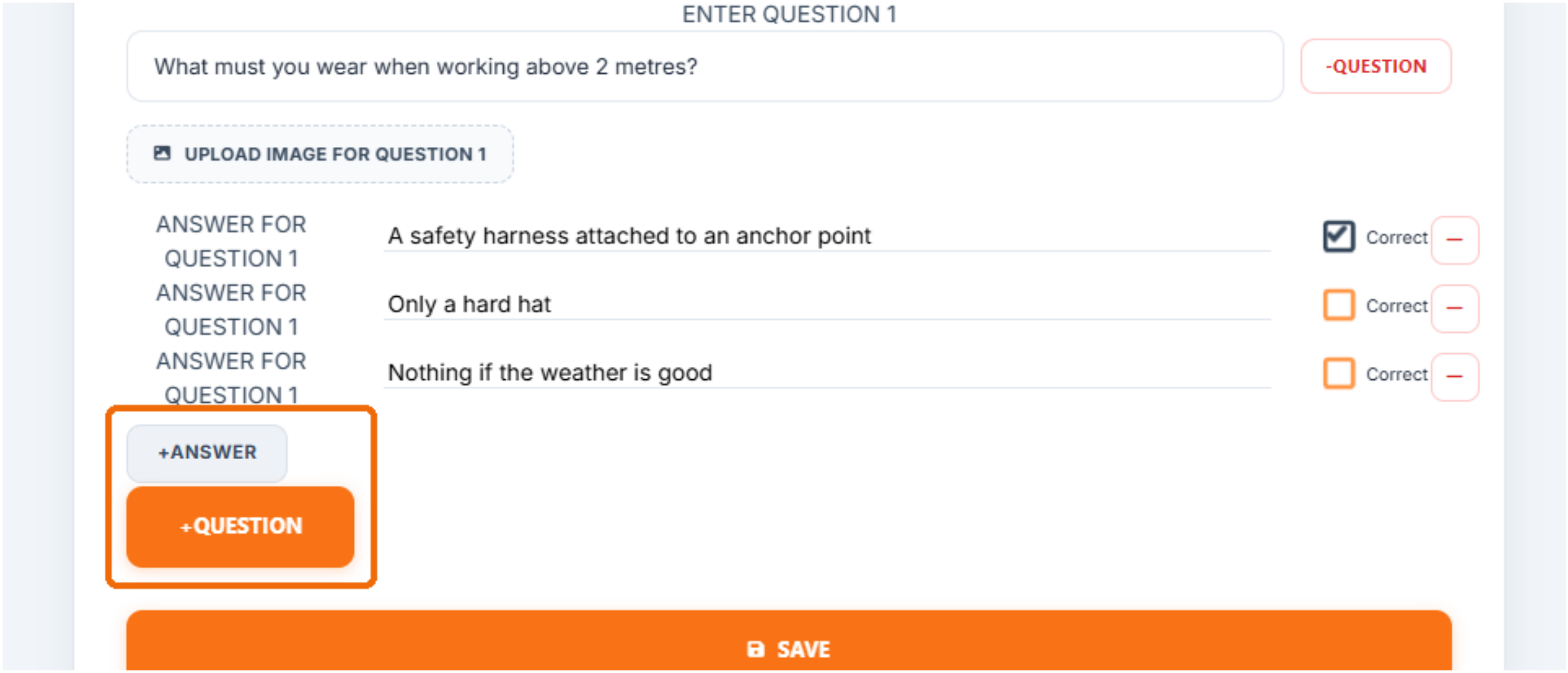
Answers and the correct one



Enter each possible answer in its own line. Tick the Correct box next to the right answer; several answers can be marked correct when needed. The minus button at the end of a line removes that answer. Workers see the answers without any marking and must choose the correct one.

Create Tests

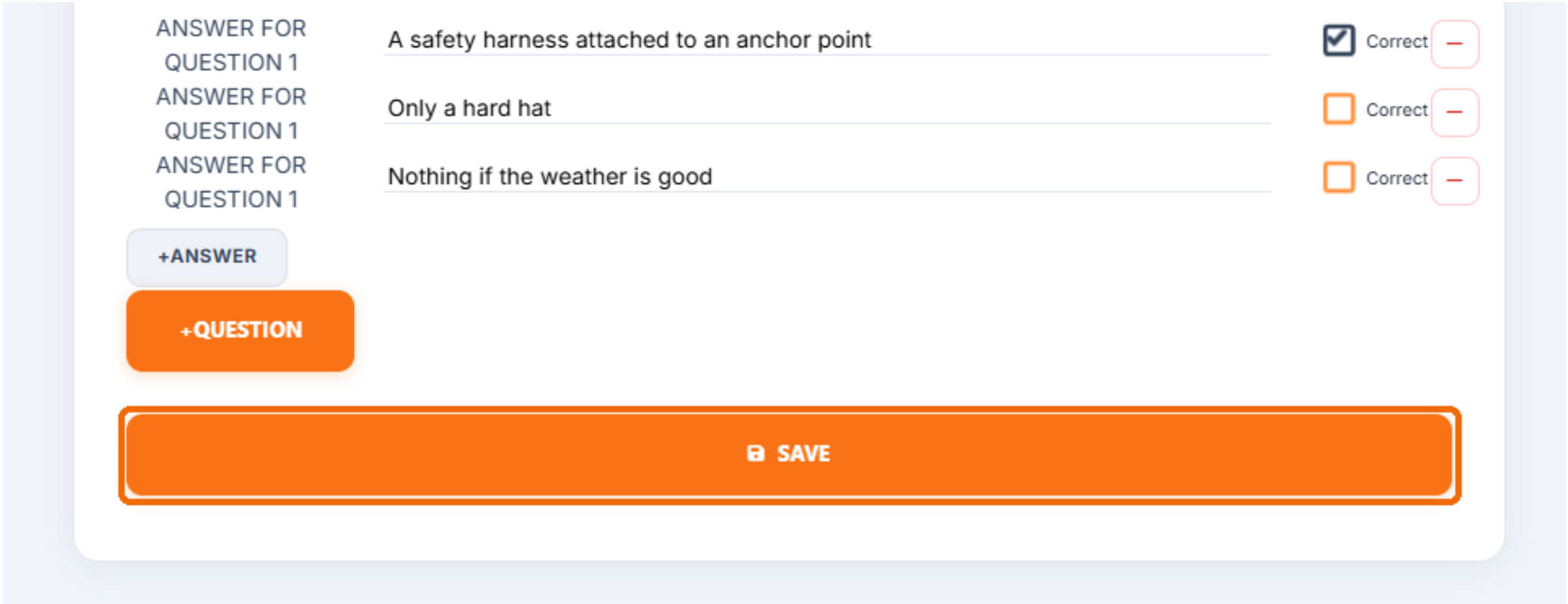
More answers and questions



Press +ANSWER to add another answer line to the current question. Press +QUESTION to start the next question; it gets its own box with its own answers and image button. Keep the tests short and clear, so workers can answer them on a phone.

Create Tests

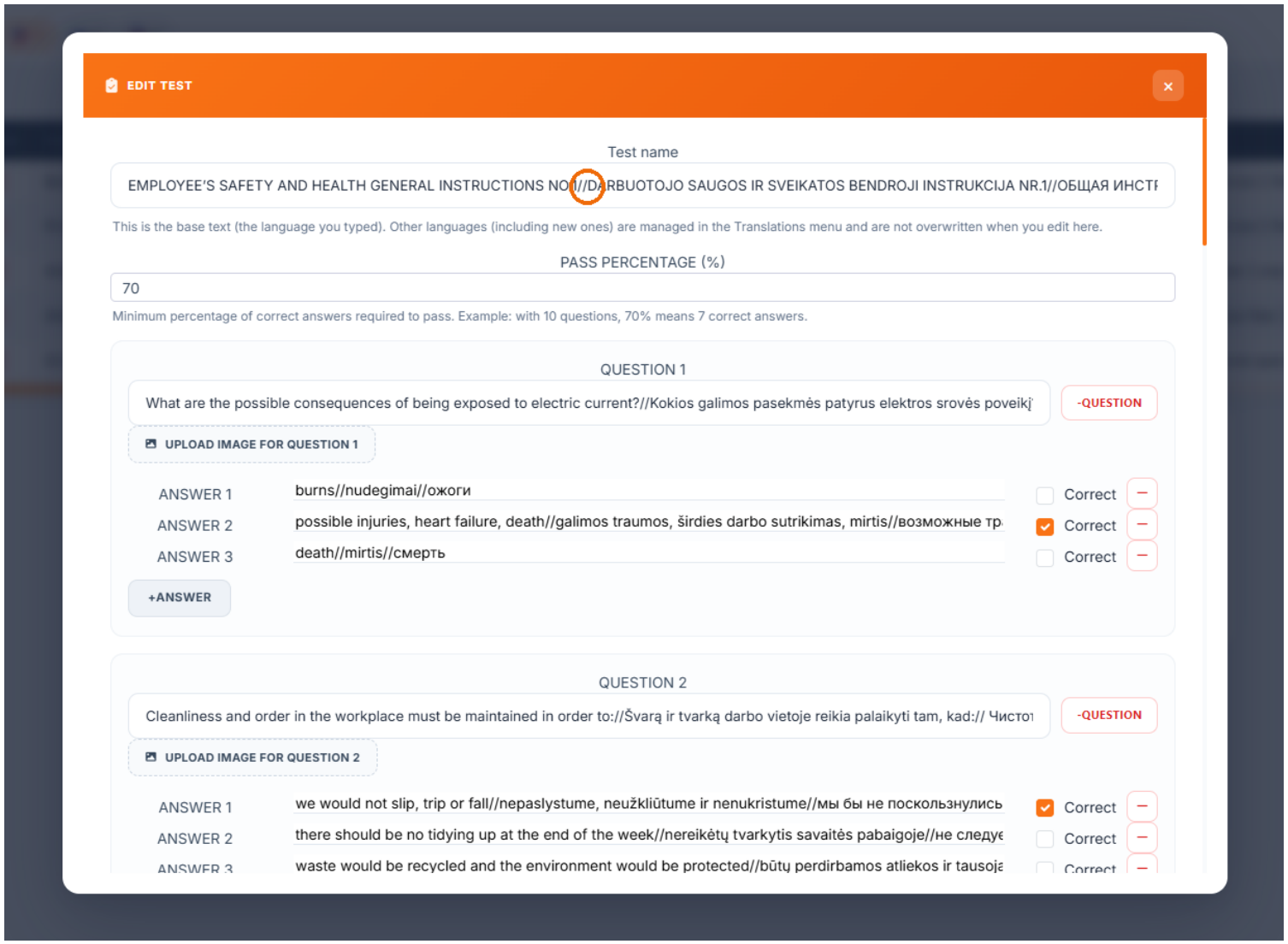
Save the test



Press SAVE at the bottom of the form. The test appears in the Edit existing tests table and is linked to the chosen material. Workers who must sign that material then take the test in E-Safety (to sign), and their results appear in Tests Reports.

Create Tests

Edit an existing test



Edit test shows the test name, the pass percentage and all questions with their answers. Texts that were already translated show the base text with the languages separated by //. The base text is the language you typed; other languages are managed in the Translations menu and are not overwritten when you edit here.

Create Tests

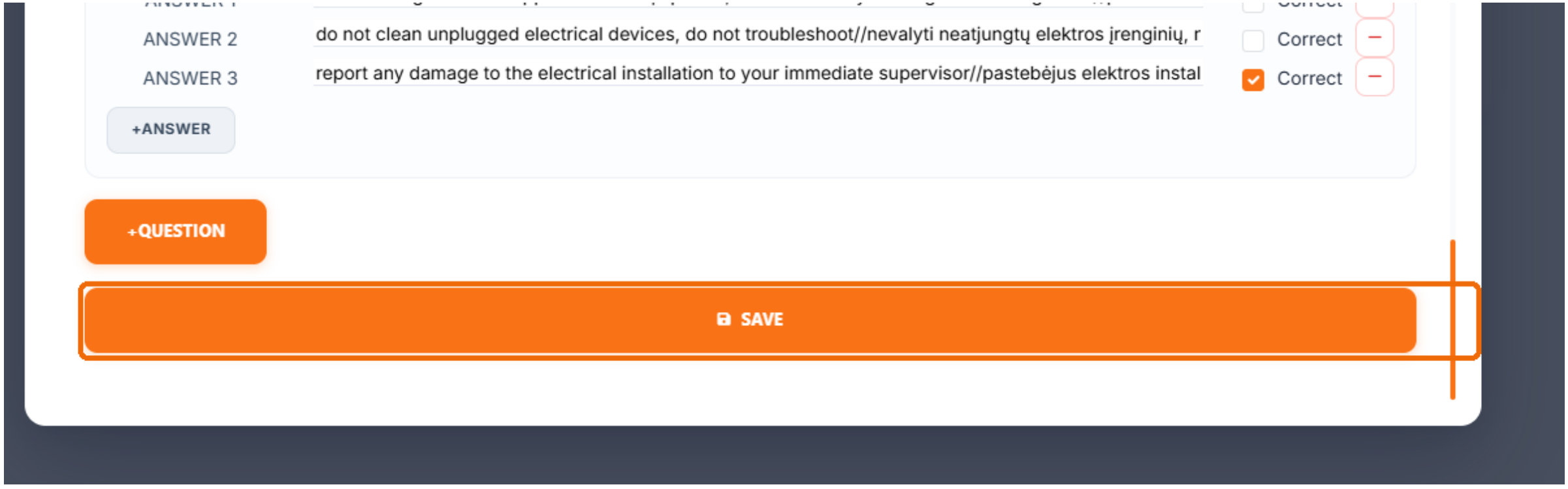
Change the correct answers



Edit the question and answer texts directly in their fields. Move the Correct tick to another answer if the right answer has changed, and use the minus buttons and -QUESTION to remove answers or whole questions. UPLOAD IMAGE FOR QUESTION replaces or adds a picture.

Create Tests

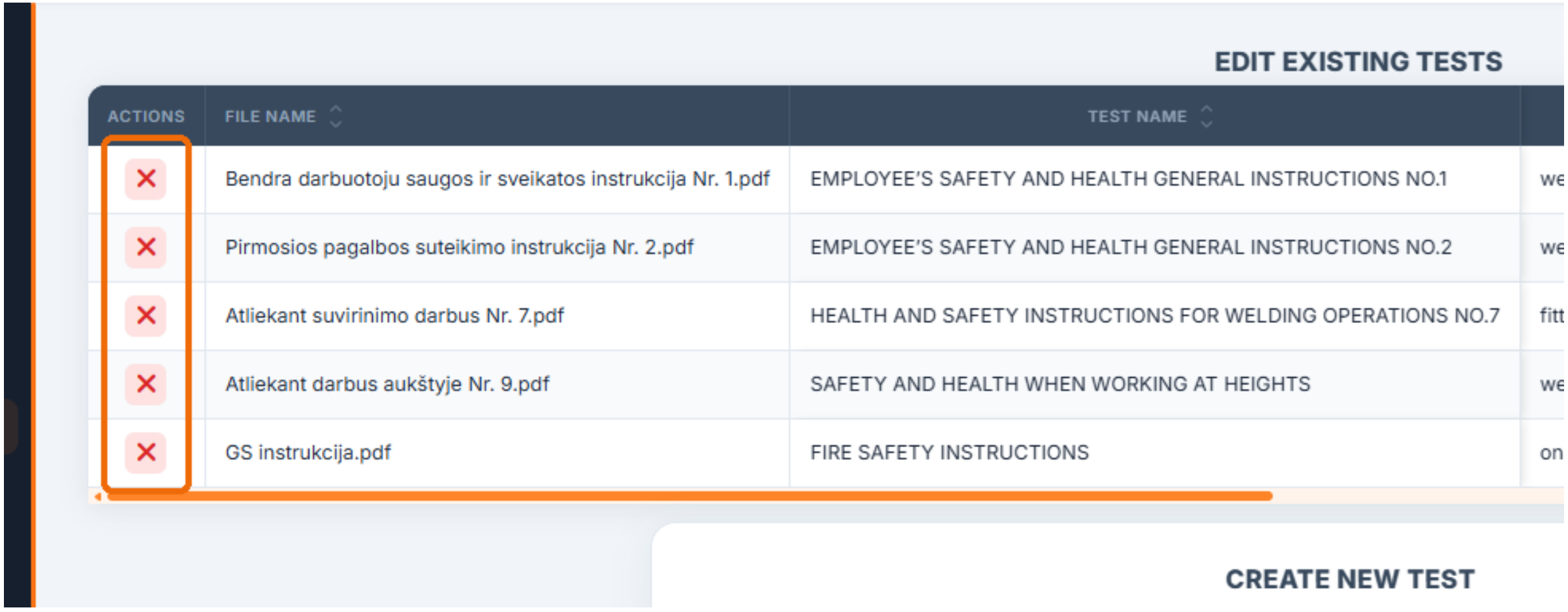
Add and save



Scroll to the end of the dialog to add more answers with +ANSWER or new questions with +QUESTION. Press SAVE to store the changes to the test. Close the dialog with the x in its header to leave without saving.

Create Tests

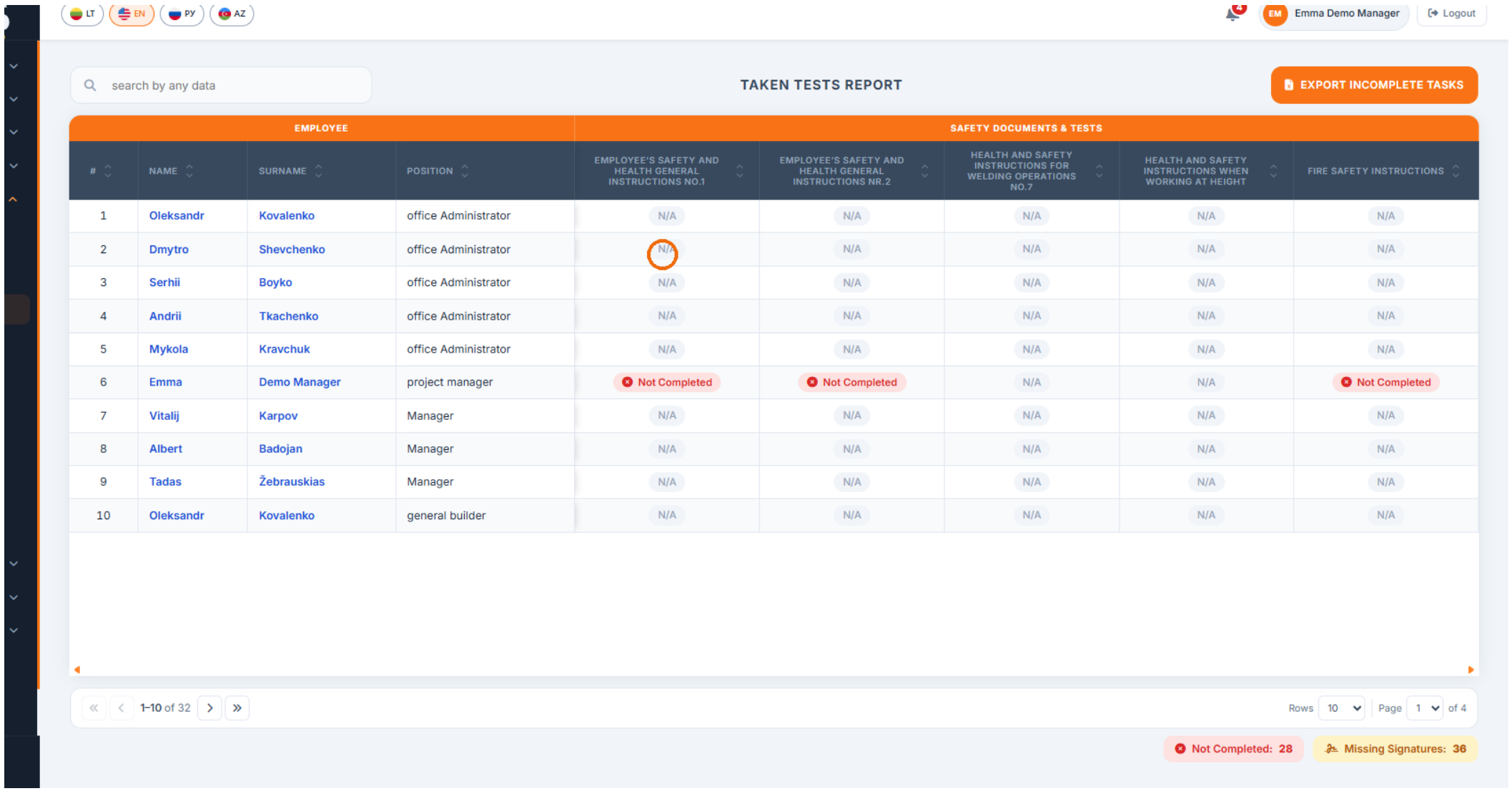
Delete a test



The red x in the ACTIONS column deletes the test on that row. Delete a test only when it is no longer used, for example when the safety material was replaced. To change questions, open the test and edit it instead of deleting it.

Tests Reports

Everyone and every document



Open Safety > Tests Reports. The Taken Tests Report table has one row per person, with number, name, surname and position under EMPLOYEE, and one column per safety document under SAFETY DOCUMENTS & TESTS. Use the pager below the table to change the page or the number of rows; choose All to see everyone at once.

Tests Reports

One column per document

search by any data

TAKEN TESTS REPORT

EXPORT INCOMPLETE TASKS

EMPLOYEE				SAFETY DOCUMENTS & TESTS				
#	NAME	SURNAME	POSITION	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NR.2	HEALTH AND SAFETY INSTRUCTIONS FOR WELDING OPERATIONS NO.7	HEALTH AND SAFETY INSTRUCTIONS WHEN WORKING AT HEIGHT	FIRE SAFETY INSTRUCTIONS
10	Oleksandr	Kovalenko	general builder	N/A	N/A	N/A	N/A	N/A
11	Dmytro	Shevchenko	bricklayer	Completed on 2026-08-23	Completed on 2026-08-23	Completed on 2026-08-23	N/A	N/A
12	Serhii	Boyko	site labourer	Completed on 2026-08-22	Completed on 2026-08-22	Completed on 2026-08-22	N/A	N/A
13	Andrii	Tkachenko	site labourer	Completed on 2026-08-21	Completed on 2026-08-21	Completed on 2026-08-21	N/A	N/A
14	Mykola	Kravchuk	painter	Completed on 2026-08-20	Completed on 2026-08-20	Completed on 2026-08-20	Not Completed	N/A
15	Ivan	Bondarenko	tiler	Completed on 2026-08-19	Completed on 2026-08-19	Completed on 2026-08-19	N/A	N/A
16	Petro	Melnyk	welder	Completed on 2026-08-18	Completed on 2026-08-18	Completed on 2026-08-18	Not Completed	N/A
17	Vasyl	Marchenko	site labourer	Completed on 2026-08-17	Completed on 2026-08-17	Completed on 2026-08-17	N/A	N/A
18	Yuriy	Koval	concrete worker	Completed on 2026-08-16	Completed on 2026-08-16	Completed on 2026-08-16	N/A	N/A
19	Bohdan	Polishchuk	painter	Completed on 2026-08-15	Completed on 2026-08-15	Completed on 2026-08-15	Not Completed	N/A
20	Ruslan	Savchenko	electrician	Completed on 2026-08-14	Completed on 2026-08-14	Completed on 2026-08-14	N/A	N/A
21	Taras	Rudenko	plumber	Completed on 2026-08-13	Completed on 2026-08-13	Completed on 2026-08-13	N/A	N/A
22	Volodymyr	Lysenko	tiler	Completed on 2026-08-12	Completed on 2026-08-12	Completed on 2026-08-12	N/A	N/A

The document columns are created automatically from the materials uploaded in Safety Material & Professions, using their file description. Scroll the table sideways when there are many documents. Click a column header to sort the people by the status of that document.

Tests Reports

Read the status

	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NR.2	HEALTH AND SAFETY INSTRUCTIONS FOR WELDING OPERATIONS NO.7	HEALTH AND SAFETY INSTRUCTIONS WHEN WORKING AT HEIGHT	FIRE SAFETY INSTRUCTIONS
ilder	N/A	N/A	N/A	N/A	N/A
	Completed on 2026-08-23	Completed on 2026-08-23	Completed on 2026-08-23	N/A	N/A
rer	Completed on 2026-08-22	Completed on 2026-08-22	Completed on 2026-08-22	N/A	N/A
rer	Completed on 2026-08-21	Completed on 2026-08-21	Completed on 2026-08-21	N/A	N/A
	Completed on 2026-08-20	Completed on 2026-08-20	Completed on 2026-08-20	Not Completed	N/A
	Completed on 2026-08-19	Completed on 2026-08-19	Completed on 2026-08-19	N/A	N/A
	Completed on 2026-08-18	Completed on 2026-08-18	Completed on 2026-08-18	Not Completed	N/A
rer	Completed on 2026-08-17	Completed on 2026-08-17	Completed on 2026-08-17	N/A	N/A
worker	Completed on 2026-08-16	Completed on 2026-08-16	Completed on 2026-08-16	N/A	N/A
	Completed on 2026-08-15	Completed on 2026-08-15	Completed on 2026-08-15	Not Completed	N/A
	Completed on 2026-08-14	Completed on 2026-08-14	Completed on 2026-08-14	N/A	N/A

Each cell shows one person's status for one document. Completed on with a date (green) means the document was read and, where required, the test was passed. Not Completed (red) means the document is assigned to the person but still outstanding. N/A (grey) means the document is not assigned to this person's profession or to them by name.

Tests Reports

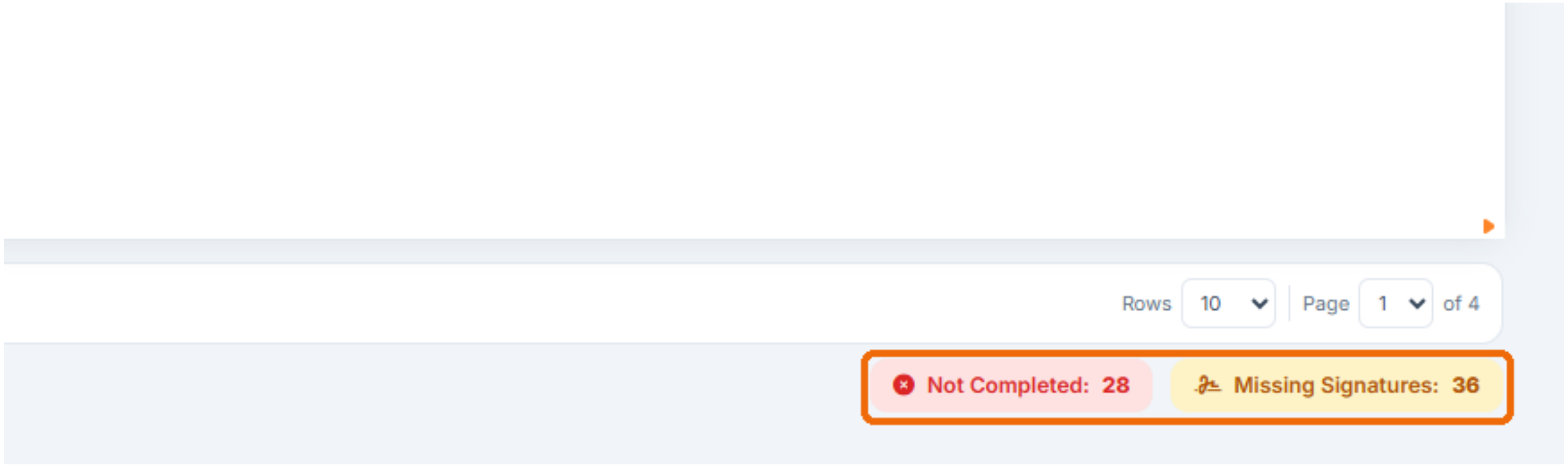
Missing signatures

	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NR.2	HEALTH AND SAFETY INSTRUCTIONS FOR WELDING OPERATIONS NO.7	HEALTH AND SAF INSTRUCTIONS WHEN WORKING HEIGHT
uilder	N/A	N/A	N/A	N/A
	Completed on 2026-08-23	Completed on 2026-08-23	Completed on 2026-08-23	N/A
rer	Completed on 2026-08-22	Completed on 2026-08-22	Completed on 2026-08-22	N/A
rer	Completed on 2026-08-21	Completed on 2026-08-21	Completed on 2026-08-21	N/A
	Completed on 2026-08-20	Completed on 2026-08-20	Completed on 2026-08-20	Not Compl
	Completed on 2026-08-19	Completed on 2026-08-19	Completed on 2026-08-19	N/A
	Completed on 2026-08-18	Completed on 2026-08-18	Completed on 2026-08-18	Not Compl
rer	Completed on 2026-08-17	Completed on 2026-08-17	Completed on 2026-08-17	N/A
worker	Completed on 2026-08-16	Completed on 2026-08-16	Completed on 2026-08-16	N/A

An orange signature icon inside a green cell means the test or reading was completed, but a required signature is still missing, for example the signature on the PDF. Hover over the icon to see the Missing Signatures hint. Such people still need to sign the document in E-Safety (to sign).

Tests Reports

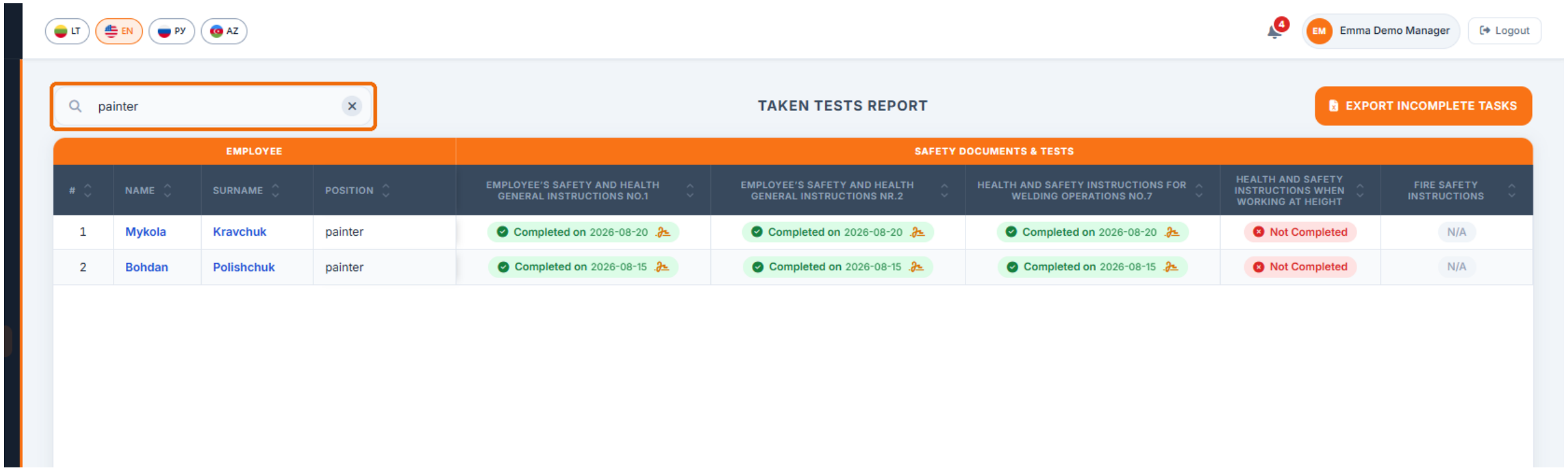
Totals at a glance



Under the pager two counters sum up the table: Not Completed is the number of outstanding documents and tests, and Missing Signatures is the number of completed items still waiting for a signature. The counters follow the search, so after filtering they show the totals for the people found.

Tests Reports

Search people



The search box filters the people by name, surname or position. Here, typing painter leaves the two painters and their statuses, and the totals below the table change to match. The search is kept in the address bar, so the filtered report can be bookmarked. Press the x in the box to show everyone again.

Tests Reports

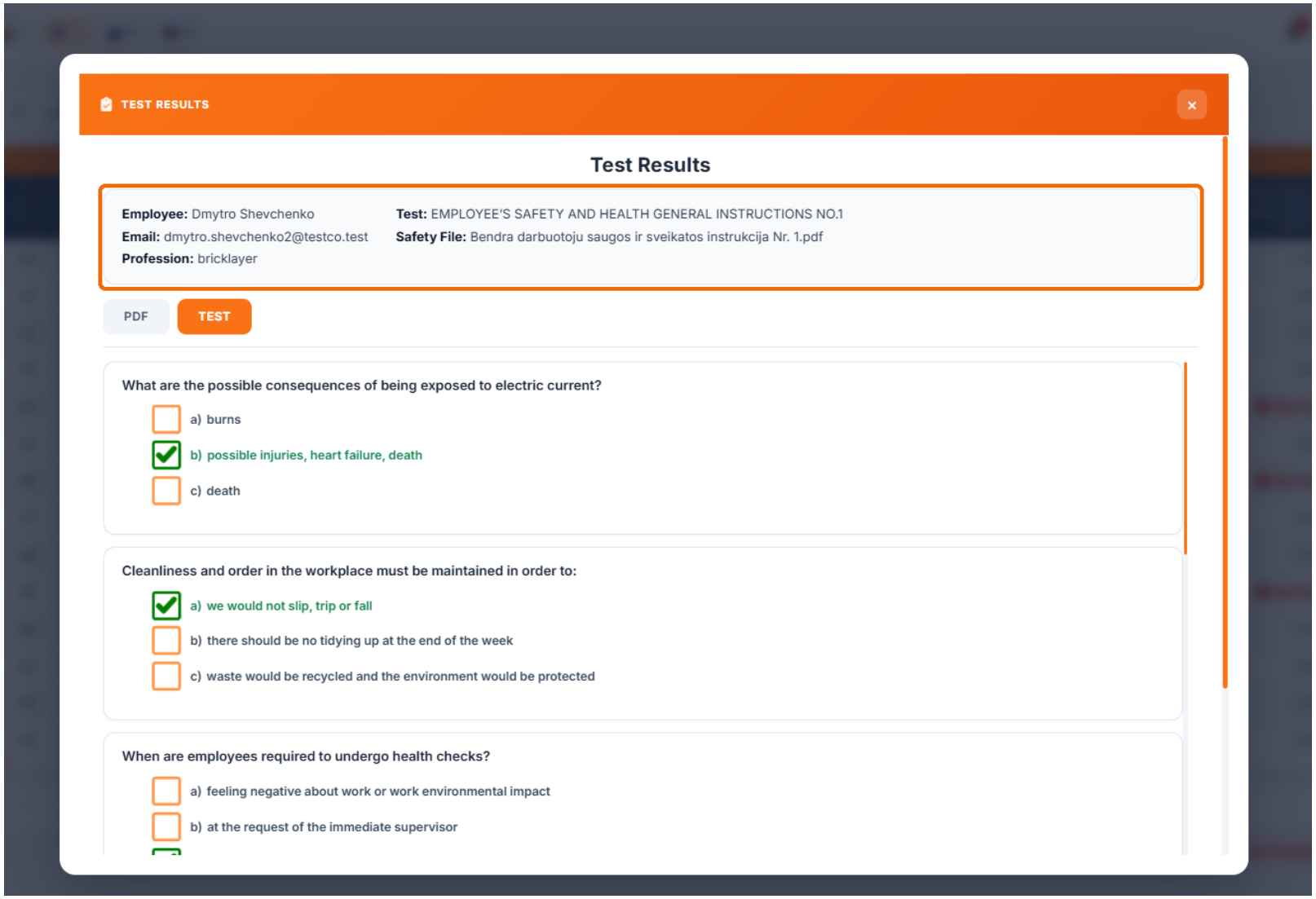
Open a test result

POSITION	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NR.2	HEALTH AND SAFETY INSTRUCTIONS FOR WELDING OPERATIONS NO.7
general builder	N/A	N/A	N/A
bricklayer	Completed on 2026-08-23	Completed on 2026-08-23	Completed on 2026-08-23
site labourer	Completed on 2026-08-22	Completed on 2026-08-22	Completed on 2026-08-22
site labourer	Completed on 2026-08-21	Completed on 2026-08-21	Completed on 2026-08-21
painter	Completed on 2026-08-20	Completed on 2026-08-20	Completed on 2026-08-20
tiler	Completed on 2026-08-19	Completed on 2026-08-19	Completed on 2026-08-19
welder	Completed on 2026-08-18	Completed on 2026-08-18	Completed on 2026-08-18

Click any Completed or Not Completed cell to open the result of that document for that person. This is the quickest way to check what a worker answered or to get the signed PDF, for example during an inspection.

Tests Reports

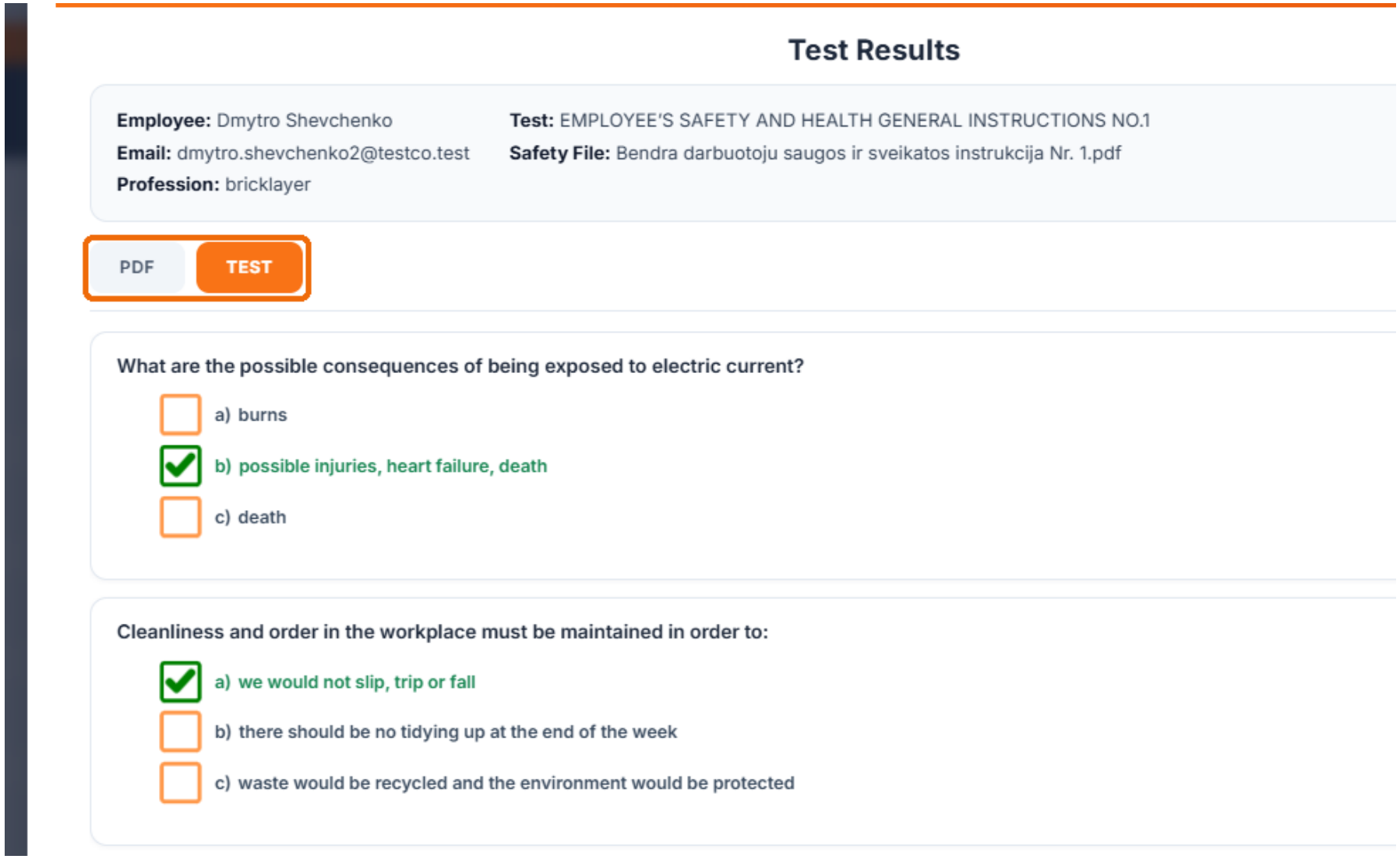
Test Results window



Test Results lists the employee, email and profession on the left and the test name and safety file on the right. Below are two tabs: PDF shows the signed document, and TEST shows the answers. Close the window with the x in the orange header.

Tests Reports

PDF and answers



Test Results

Employee: Dmytro Shevchenko
Email: dmytro.shevchenko2@testco.test
Profession: bricklayer

Test: EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1
Safety File: Bendra darbuotoju saugos ir sveikatos instrukcija Nr. 1.pdf

PDF TEST

What are the possible consequences of being exposed to electric current?

- [ ] a) burns
- [x] b) possible injuries, heart failure, death
- [ ] c) death

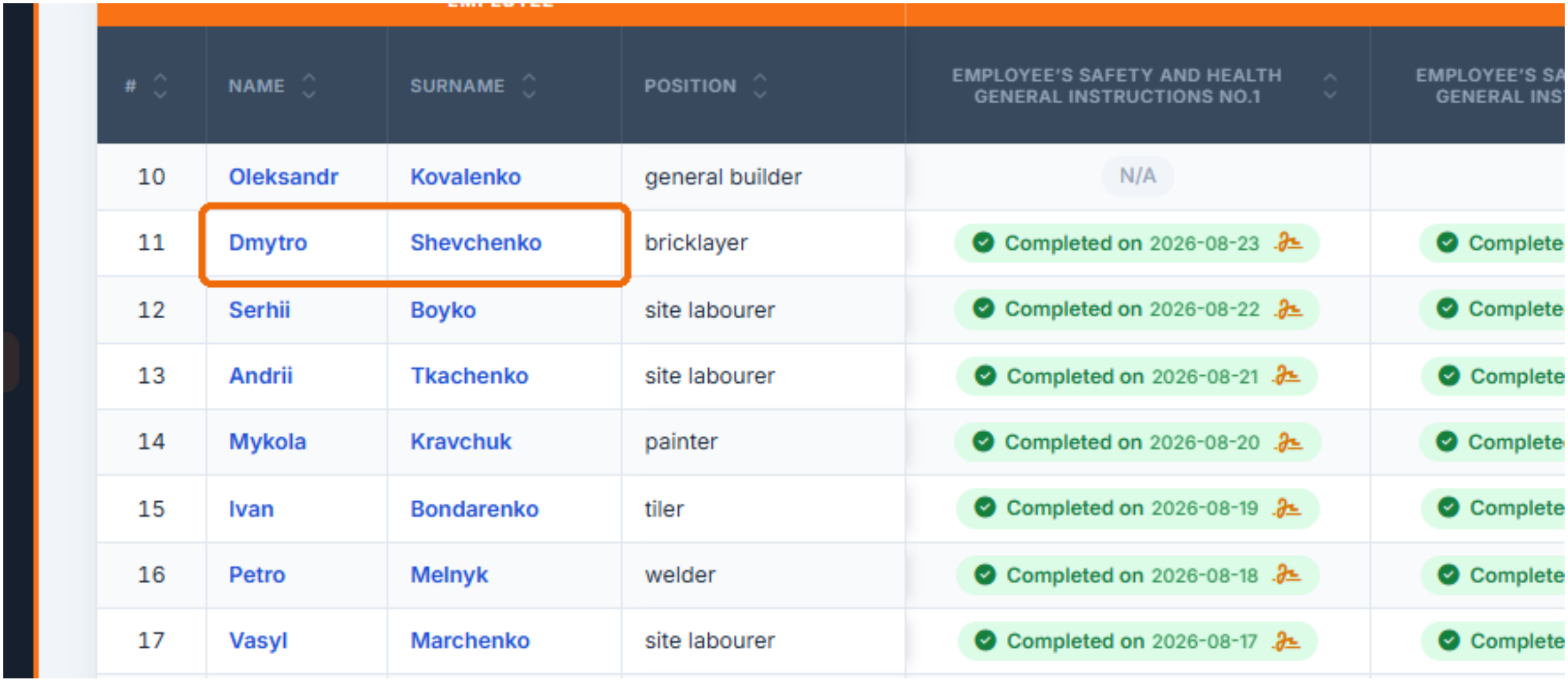
Cleanliness and order in the workplace must be maintained in order to:

- [x] a) we would not slip, trip or fall
- [ ] b) there should be no tidying up at the end of the week
- [ ] c) waste would be recycled and the environment would be protected

Press PDF to view the signed document, which can be downloaded or printed as proof. Press TEST to see every question of the test. The answers chosen by the worker are marked, and the correct answers are shown in green, so you can see exactly which questions were answered correctly.

Tests Reports

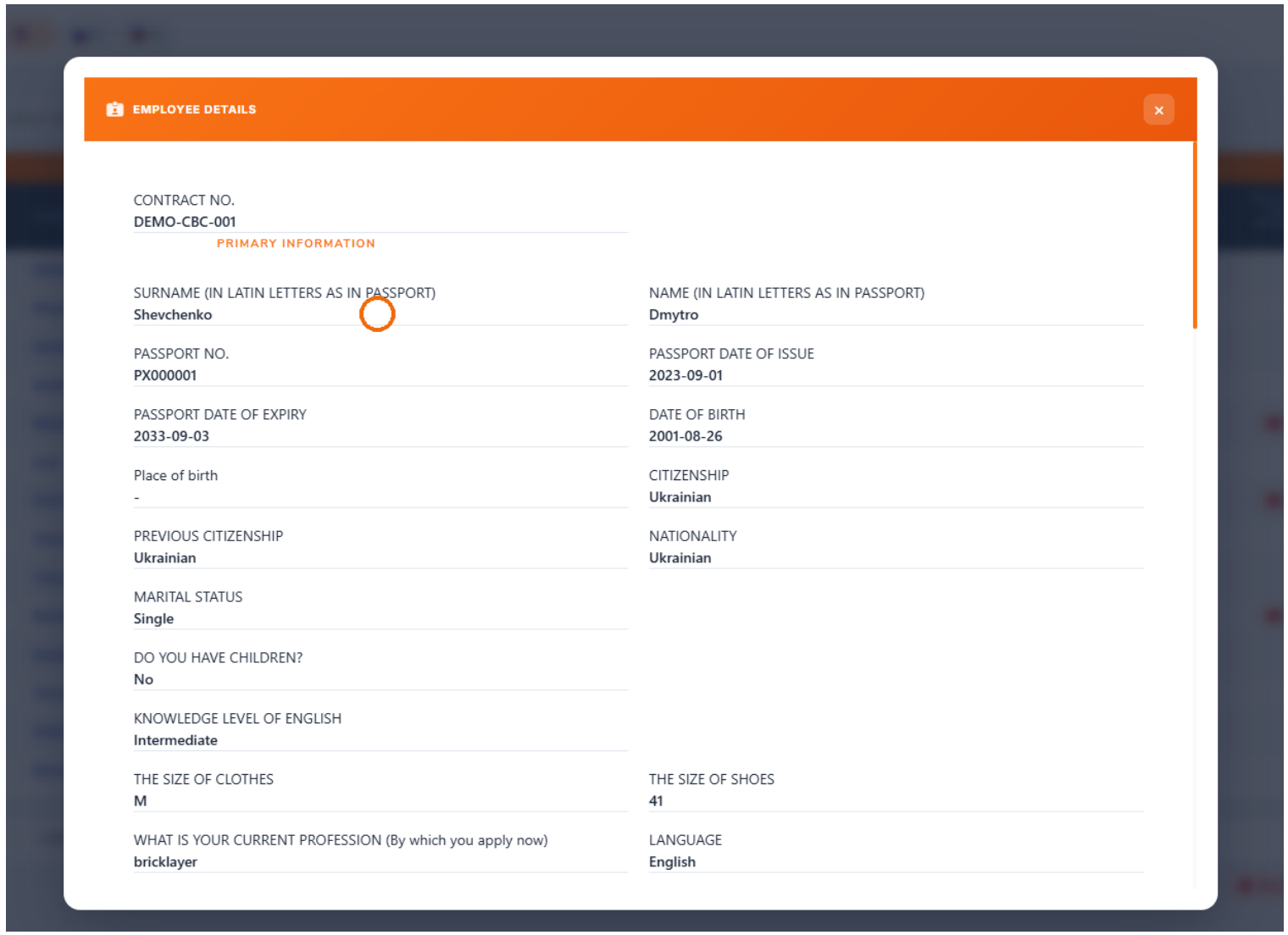
Open a person's card



The names and surnames in the table are links. Click one to open the Employee Details window for that person without leaving the report, for example to check the contract number or contact details of someone who still has outstanding documents.

Tests Reports

Employee Details



Employee Details shows the contract number and the primary information stored for the worker, such as names as in the passport, passport details, date of birth, citizenship, profession and language. Only filled fields are shown. Close the window with the x in the header to return to the report.

Tests Reports

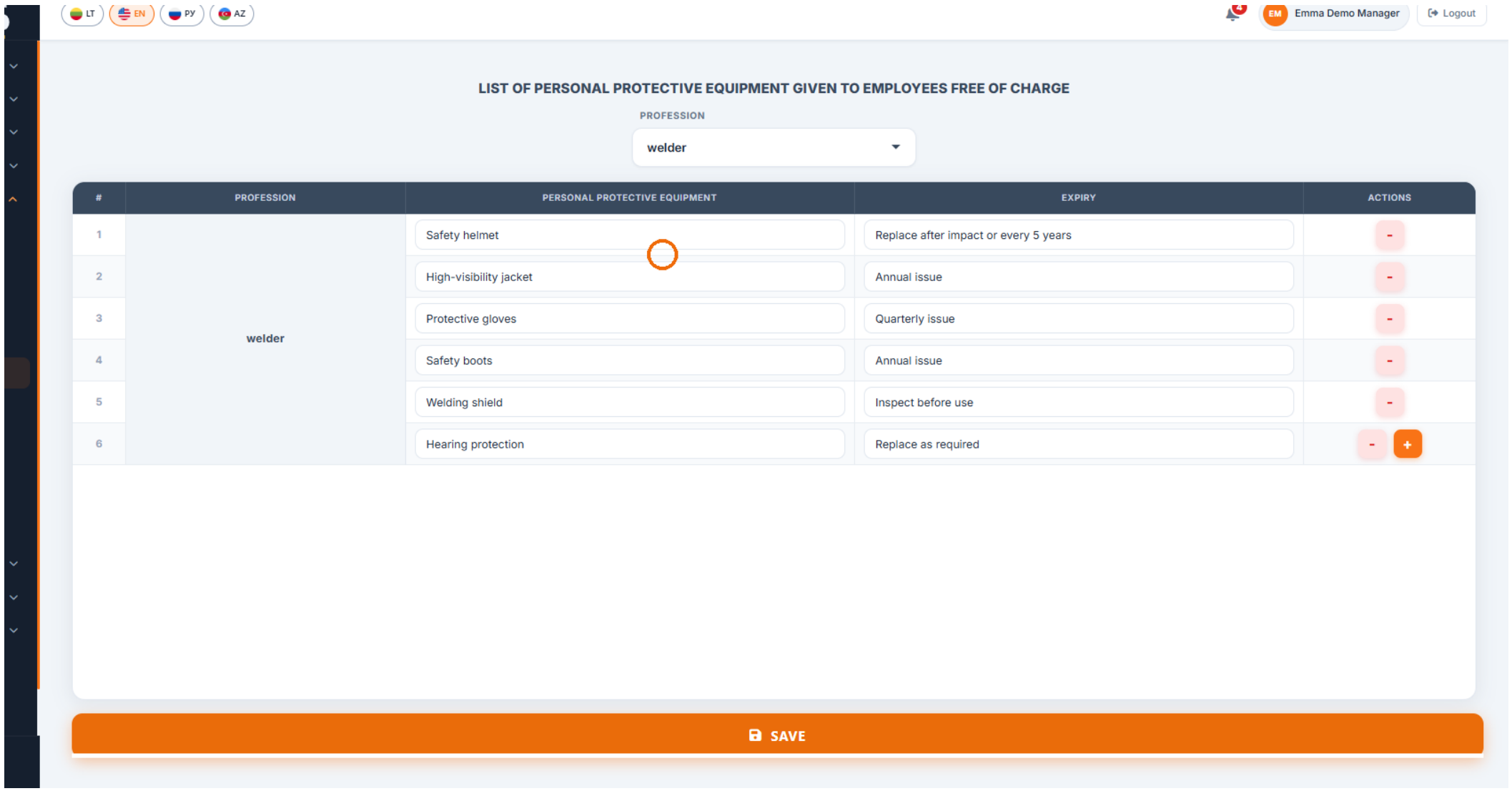
Export incomplete tasks



Press EXPORT INCOMPLETE TASKS to download an Excel file named MissingTasks with the date and time. It lists the people who still have documents or tests to complete, so you can send it to supervisors or use it to follow up. Document names in the file use the translations from the Translations menu.

Edit PPE Measures

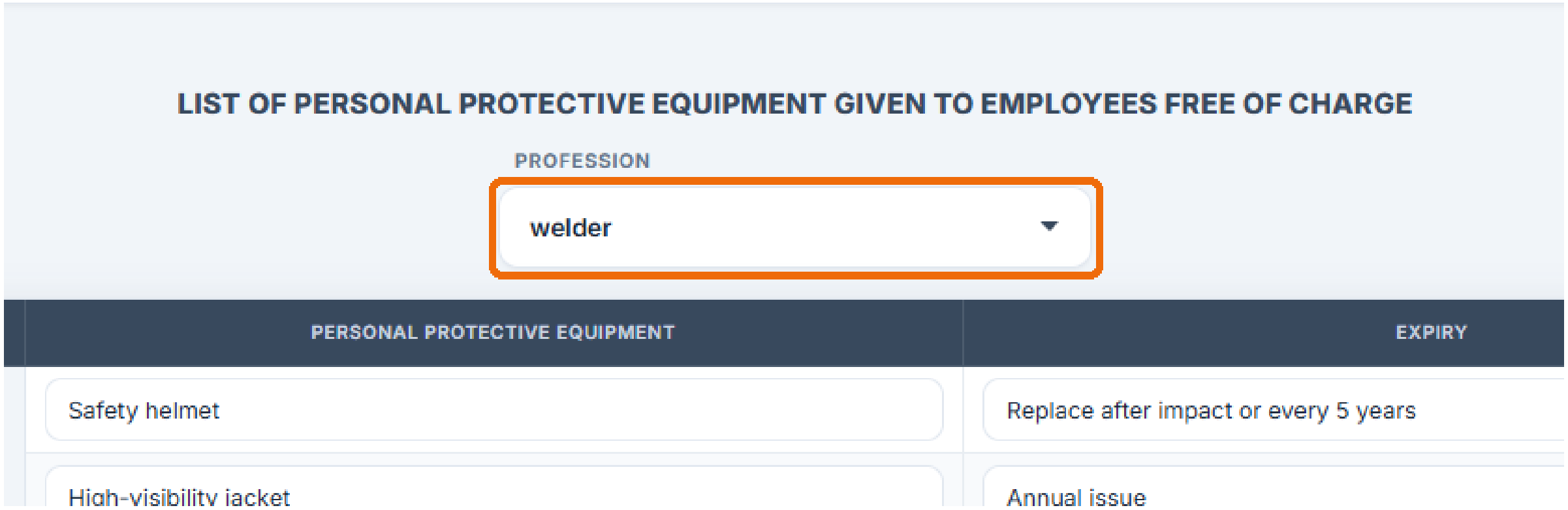
PPE list per profession



Open Safety > Edit PPE Measures. The page shows the List of personal protective equipment given to employees free of charge for one profession at a time. This list is the basis for the signed PPE measures document and for the items offered on the PPE Issuance Card.

Edit PPE Measures

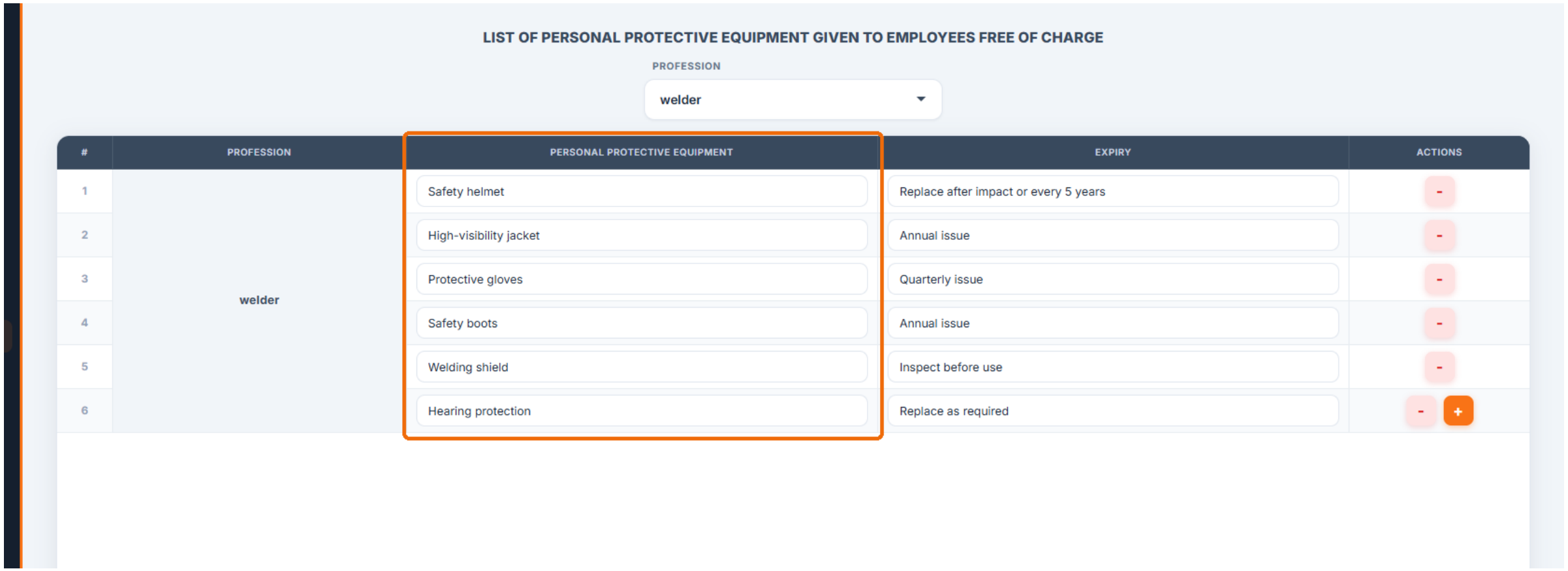
Choose the profession



Use the PROFESSION dropdown above the table. The table reloads with the equipment of the selected profession; here it is welder. The professions come from the list maintained in Safety Material & Professions.

Edit PPE Measures

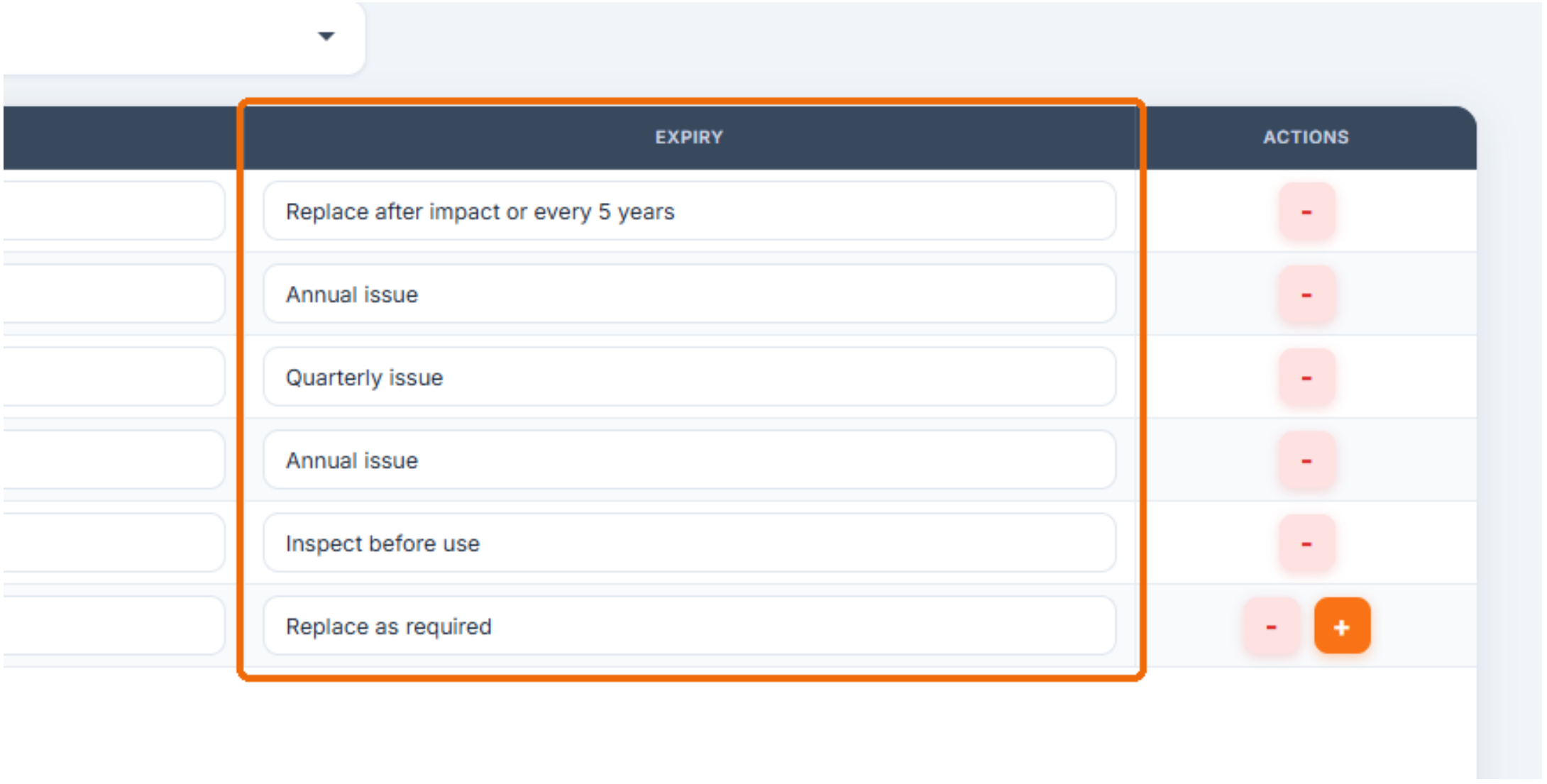
Protective equipment



Every row names one item in the PERSONAL PROTECTIVE EQUIPMENT column, for example safety helmet, high-visibility jacket, protective gloves, safety boots, welding shield and hearing protection. Change a name by typing directly in its field.

Edit PPE Measures

Replacement terms



The EXPIRY column describes the wear period or replacement rule of each item, for example Annual issue, Quarterly issue, Inspect before use or Replace after impact or every 5 years. These terms appear on the documents workers sign and help the office plan when to issue new equipment.

Edit PPE Measures

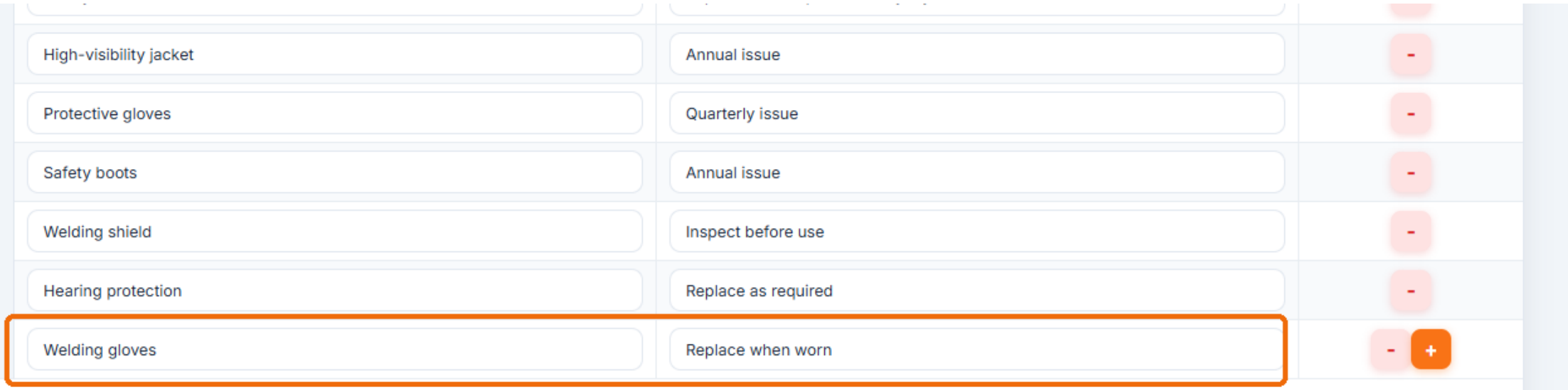
Add an item

High-visibility jacket	Annual issue	-
Protective gloves	Quarterly issue	-
Safety boots	Annual issue	-
Welding shield	Inspect before use	-
Hearing protection	Replace as required	-
Welding gloves	Replace when worn	- +

The orange + button in the ACTIONS column of the last row adds a new empty row below it. Add as many items as the profession needs. A new row is not stored until you press SAVE, so reloading the page without saving discards it.

Edit PPE Measures

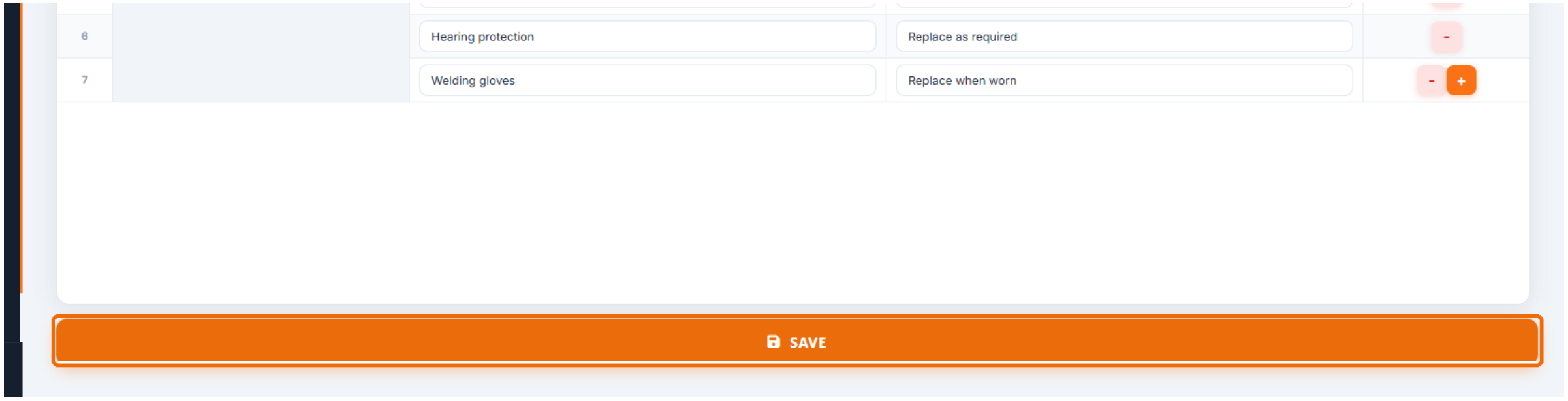
Fill in the new row



Enter the name of the equipment in the new row, here Welding gloves, and its term in EXPIRY, here Replace when worn. Write the names in one language; other languages can be added in the Translations menu.

Edit PPE Measures

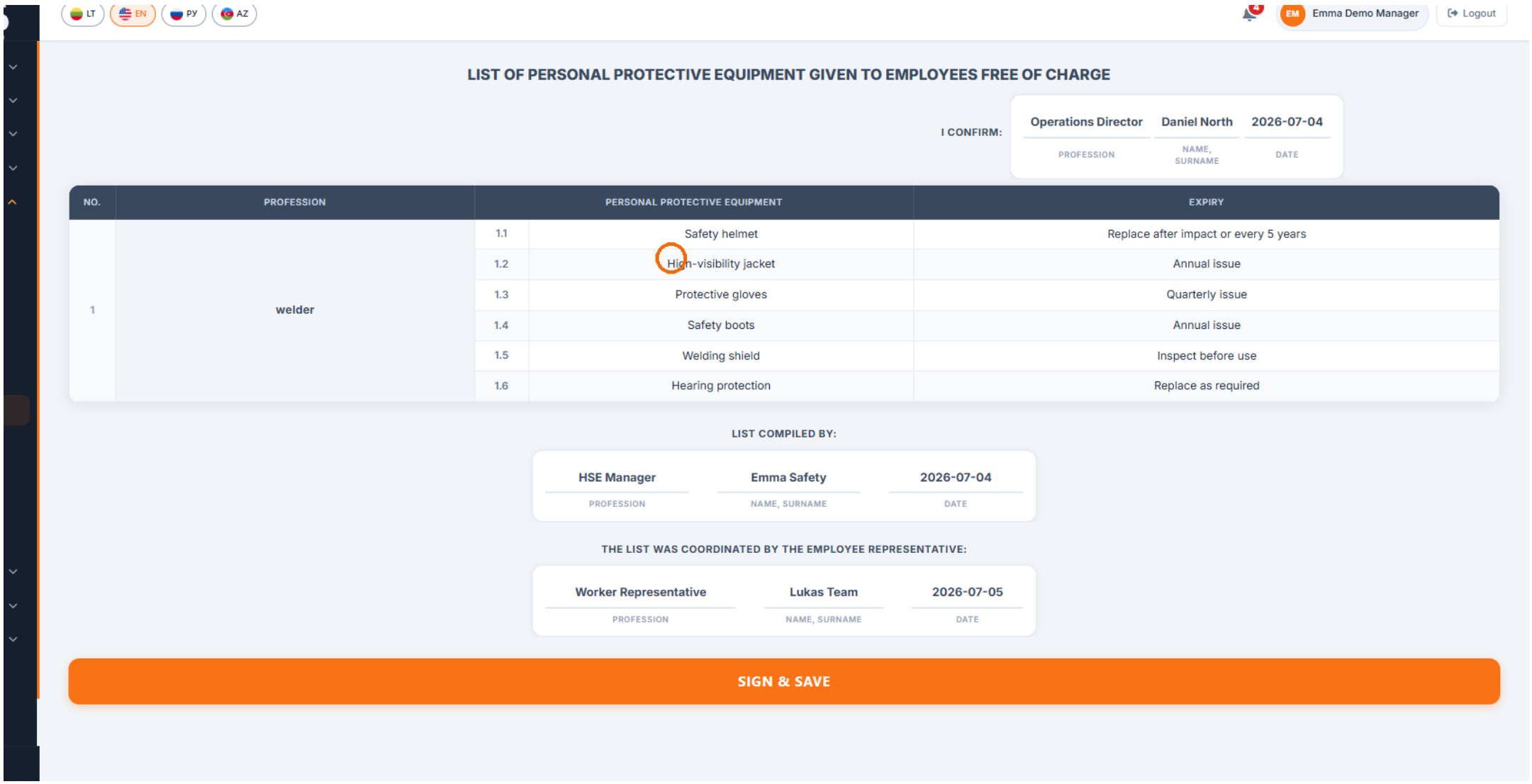
Save the list



Press SAVE at the bottom of the page to store all changes for the selected profession. The updated list is then used in Sign PPE Measures and in the PPE choices of the PPE Issuance Card. Switch the profession to edit the next list.

Sign PPE Measures

The PPE list to approve



Open Safety > Sign PPE Measures. The page shows the List of personal protective equipment given to employees free of charge, built from Edit PPE Measures. Three people approve it: the director at the top (I confirm), the person who compiled the list and the employee representative who coordinated it, at the bottom.

Sign PPE Measures

Equipment per profession



LIST OF PERSONAL PROTECTIVE EQUIPMENT GIVEN TO EMPLOYEES FREE OF CHARGE

I CONFIRM:

Operations Director	Daniel North	2026-07-04
PROFESSION	NAME, SURNAME	DATE

NO.	PROFESSION		PERSONAL PROTECTIVE EQUIPMENT	EXPIRY
1	welder	1.1	Safety helmet	Replace after impact or every 5 years
		1.2	High-visibility jacket	Annual issue
		1.3	Protective gloves	Quarterly issue
		1.4	Safety boots	Annual issue
		1.5	Welding shield	Inspect before use
		1.6	Hearing protection	Replace as required

LIST COMPILED BY:

HSE Manager	Emma Safety	2026-07-04
PROFESSION	NAME, SURNAME	DATE

THE LIST WAS COORDINATED BY THE EMPLOYEE REPRESENTATIVE:

The table lists each profession with its items numbered 1.1, 1.2 and so on, the equipment name and the EXPIRY term. It is read-only here. To change the items or terms, use Edit PPE Measures first, then sign the updated list.

Sign PPE Measures

I confirm: the director

MENT GIVEN TO EMPLOYEES FREE OF CHARGE

I CONFIRM:

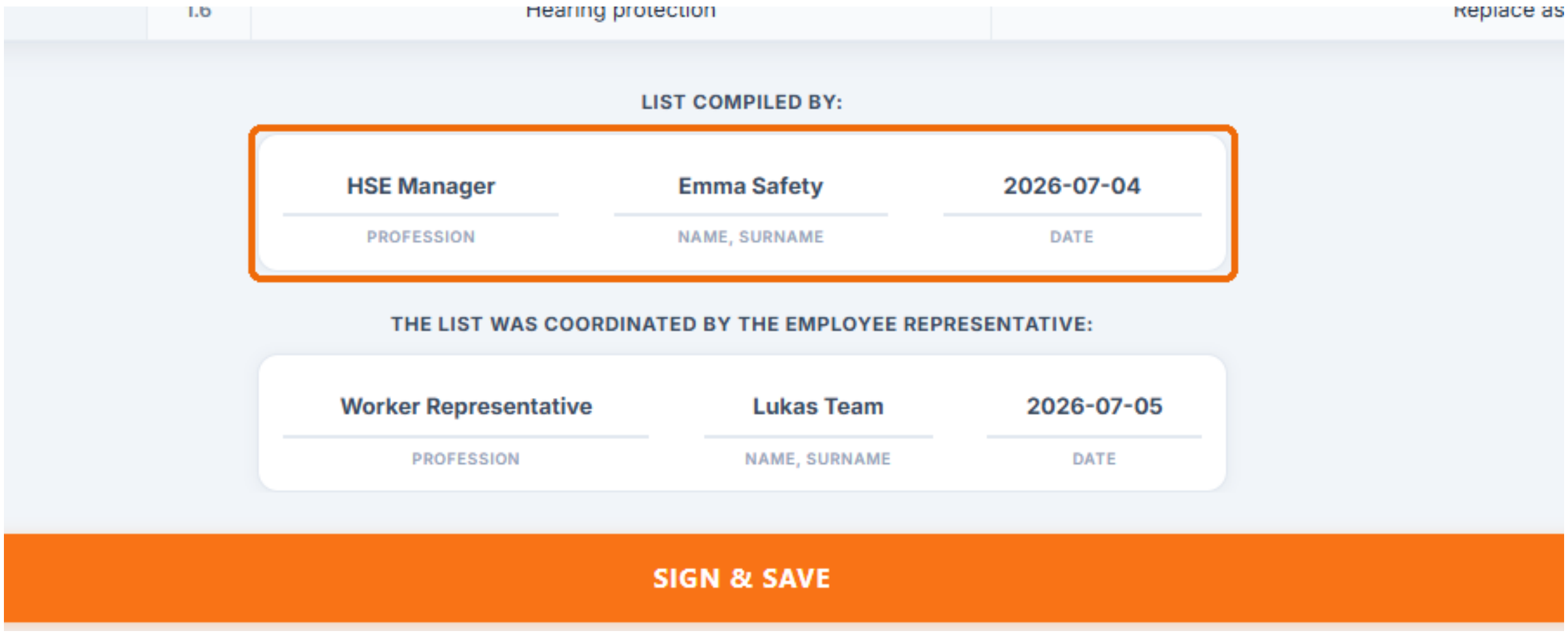
Operations Director	Daniel North	2026-07-04
PROFESSION	NAME, SURNAME	DATE

ENT	EXPIRY
	Replace after impact or every 5 years

The I CONFIRM block at the top right is filled when a user with the Director role signs. It shows the director's position, name and surname, and the signing date, taken from the director's own profile. In this example it was signed by the Operations Director on 2026-07-04.

Sign PPE Measures

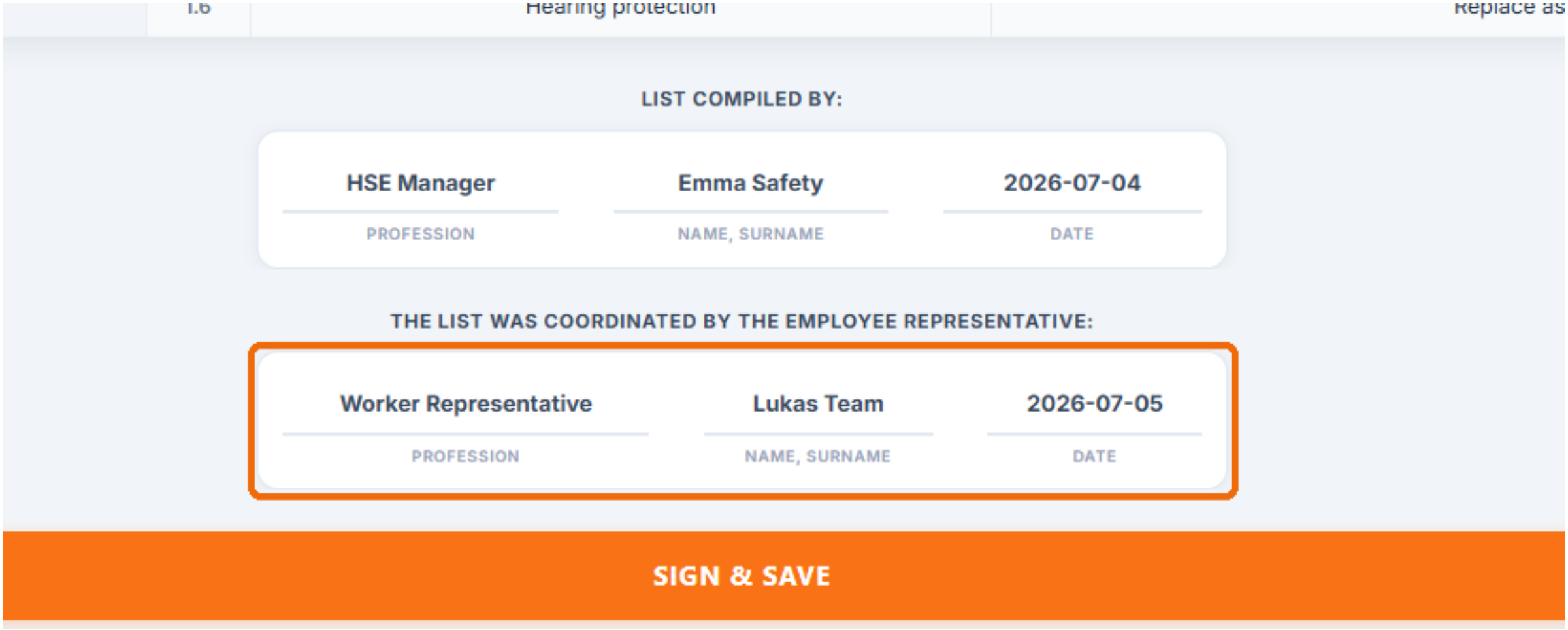
List compiled by



LIST COMPILED BY is filled when a user with the Safety role signs, normally the health and safety specialist who prepared the list. The position, name and date are added automatically, so nothing has to be typed.

Sign PPE Measures

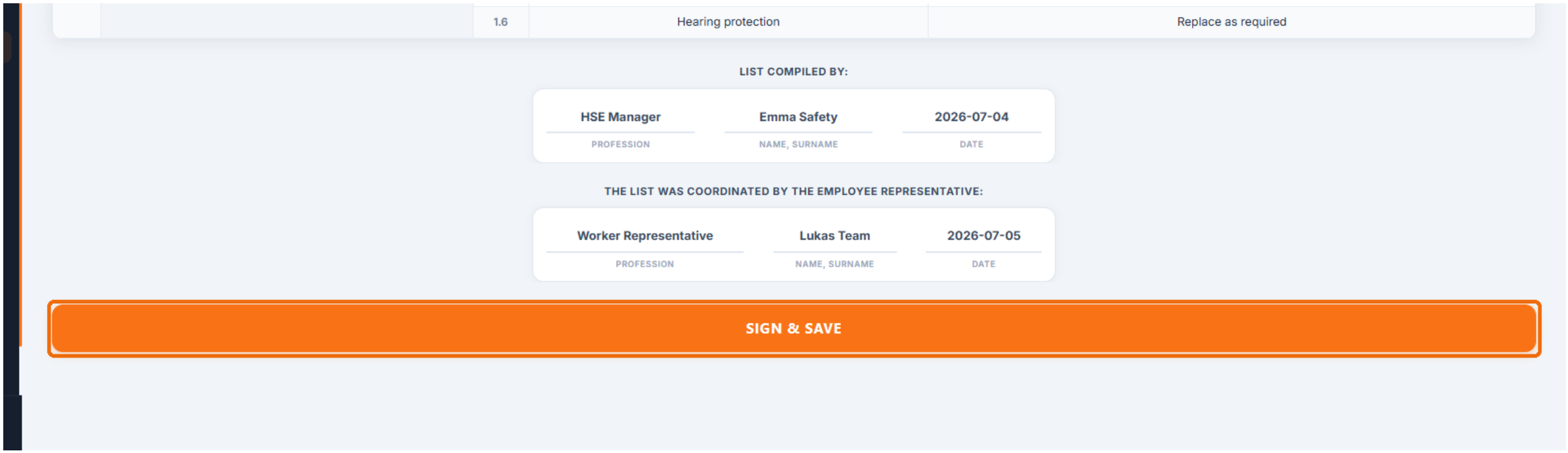
Employee representative



THE LIST WAS COORDINATED BY THE EMPLOYEE REPRESENTATIVE is filled when the employee representative signs. In EMS this is the user whose role is HR Coordinator. Like the other blocks it shows position, name, surname and date.

Sign PPE Measures

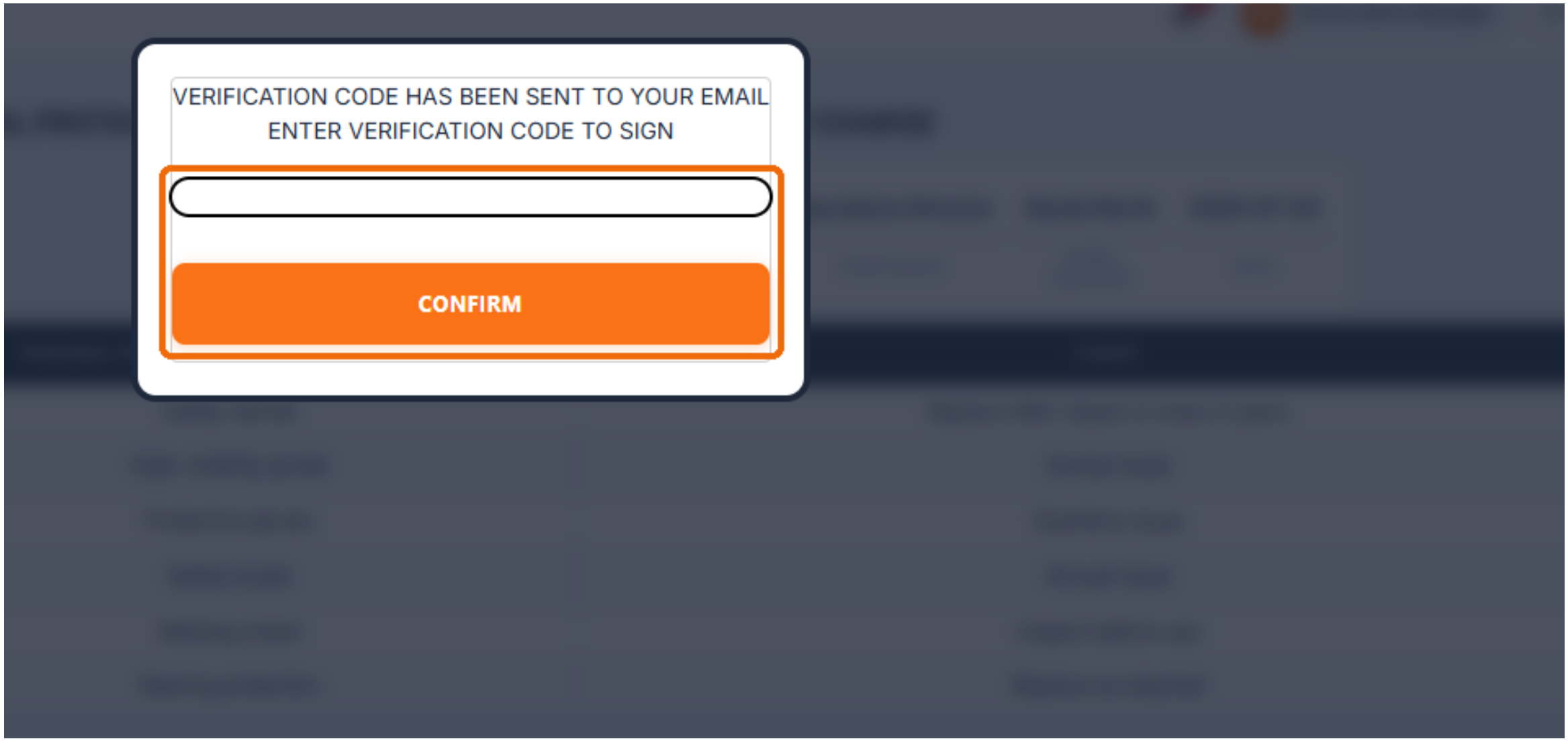
Sign & save



Each of the three people opens Sign PPE Measures under their own login and presses SIGN & SAVE. The app knows from the role which block to fill. Signing again later replaces that person's previous signature and date, for example after the list was updated.

Sign PPE Measures

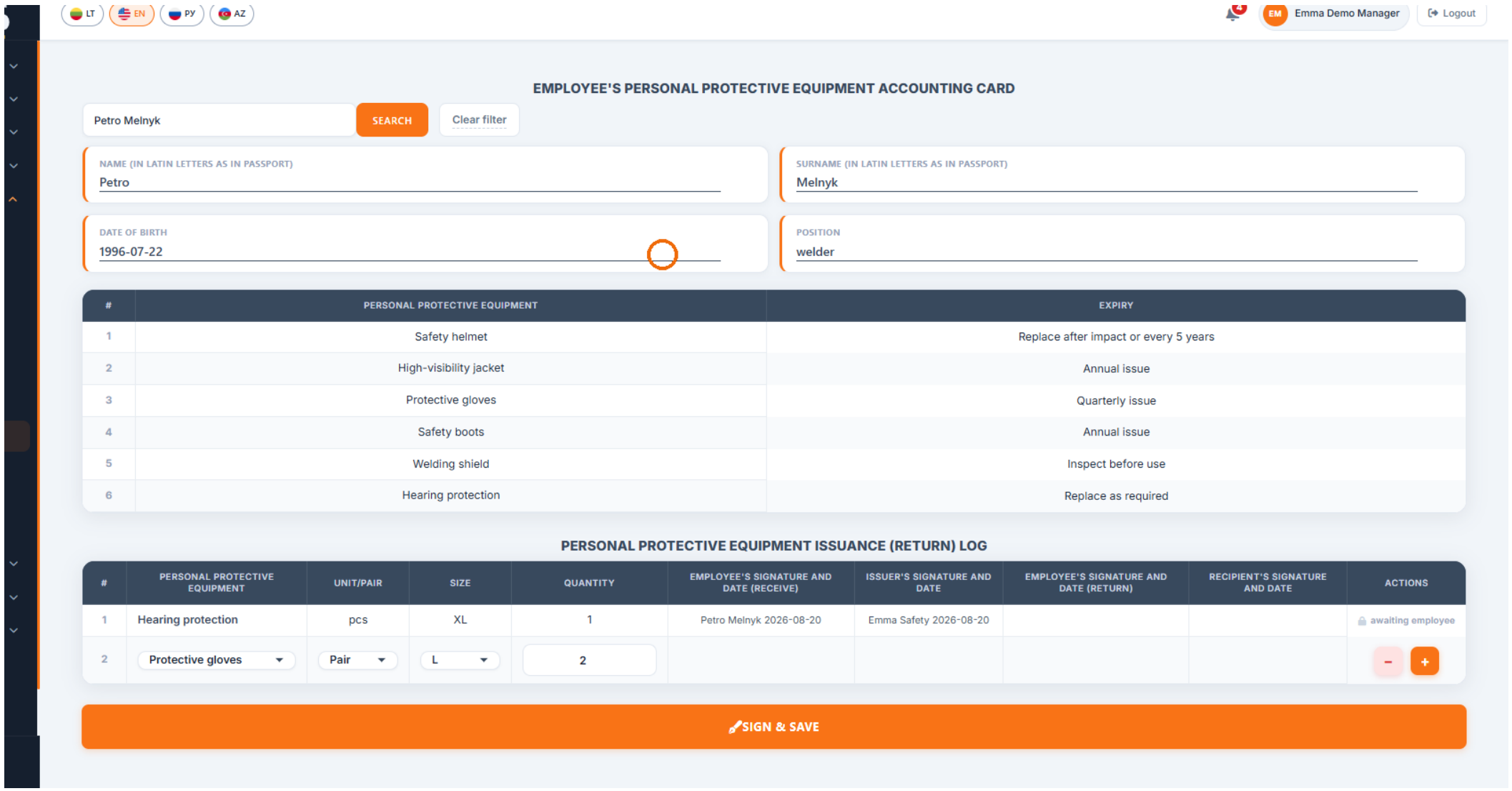
Confirm with a code



After SIGN & SAVE a six-digit verification code is sent to the signer's email. Enter it in the window and press CONFIRM. The code is valid for 10 minutes; if it expires, press SIGN & SAVE again to get a new one. The signature is stored only after a correct code is confirmed.

PPE Issuance Card

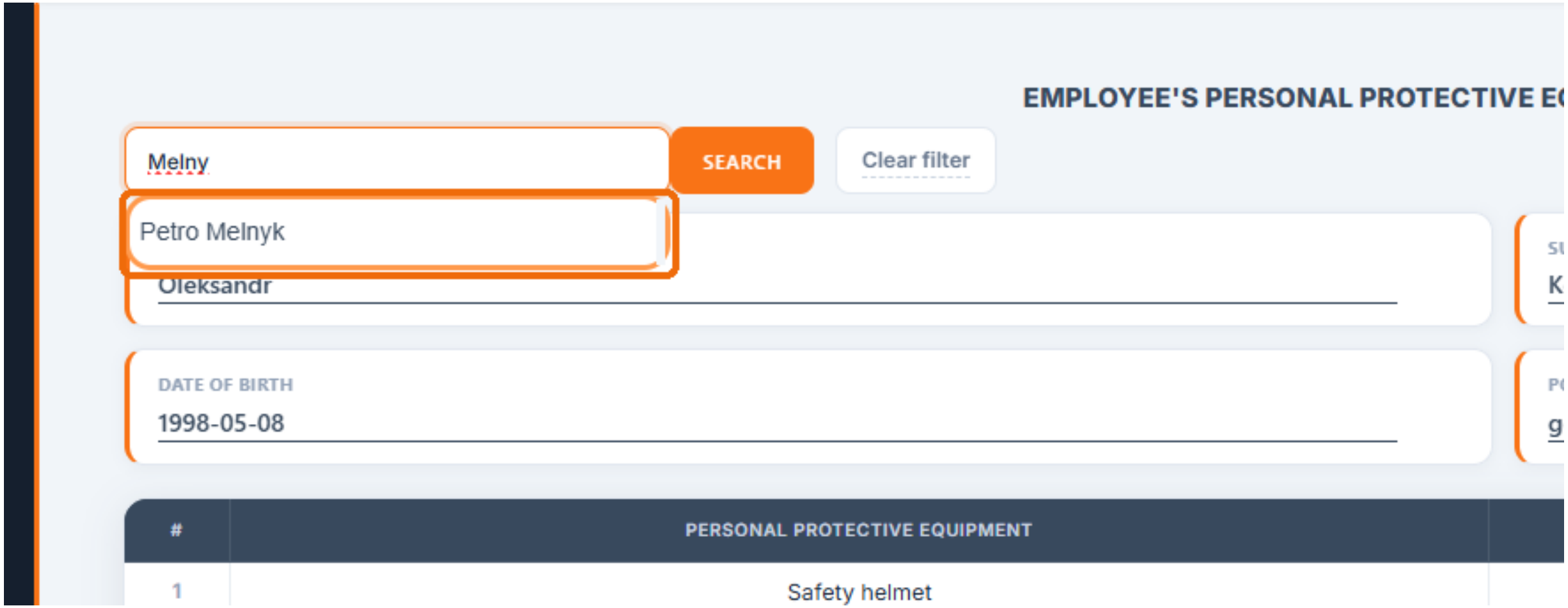
One card per worker



Open Safety > PPE Issuance Card. The Employee's Personal Protective Equipment Accounting Card shows the worker's details at the top, the protective equipment their profession is entitled to in the middle, and the Issuance (Return) Log at the bottom, where every issued item is recorded with signatures.

PPE Issuance Card

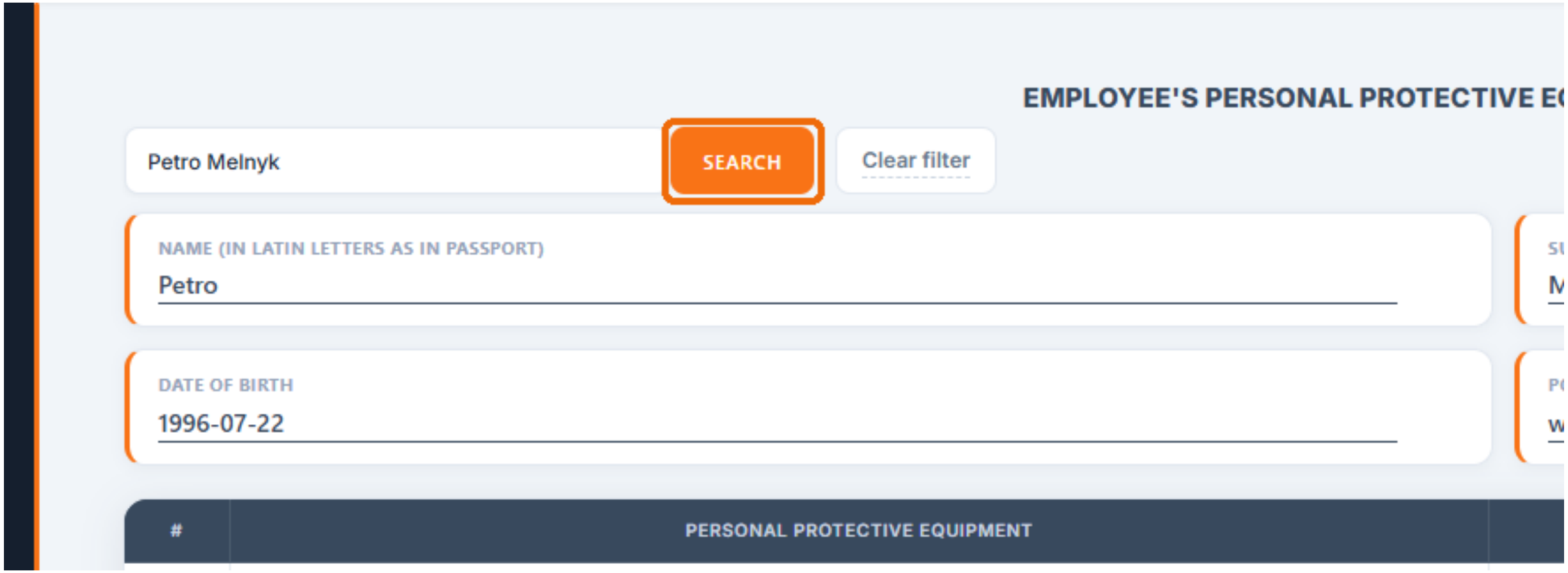
Find the worker



Click the search field and start typing the worker's name or surname. Matching workers appear in a list below the field after a few letters. Click the right person to put the full name in the field.

PPE Issuance Card

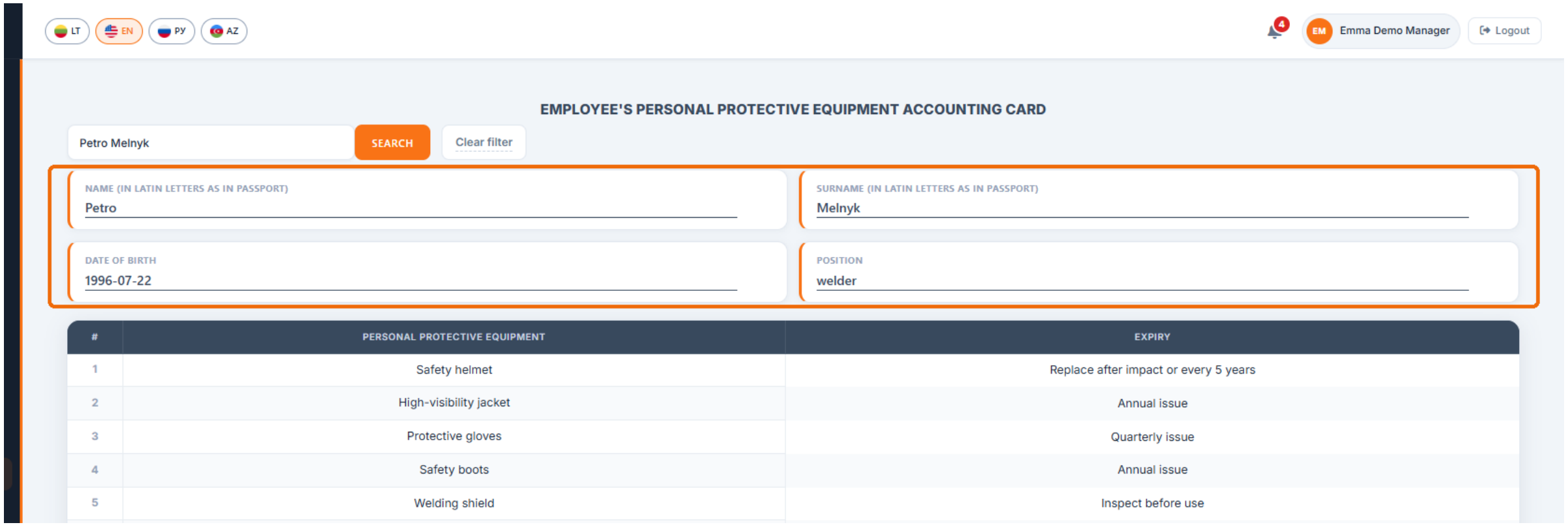
Open the card



Press SEARCH to load the selected worker's card. The name stays in the address bar, so the card can be bookmarked or reopened. Clear filter empties the search so you can look up another worker.

PPE Issuance Card

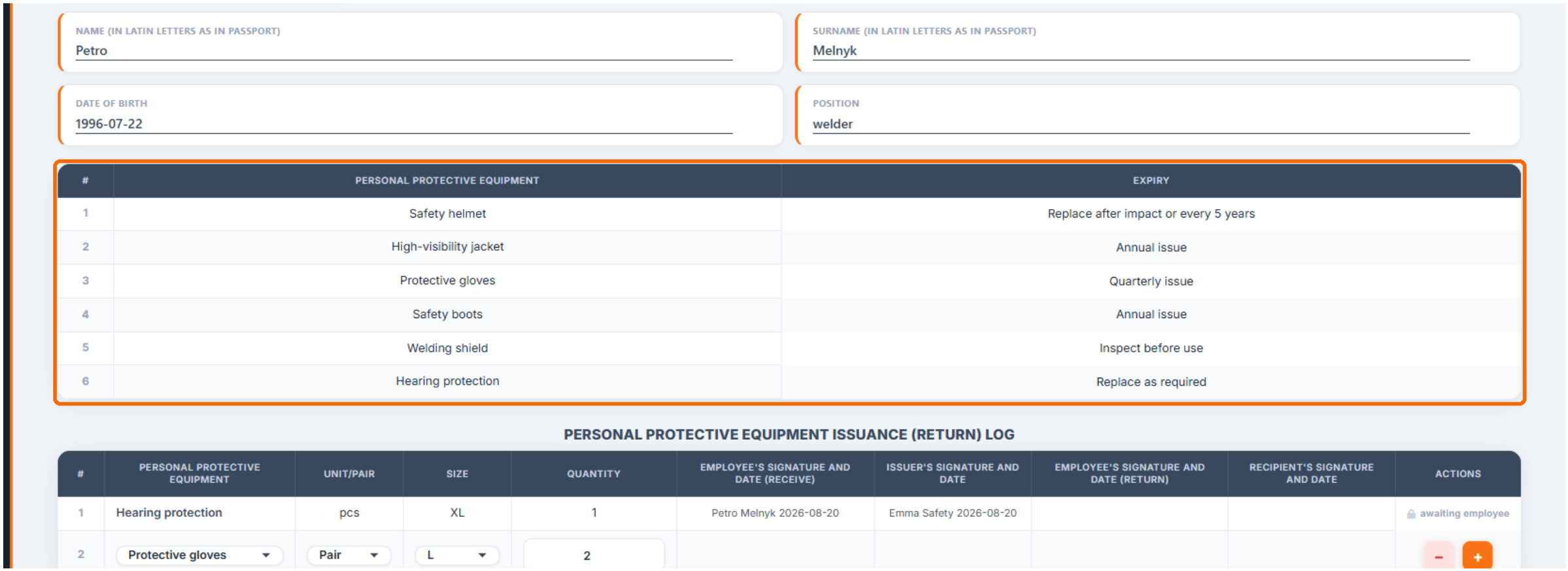
Worker details



Check that the right person is loaded: name and surname in Latin letters as in the passport, date of birth and position. The position decides which protective equipment the worker is entitled to.

PPE Issuance Card

Entitled equipment



NAME (IN LATIN LETTERS AS IN PASSPORT): Petro

SURNAME (IN LATIN LETTERS AS IN PASSPORT): Melnyk

DATE OF BIRTH: 1996-07-22

POSITION: welder

#	PERSONAL PROTECTIVE EQUIPMENT	EXPIRY
1	Safety helmet	Replace after impact or every 5 years
2	High-visibility jacket	Annual issue
3	Protective gloves	Quarterly issue
4	Safety boots	Annual issue
5	Welding shield	Inspect before use
6	Hearing protection	Replace as required

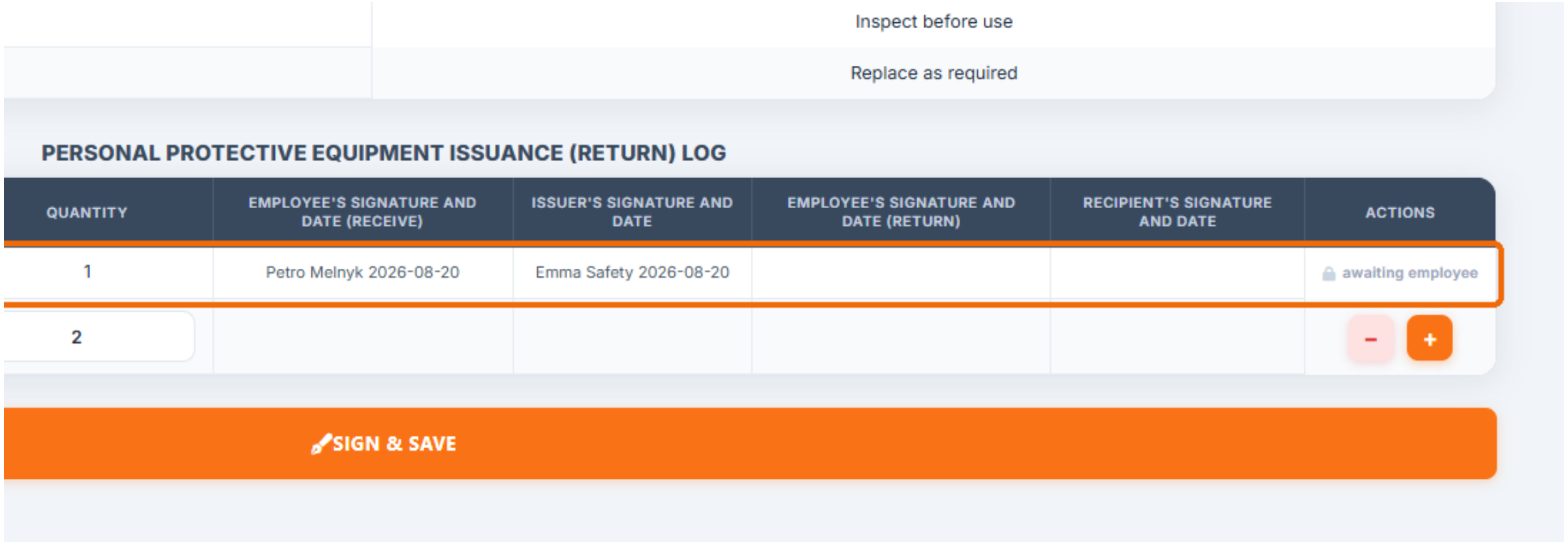
PERSONAL PROTECTIVE EQUIPMENT ISSUANCE (RETURN) LOG

#	PERSONAL PROTECTIVE EQUIPMENT	UNIT/PAIR	SIZE	QUANTITY	EMPLOYEE'S SIGNATURE AND DATE (RECEIVE)	ISSUER'S SIGNATURE AND DATE	EMPLOYEE'S SIGNATURE AND DATE (RETURN)	RECIPIENT'S SIGNATURE AND DATE	ACTIONS
1	Hearing protection	pcs	XL	1	Petro Melnyk 2026-08-20	Emma Safety 2026-08-20			awaiting employee
2	Protective gloves	Pair	L	2					− +

The middle table comes from Edit PPE Measures for the worker's profession: every item the worker should receive free of charge, with its EXPIRY term. Here the welder is entitled to a safety helmet, high-visibility jacket, protective gloves, safety boots, welding shield and hearing protection.

PPE Issuance Card

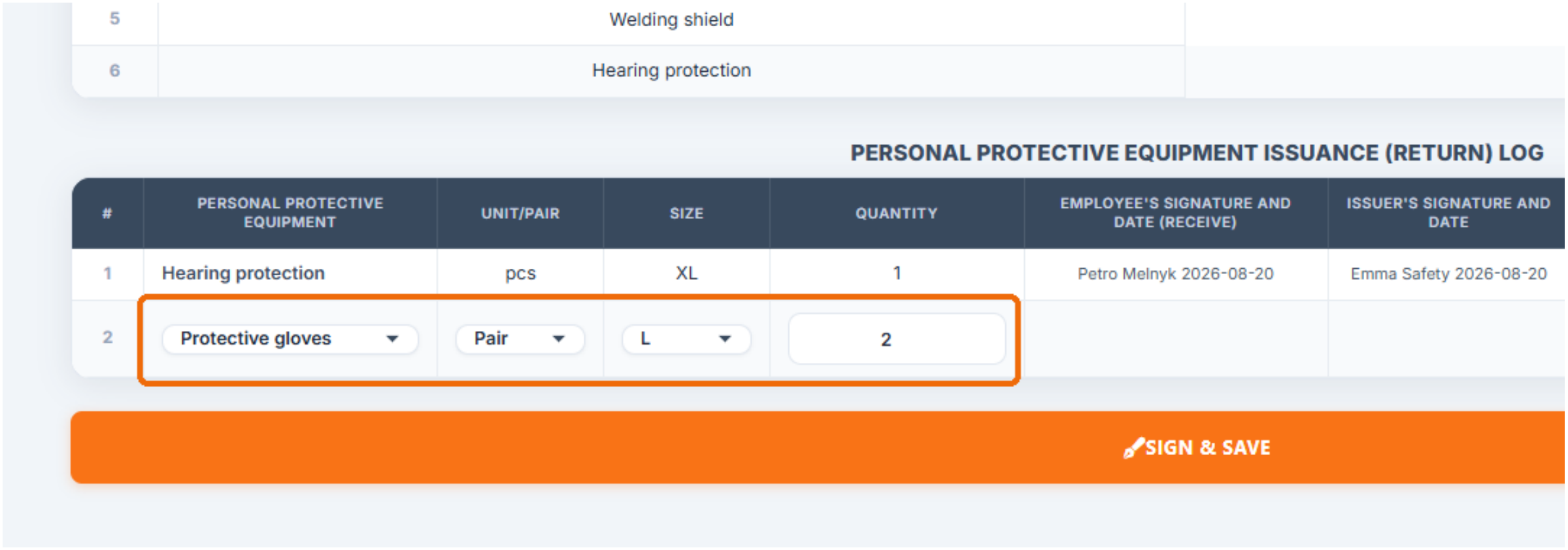
Issuance log



Each row of the Issuance (Return) Log is one issued item: equipment, unit or pair, size and quantity, then the employee's signature and date on receipt, the issuer's signature and date, and the signatures when the item is returned. Awaiting employee means the item is waiting for the worker to confirm receipt and, later, the return in My PPE.

PPE Issuance Card

Record a new item



Use the last row to record a new issue. Choose the item in PERSONAL PROTECTIVE EQUIPMENT (only items from the profession's list are offered), then Unit or Pair, the SIZE and the QUANTITY. In this example two pairs of protective gloves in size L are being issued.

PPE Issuance Card

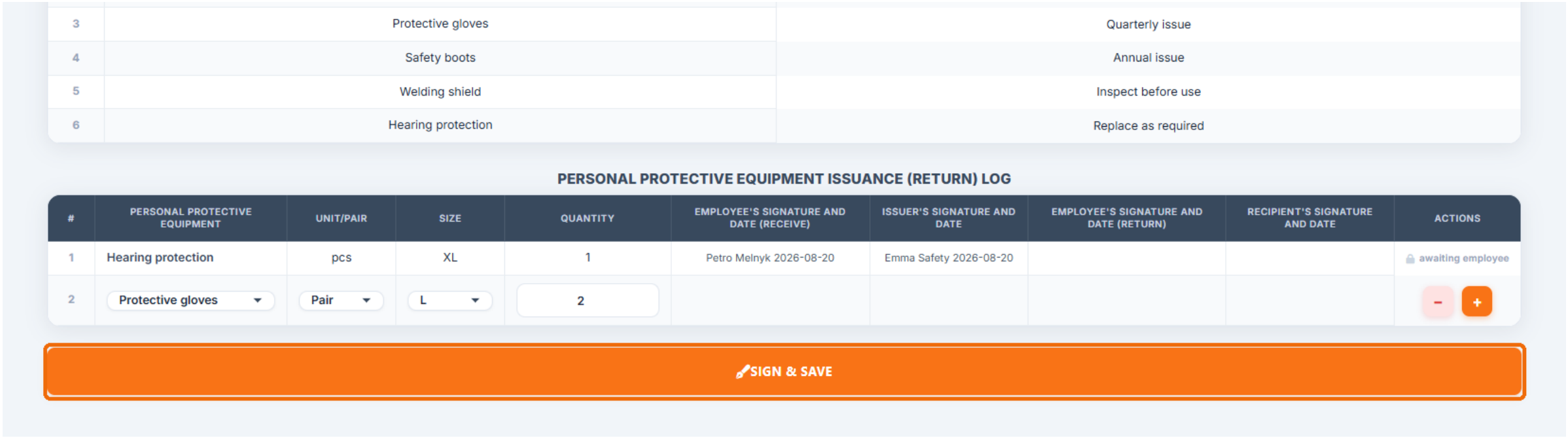
Add more rows



The orange + in the ACTIONS column adds a new empty row, so several items can be recorded in one go. The red minus removes an unsaved row. Rows that are already signed cannot be changed here.

PPE Issuance Card

Sign & save



3	Protective gloves	Quarterly issue
4	Safety boots	Annual issue
5	Welding shield	Inspect before use
6	Hearing protection	Replace as required

PERSONAL PROTECTIVE EQUIPMENT ISSUANCE (RETURN) LOG

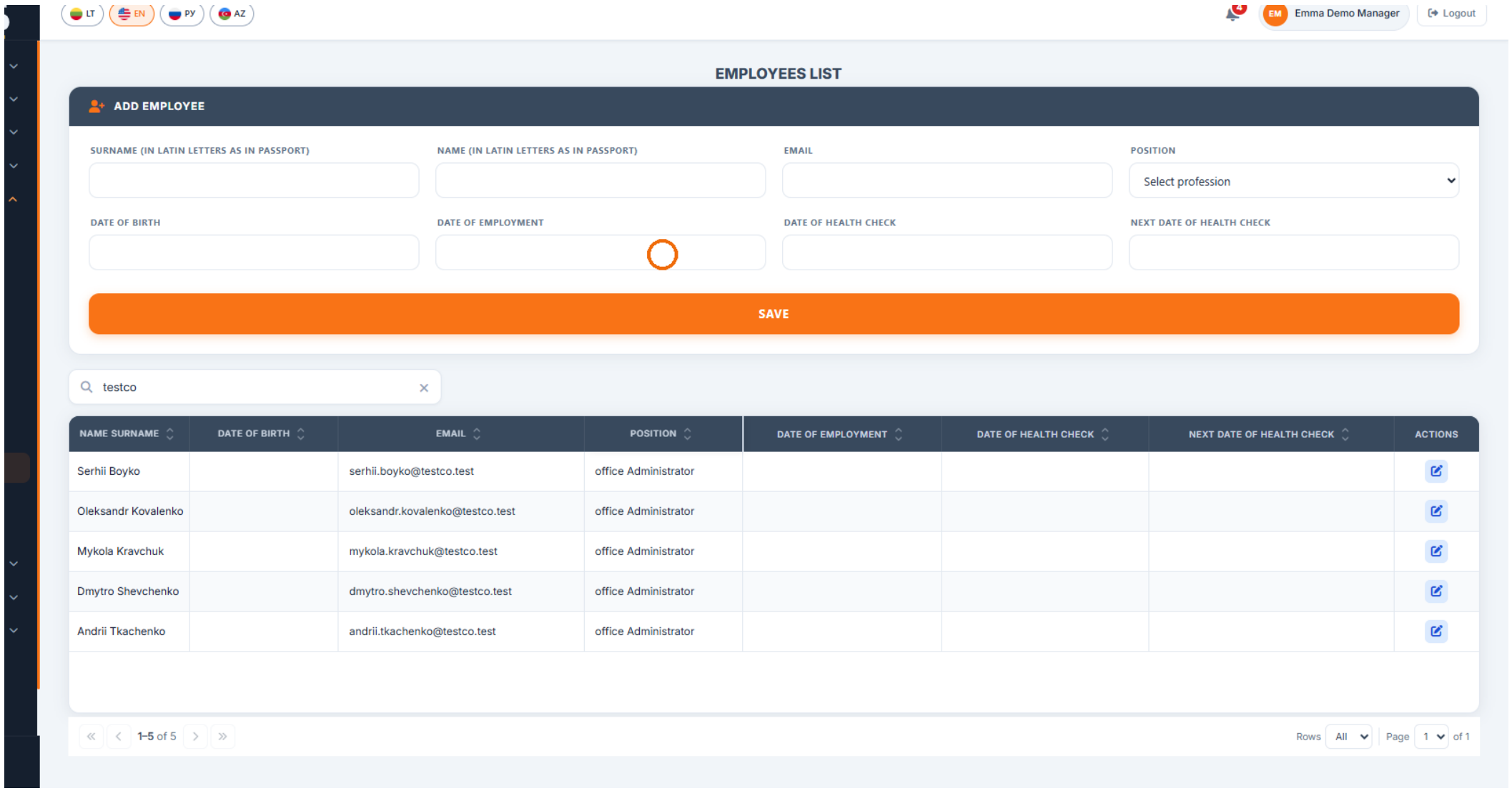
#	PERSONAL PROTECTIVE EQUIPMENT	UNIT/PAIR	SIZE	QUANTITY	EMPLOYEE'S SIGNATURE AND DATE (RECEIVE)	ISSUER'S SIGNATURE AND DATE	EMPLOYEE'S SIGNATURE AND DATE (RETURN)	RECIPIENT'S SIGNATURE AND DATE	ACTIONS
1	Hearing protection	pcs	XL	1	Petro Melnyk 2026-08-20	Emma Safety 2026-08-20			awaiting employee
2	Protective gloves	Pair	L	2					− +

SIGN & SAVE

Press SIGN & SAVE to store the new rows with your signature and date as the issuer. The worker then confirms receipt in My PPE, which fills the employee's signature column. When the item comes back, the return is signed the same way, so the card always shows what the worker holds.

Add Worker

For corrections only



Important: new people are created with the Create User page (Grant / create login), which makes the login and the profile together. Use Safety > Add Worker only when something went wrong, for example a person has a login but cannot be found in the lists, or their profile record is missing. It is also the place to add missing details such as position, employment date and health check dates.

Add Worker

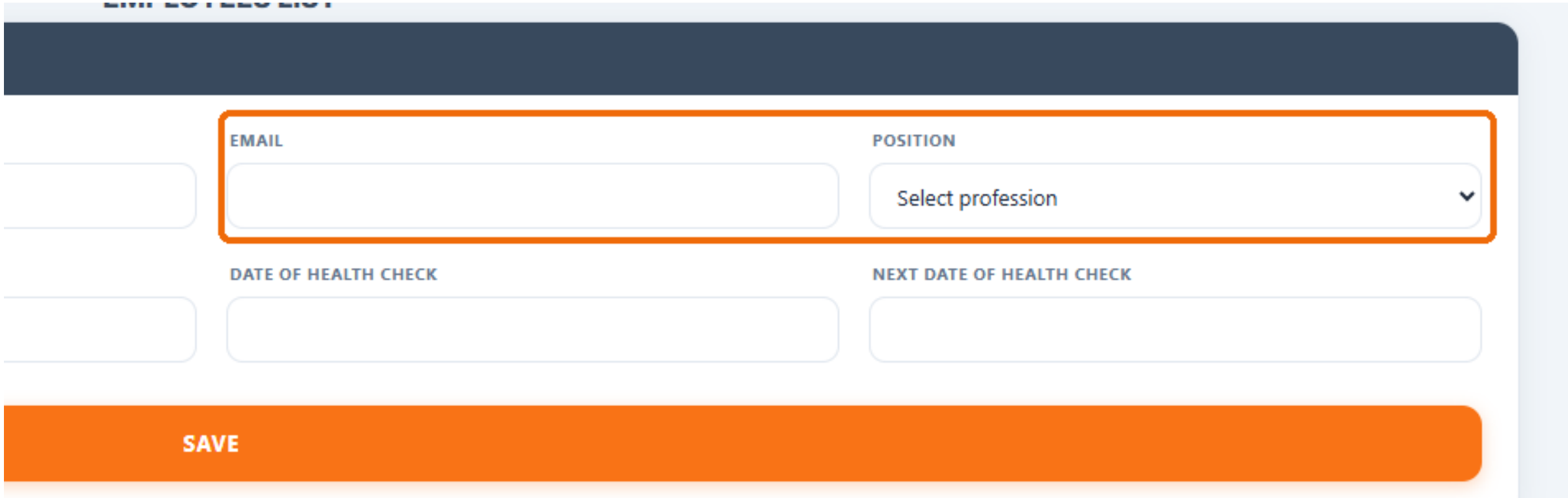
Name as in the passport



The ADD EMPLOYEE form starts with SURNAME and NAME, both in Latin letters exactly as written in the passport. These names are used in the safety reports, on the PPE cards and on every signed document, so check the spelling carefully.

Add Worker

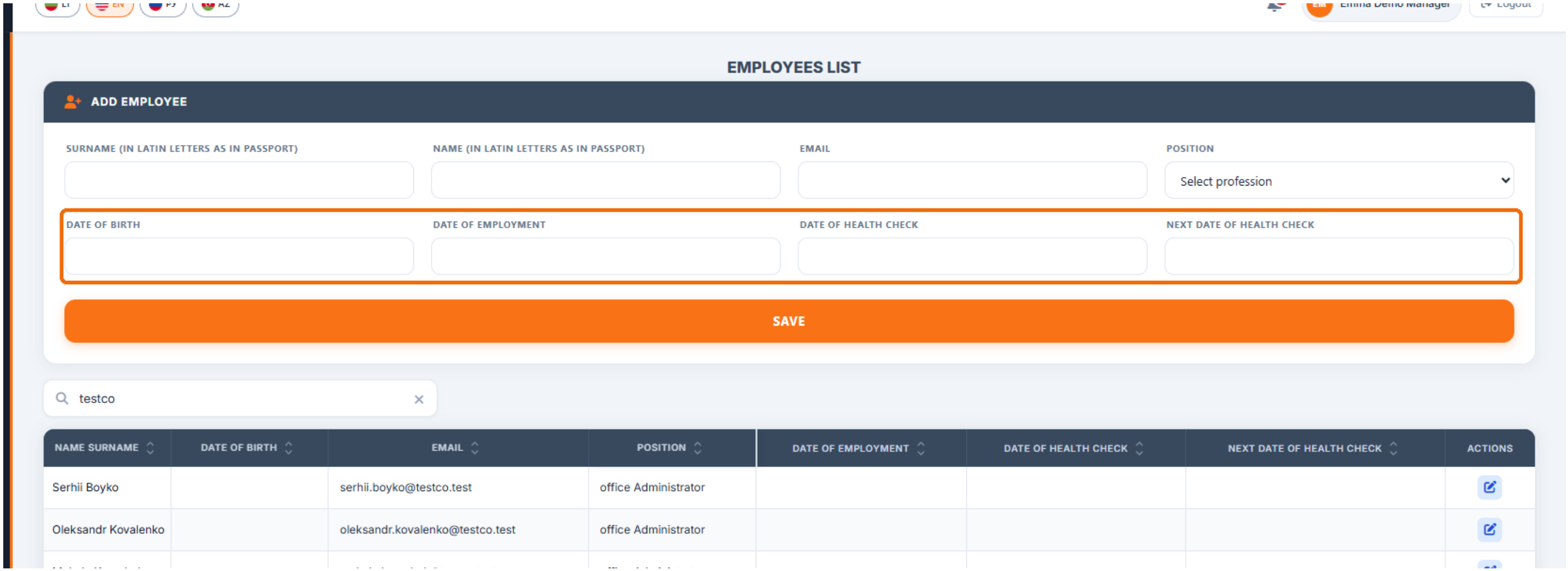
Email and position



EMAIL must be the same address the person uses to log in, so the record links to the right account. POSITION is chosen from the profession list. The position decides which safety documents, tests and PPE the person is assigned, so pick it even for office staff.

Add Worker

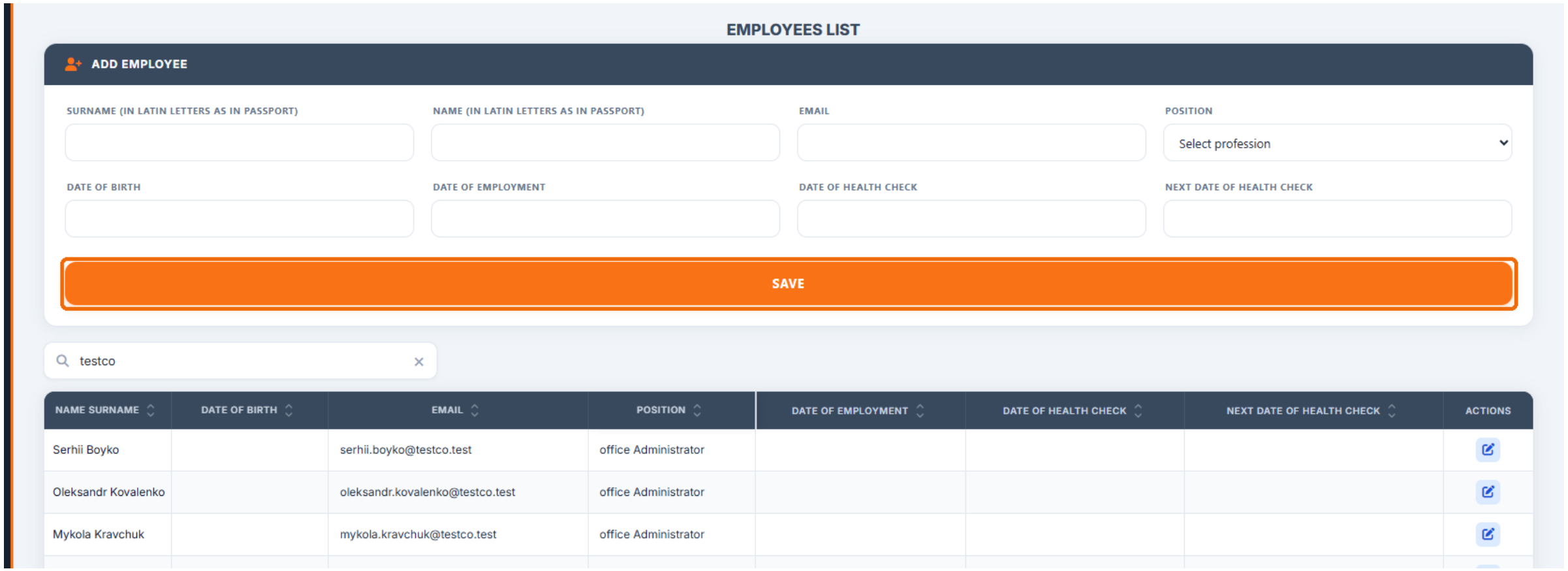
Dates and health checks



The second row holds DATE OF BIRTH, DATE OF EMPLOYMENT, DATE OF HEALTH CHECK and NEXT DATE OF HEALTH CHECK. Keeping the health check dates up to date shows at a glance in the list below when each person is due for the next check.

Add Worker

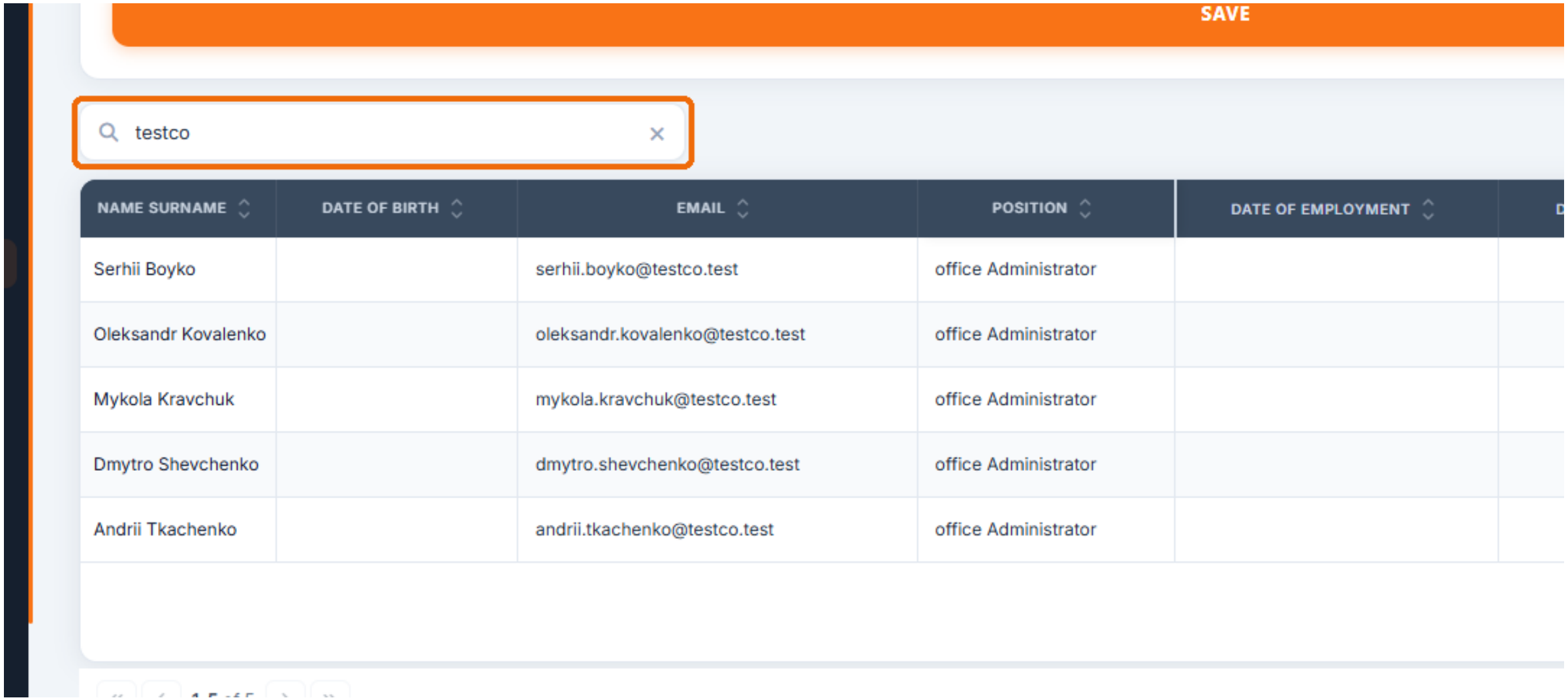
Save the record



Press SAVE to store the record. When a login with the same email already exists, the person is linked to it and is found again in the lists and reports. Search the list first so you do not create a duplicate.

Add Worker

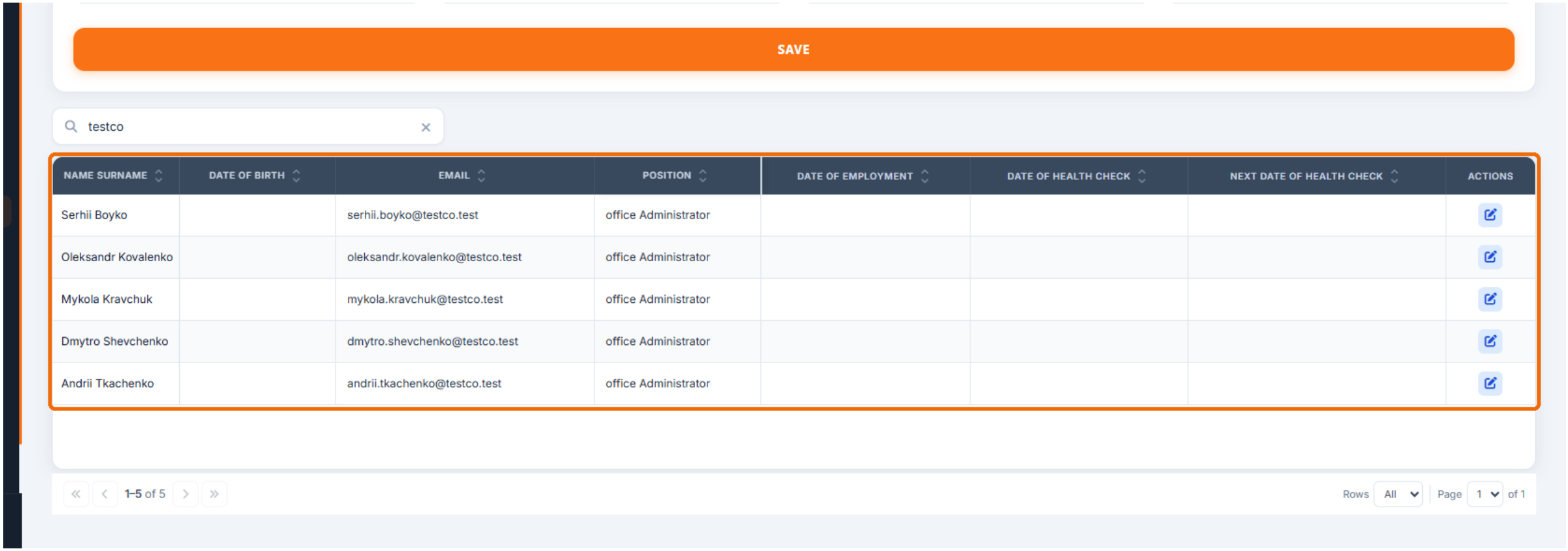
Search before adding



The Employees list below the form has its own search box. Type any part of a name, surname, email or position; here testco shows the five demo office workers. Always search before adding a new record, so the same person is not created twice.

Add Worker

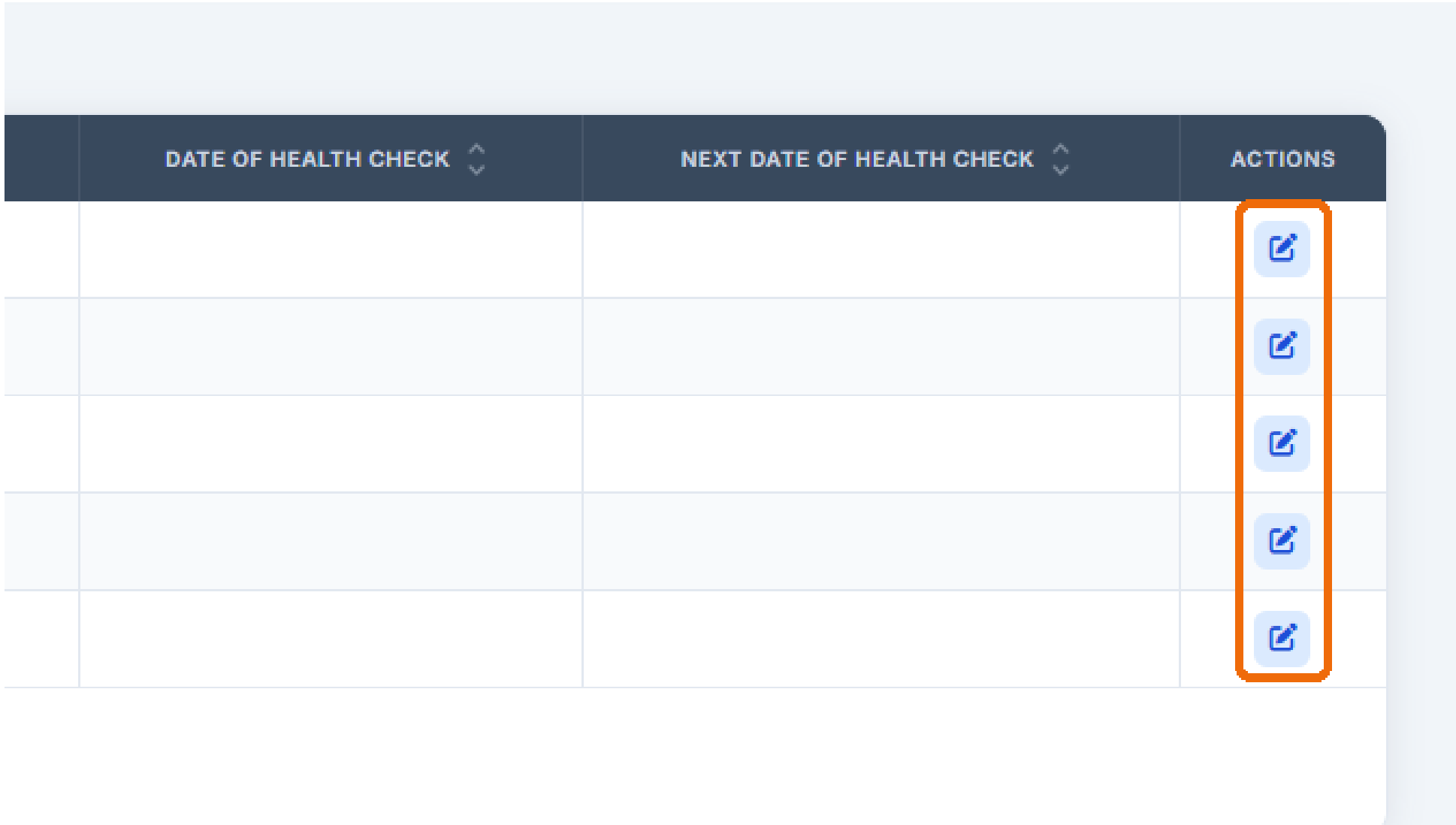
Employees list



The list shows name and surname, date of birth, email, position, date of employment, date of the last health check and the next health check date. Click a column header to sort, for example by NEXT DATE OF HEALTH CHECK to see who is due first. Use the pager to change the number of rows.

Add Worker

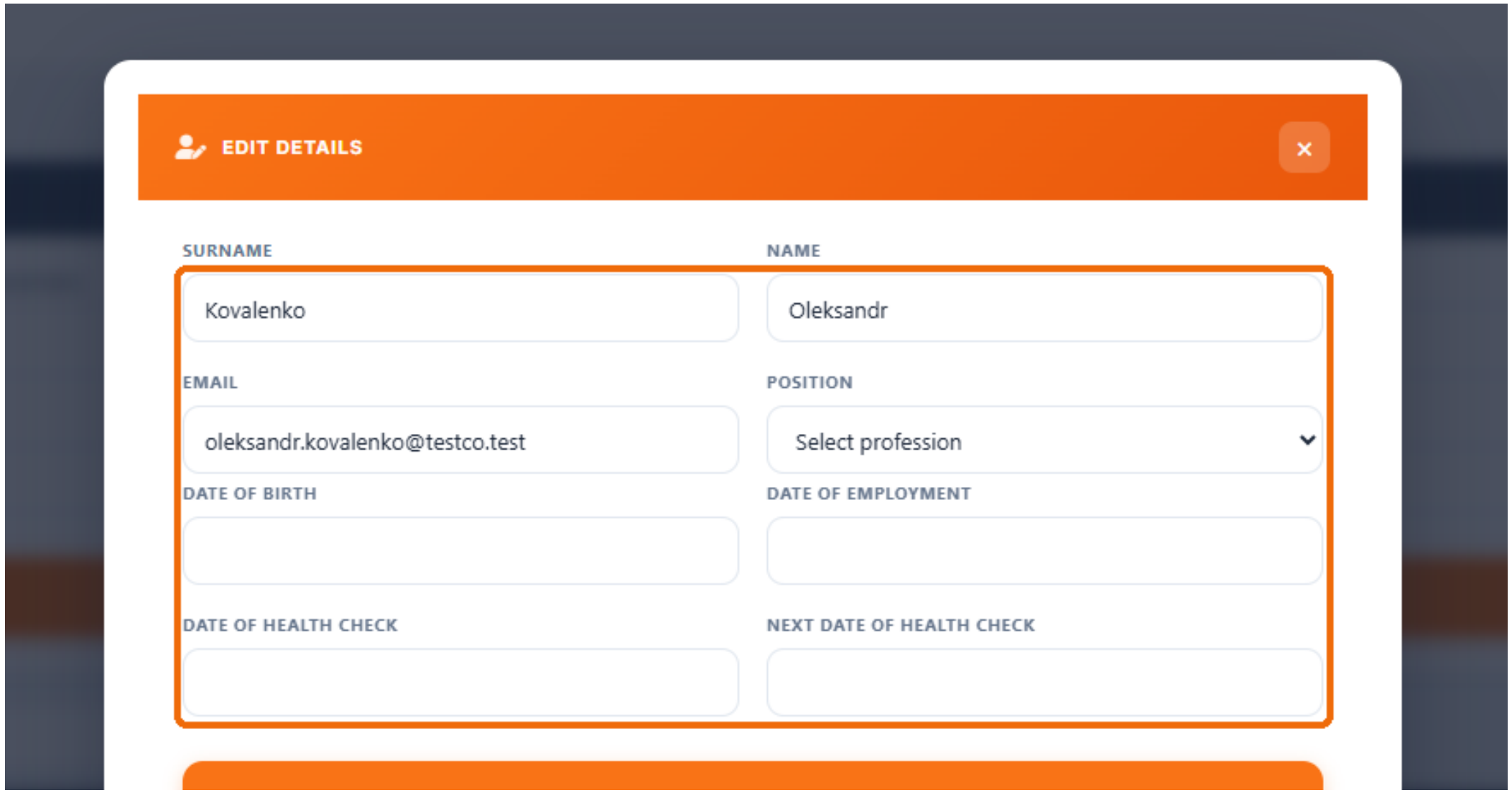
Open a record



Press the blue edit icon in the ACTIONS column to open Edit details for that person. Use it to add the missing information or correct a wrong email, position or date instead of creating a new record.

Add Worker

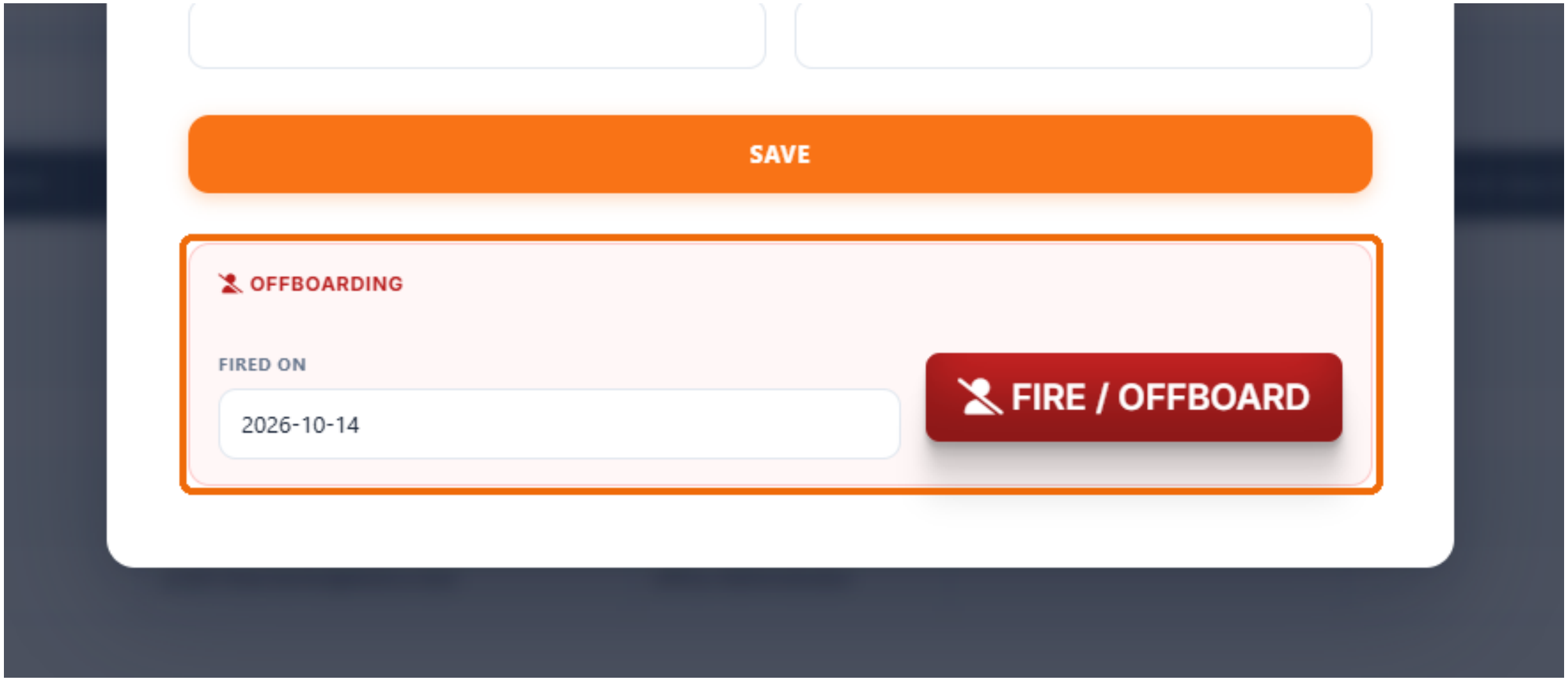
Edit details



Edit details shows the same fields as the form: surname, name, email, position, date of birth, date of employment and the health check dates. Change what is wrong or missing and press SAVE. Close the window with the x to leave without changes.

Add Worker

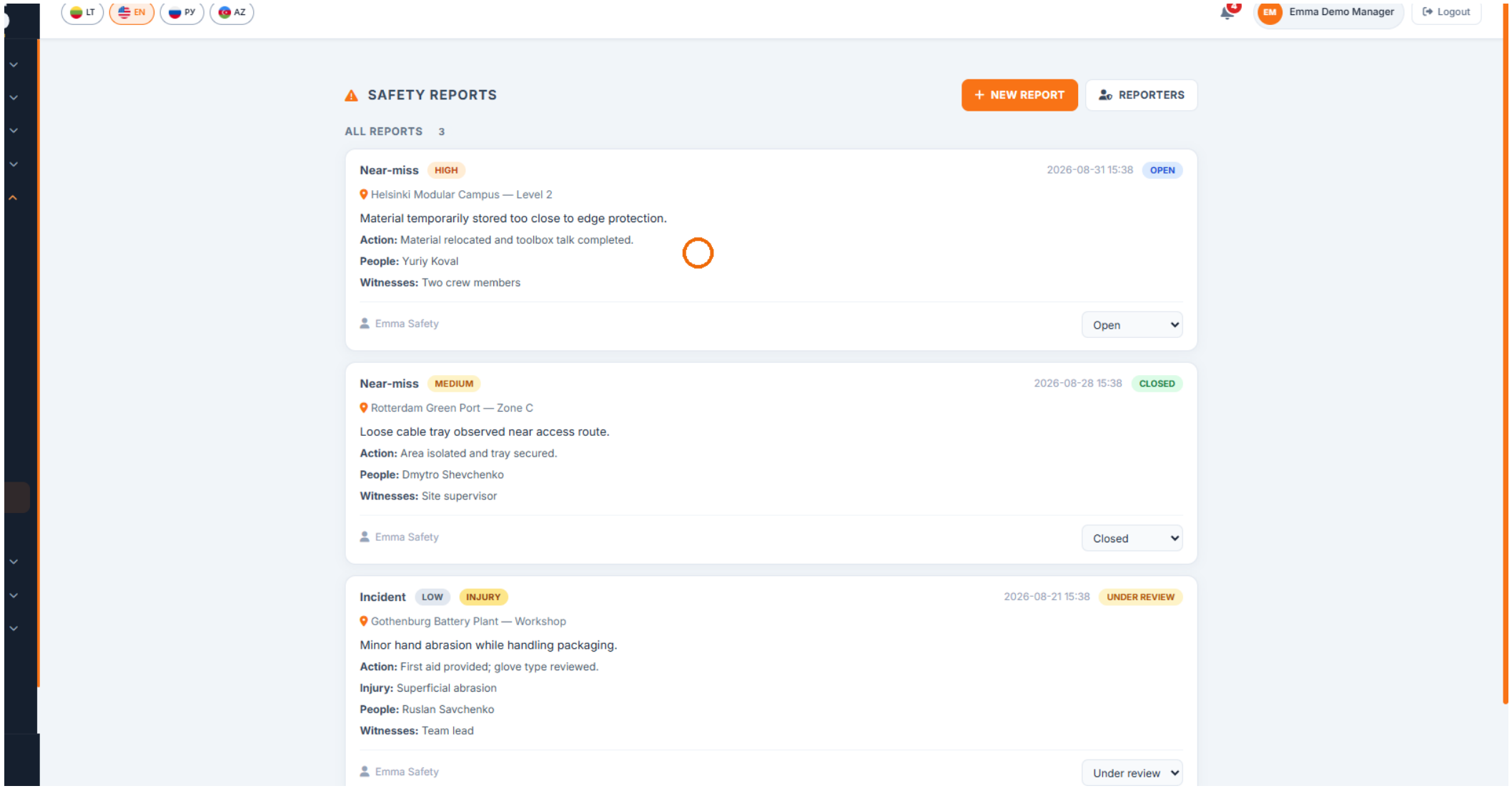
Offboard a staff member



The OFFBOARDING box at the bottom is used when an administration staff member leaves. Check the FIRED ON date and press FIRE / OFFBOARD, then confirm. The person is marked as not employed, their test records are archived, their access to this organisation is removed and they no longer appear in Tests Reports or notifications. The login is disabled, not deleted, so the person can be re-employed later.

Safety Reports

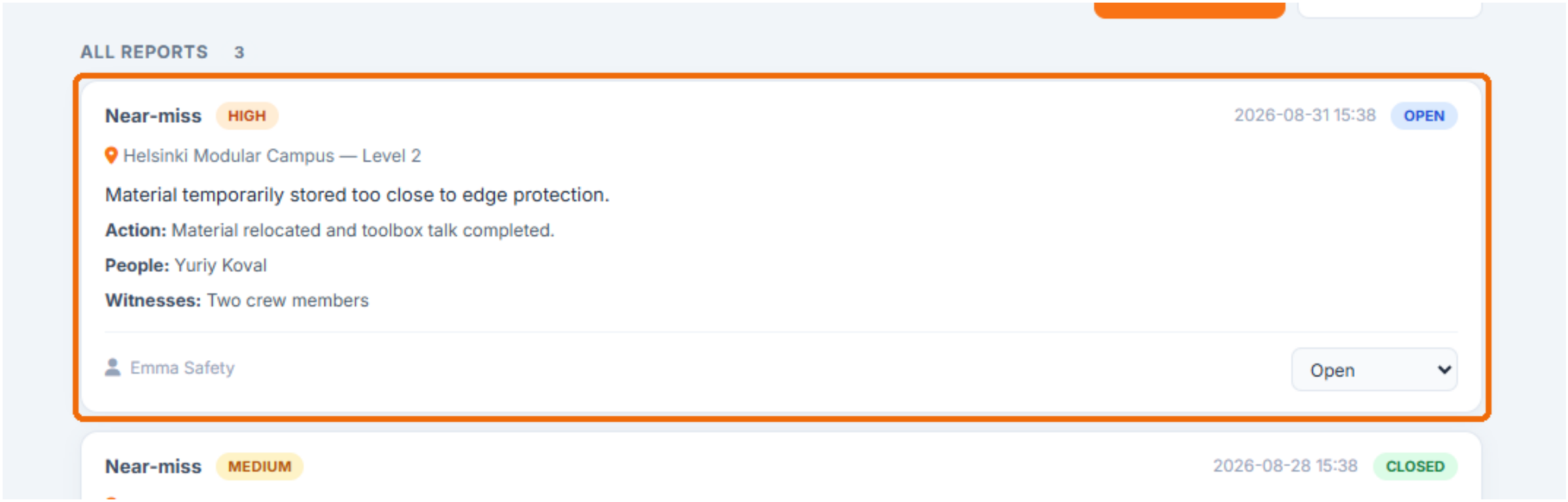
Incidents and near-misses



Open Safety > Safety Reports. ALL REPORTS shows how many reports exist, and each report is a card sorted by the time it happened, newest first. Managers see every report in the organisation; other authorised reporters see only the reports they submitted themselves.

Safety Reports

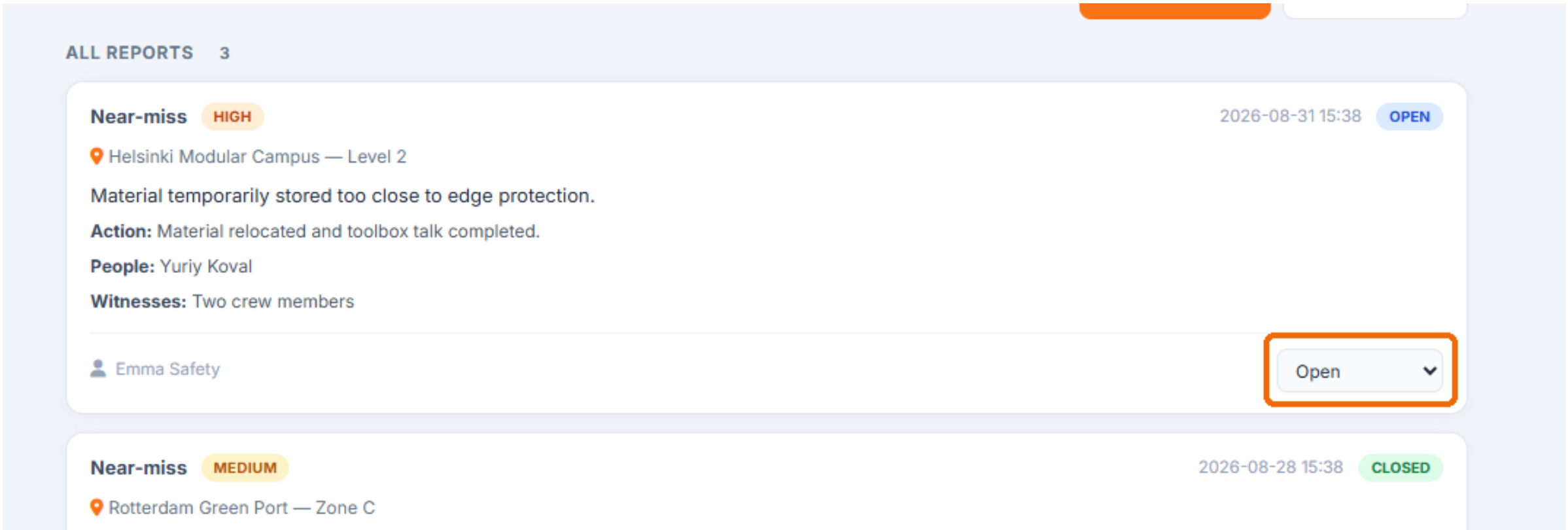
Read a report



The card starts with the type (Incident or Near-miss) and the severity (Low, Medium, High or Critical), followed by the location, the description, the immediate action taken, the people involved and any witnesses. The person who submitted the report is shown at the bottom left, and the date and time at the top right.

Safety Reports

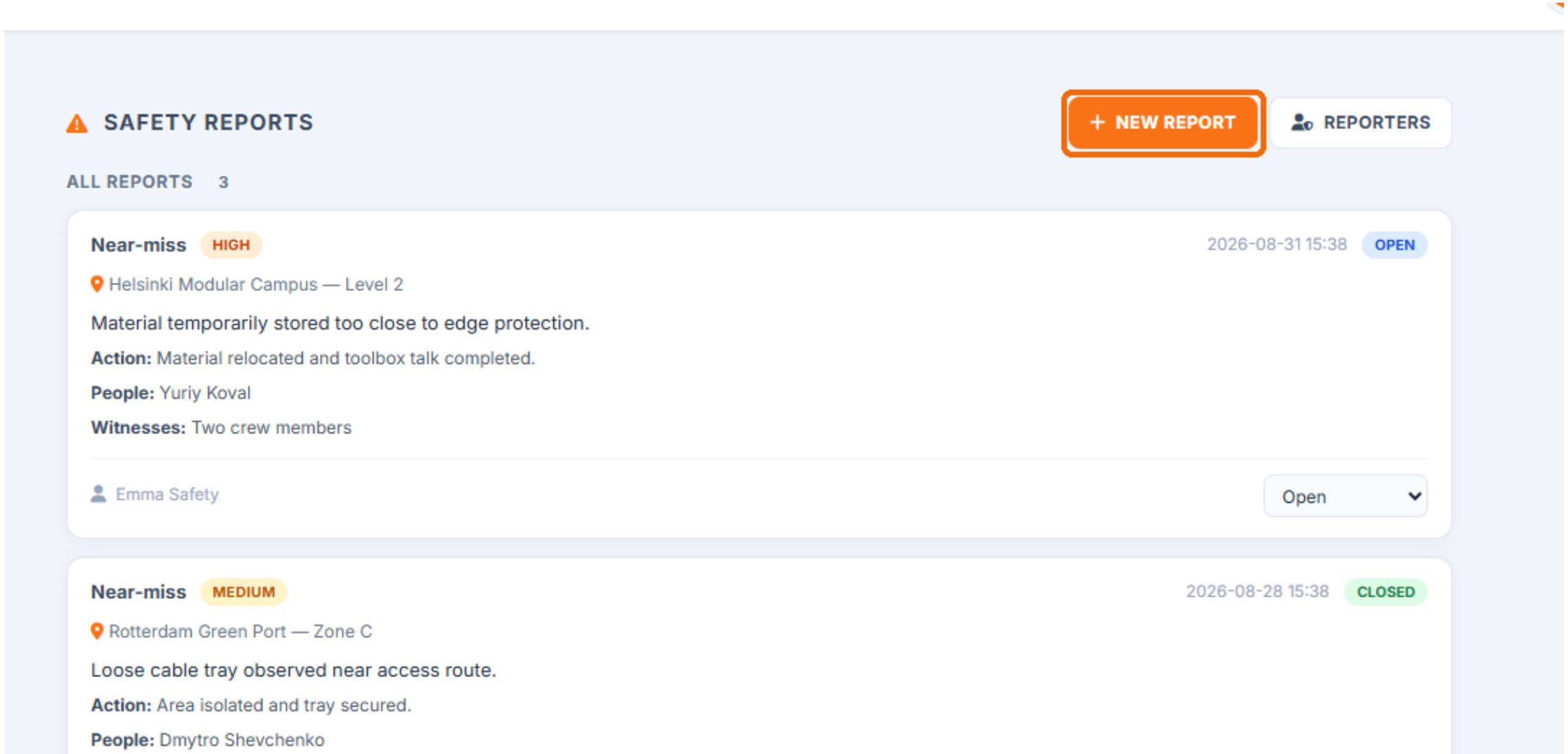
Track the status



Each card has a status: OPEN, UNDER REVIEW or CLOSED, shown as a coloured label next to the date. Managers change it with the dropdown at the bottom right of the card, for example to Under review while the cause is investigated and to Closed once the corrective actions are done.

Safety Reports

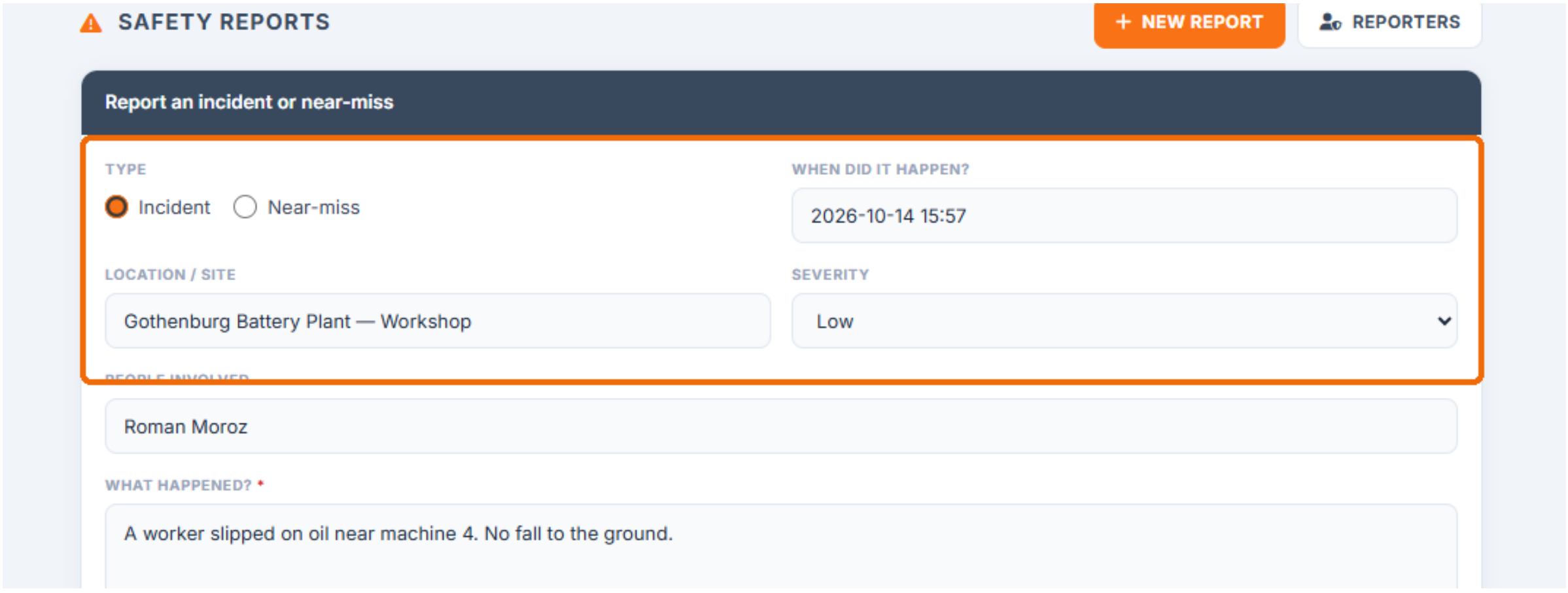
Report a new case



Press NEW REPORT at the top right to open the report form above the list. Only Tenant Managers and the users added as authorised reporters can submit reports. Report near-misses as well as incidents, because they show where an accident could happen next.

Safety Reports

Type, time and severity



Under TYPE choose Incident (something happened) or Near-miss (it almost happened). WHEN DID IT HAPPEN is filled with the current date and time; correct it if the event happened earlier. Enter the LOCATION / SITE and choose the SEVERITY: Low, Medium, High or Critical.

Safety Reports

Who and what happened

Gothenburg Battery Plant — Workshop

Low

PEOPLE INVOLVED

Roman Moroz

WHAT HAPPENED? *

A worker slipped on oil near machine 4. No fall to the ground.

IMMEDIATE ACTION TAKEN

Area cleaned and marked; oil leak reported to maintenance.

AN INJURY OCCURRED

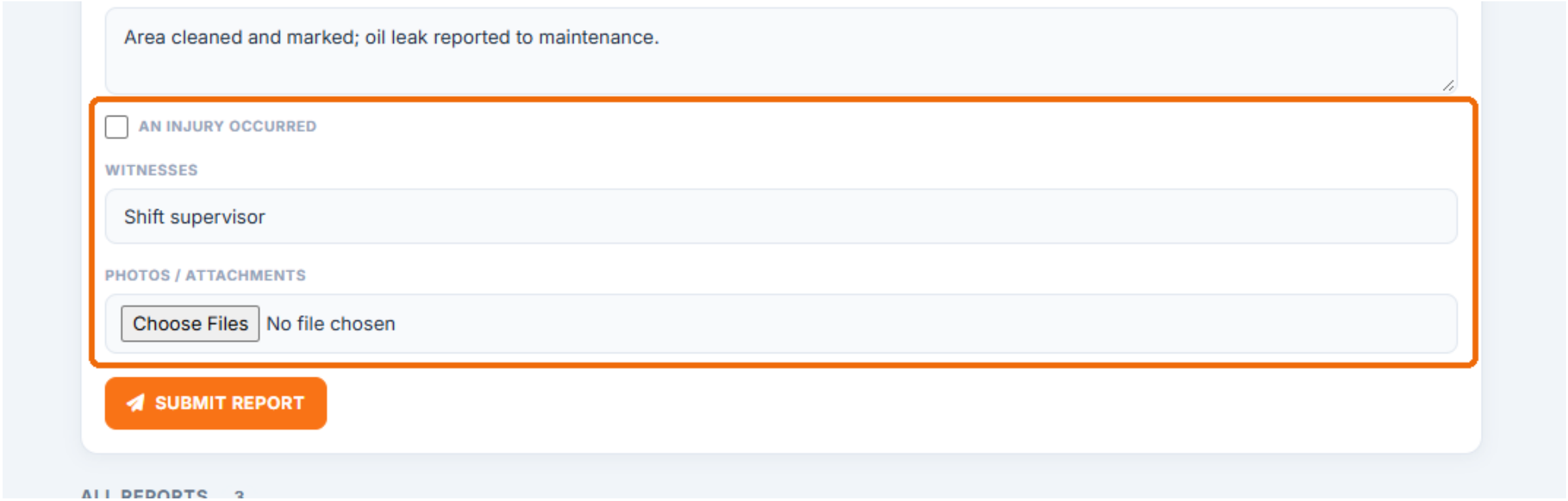
WITNESSES

Shift supervisor

In PEOPLE INVOLVED, type a name to search the employees or write free text. WHAT HAPPENED is required: describe the event clearly and factually. IMMEDIATE ACTION TAKEN records what was done straight away, for example cleaning and marking the area or giving first aid.

Safety Reports

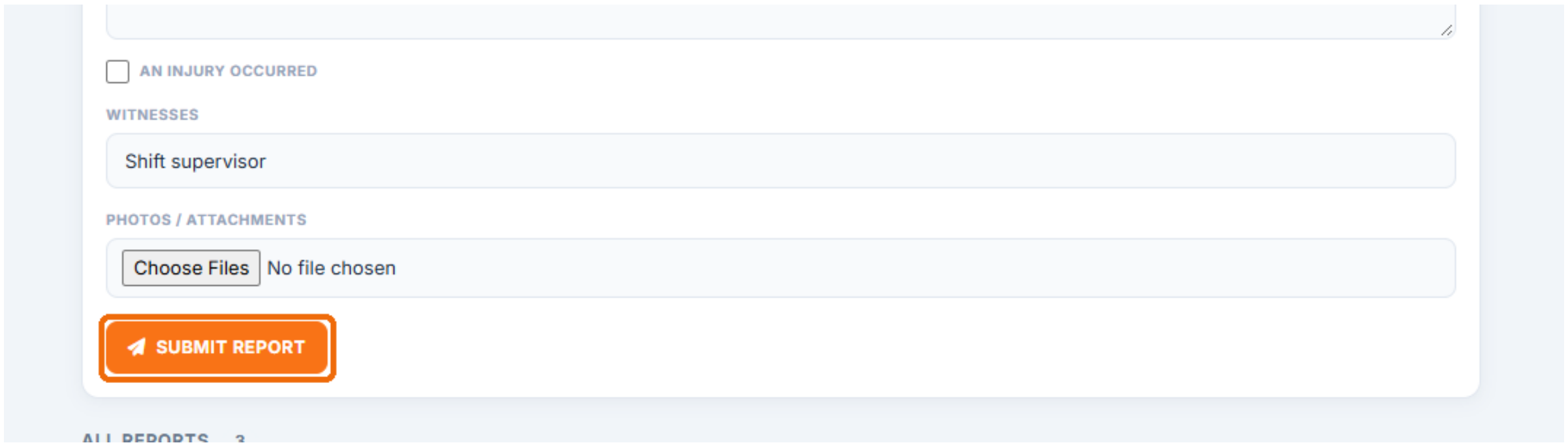
Injury, witnesses and photos



Tick AN INJURY OCCURRED when someone was hurt; an Injury details field then appears for the nature of the injury and the treatment. Add the names of any WITNESSES. Use PHOTOS / ATTACHMENTS to attach pictures of the place or the damage, which help the review later.

Safety Reports

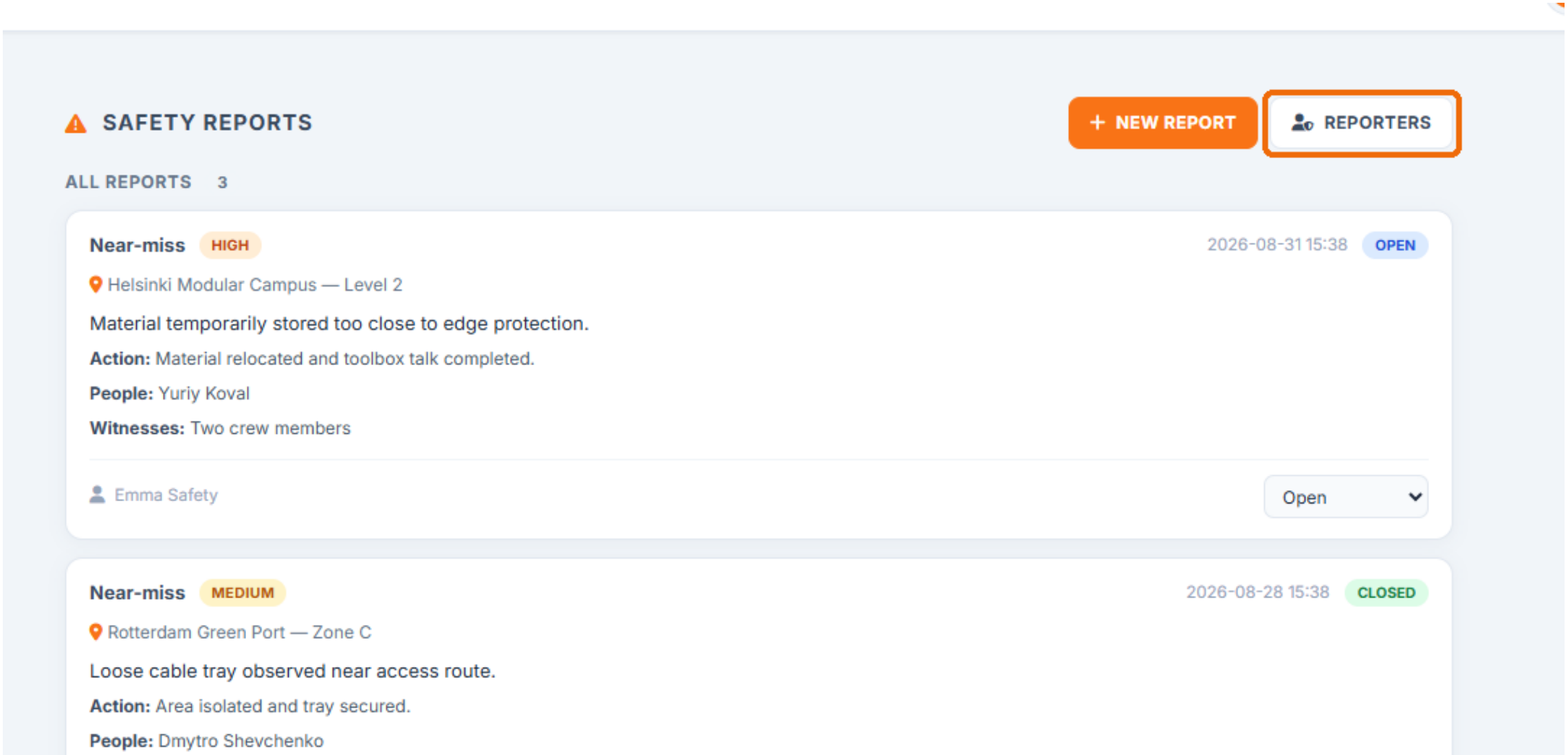
Submit the report



Press SUBMIT REPORT to save it. The report gets the status Open, appears at the top of the list and a Safety report submitted notification is sent with the type, severity, time, location and whether there was an injury. The submission is also recorded in the audit log.

Safety Reports

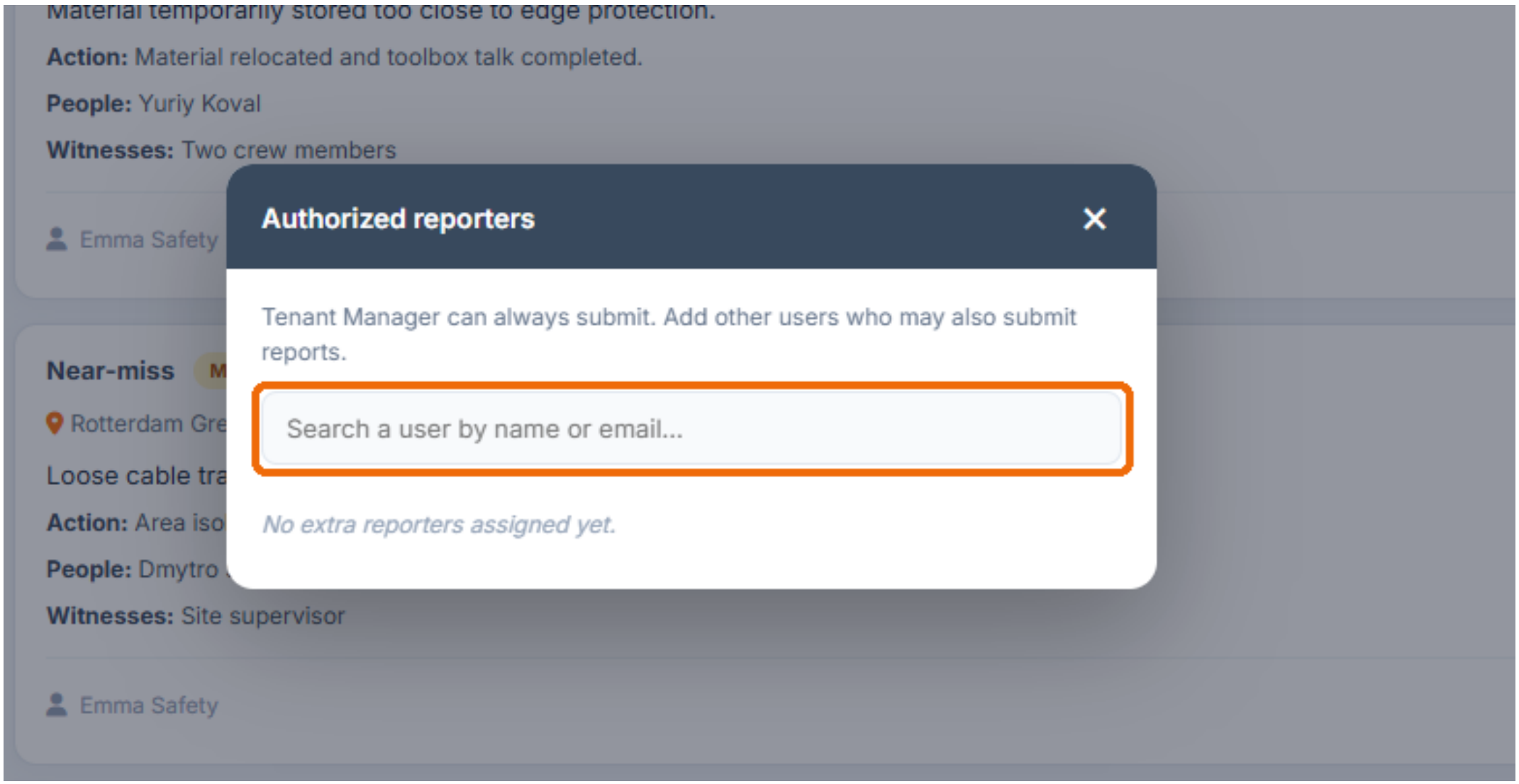
Who can report



The REPORTERS button is visible to Tenant Managers. It opens the list of authorised reporters, the users besides the managers who are allowed to submit safety reports, for example foremen or the safety specialist on site.

Safety Reports

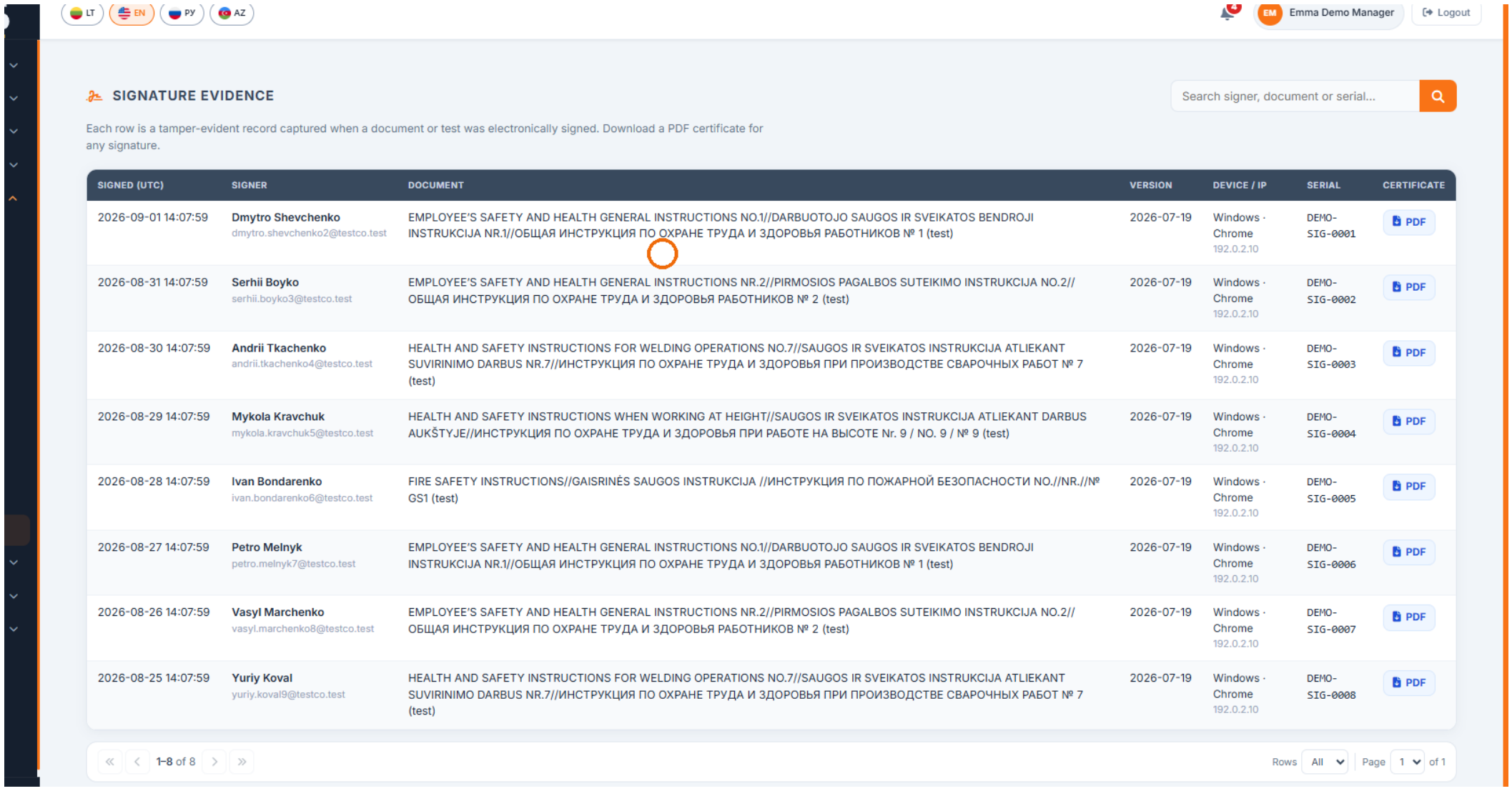
Add authorised reporters



In Authorized reporters, search a user by name or email and select them to add them to the list. Added reporters can open Safety Reports, submit reports and see the reports they sent. Remove a reporter from the same list when they should no longer report. Tenant Managers can always submit, so they do not need to be added.

Signature Evidence

Proof of every e-signature



Open Safety > Signature Evidence. Each time a worker electronically signs a safety document or a test, a record is captured automatically. Every record is sealed with a fingerprint of its data, so later changes can be detected. Use this page as the audit trail during inspections or disputes.

Signature Evidence

When and who

Each row is a tamper-evident record captured when a document or test was electronically signed. Download a PDF certificate for any signature.

SIGNED (UTC)	SIGNER	DOCUMENT
2026-09-01 14:07:59	**Dmytro Shevchenko** dmytro.shevchenko2@testco.test	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1//DARBUOTOJO SAUGOS I INSTRUKCIJA NR.1//ОБЩАЯ ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ РАБОТНИКОВ
2026-08-31 14:07:59	**Serhii Boyko** serhii.boyko3@testco.test	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NR.2//PIRMOSIOS PAGALBOS S ОБЩАЯ ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ РАБОТНИКОВ № 2 (test)
2026-08-30 14:07:59	**Andrii Tkachenko** andrii.tkachenko4@testco.test	HEALTH AND SAFETY INSTRUCTIONS FOR WELDING OPERATIONS NO.7//SAUGOS IR SVEIKA SUVIRINIMO DARBUS NR.7//ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ ПРИ ПРОИЗВС (test)
2026-08-29 14:07:59	**Mykola Kravchuk** mykola.kravchuk5@testco.test	HEALTH AND SAFETY INSTRUCTIONS WHEN WORKING AT HEIGHT//SAUGOS IR SVEIKATOS AUKŠTYJE//ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ ПРИ РАБОТЕ НА ВЫСОТЕ Nr. S
2026-08-28 14:07:59	**Ivan Bondarenko** ivan.bondarenko6@testco.test	FIRE SAFETY INSTRUCTIONS//GAISRINĖS SAUGOS INSTRUKCIJA //ИНСТРУКЦИЯ ПО ПОЖА GS1 (test)
2026-08-27 14:07:59	**Petro Melnyk** petro.melnyk7@testco.test	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1//DARBUOTOJO SAUGOS I INSTRUKCIJA NR.1//ОБЩАЯ ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ РАБОТНИКОВ

SIGNED (UTC) is the date and time of the signature in universal time, so it is the same for every office and country. SIGNER shows the person's name and, below it, the email of the login used to sign. The newest signatures are listed first.

Signature Evidence

Which document

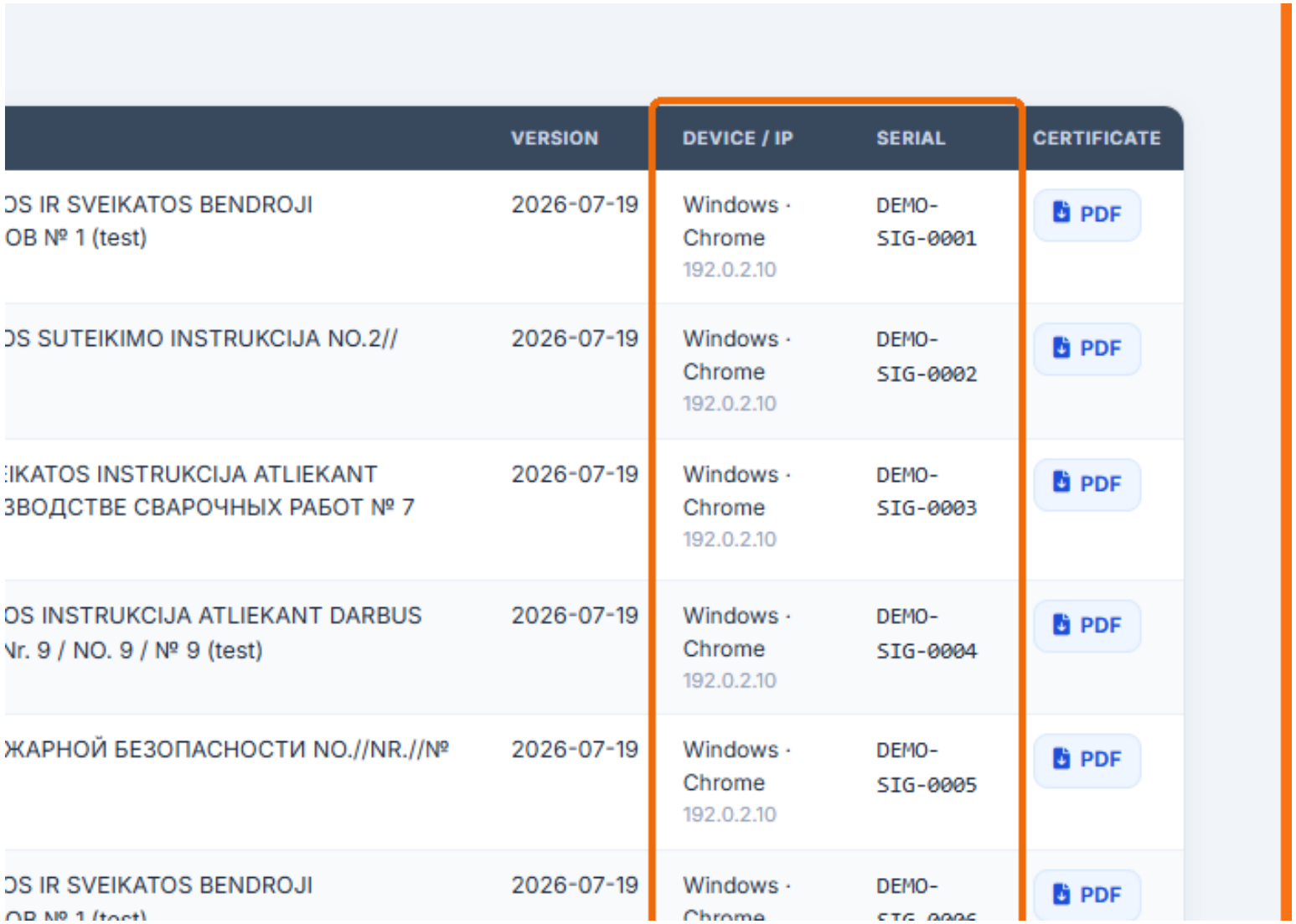
hen a document or test was electronically signed. Download a PDF certificate for

	DOCUMENT	VERSION	DEVICE / IP
estco.test	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1//DARBUOTOJO SAUGOS IR SVEIKATOS BENDROJI INSTRUKCIJA NR.1//ОБЩАЯ ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ РАБОТНИКОВ № 1 (test)	2026-07-19	Windows · Chrome 192.0.2.10
ıst	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NR.2//PIRMOSIOS PAGALBOS SUTEIKIMO INSTRUKCIJA NO.2// ОБЩАЯ ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ РАБОТНИКОВ № 2 (test)	2026-07-19	Windows · Chrome 192.0.2.10
co.test	HEALTH AND SAFETY INSTRUCTIONS FOR WELDING OPERATIONS NO.7//SAUGOS IR SVEIKATOS INSTRUKCIJA ATLIEKANT SUVIRINIMO DARBUS NR.7//ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ ПРИ ПРОИЗВОДСТВЕ СВАРОЧНЫХ РАБОТ № 7 (test)	2026-07-19	Windows · Chrome 192.0.2.10
co.test	HEALTH AND SAFETY INSTRUCTIONS WHEN WORKING AT HEIGHT//SAUGOS IR SVEIKATOS INSTRUKCIJA ATLIEKANT DARBUS AUKŠTYJE//ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ ПРИ РАБОТЕ НА ВЫСОТЕ Nr. 9 / NO. 9 / № 9 (test)	2026-07-19	Windows · Chrome 192.0.2.10
co.test	FIRE SAFETY INSTRUCTIONS//GAISRINĖS SAUGOS INSTRUKCIJA //ИНСТРУКЦИЯ ПО ПОЖАРНОЙ БЕЗОПАСНОСТИ NO.//NR.//№ GS1 (test)	2026-07-19	Windows · Chrome 192.0.2.10
est	EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1//DARBUOTOJO SAUGOS IR SVEIKATOS BENDROJI INSTRUKCIJA NR.1//ОБЩАЯ ИНСТРУКЦИЯ ПО ОХРАНЕ ТРУДА И ЗДОРОВЬЯ РАБОТНИКОВ № 1 (test)	2026-07-19	Windows · Chrome

DOCUMENT shows the name of the signed safety material or test, including its translations separated by //. VERSION is the version of the document at the moment of signing, so you can prove which edition the worker accepted even after the document is replaced.

Signature Evidence

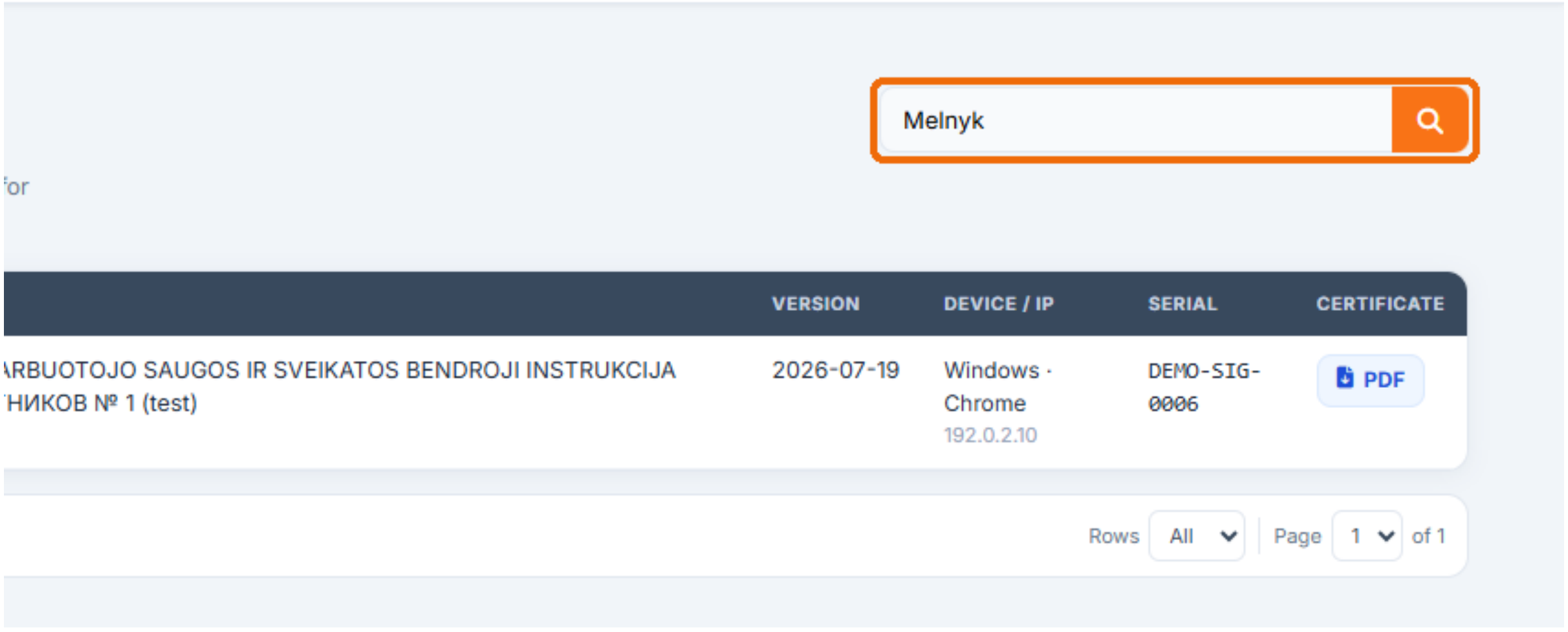
Device, IP and serial



DEVICE / IP records the operating system and browser used to sign, with the IP address below it. SERIAL is the unique number of the signature certificate. Quote the serial when you send a certificate to an inspector, so the record can be found again quickly.

Signature Evidence

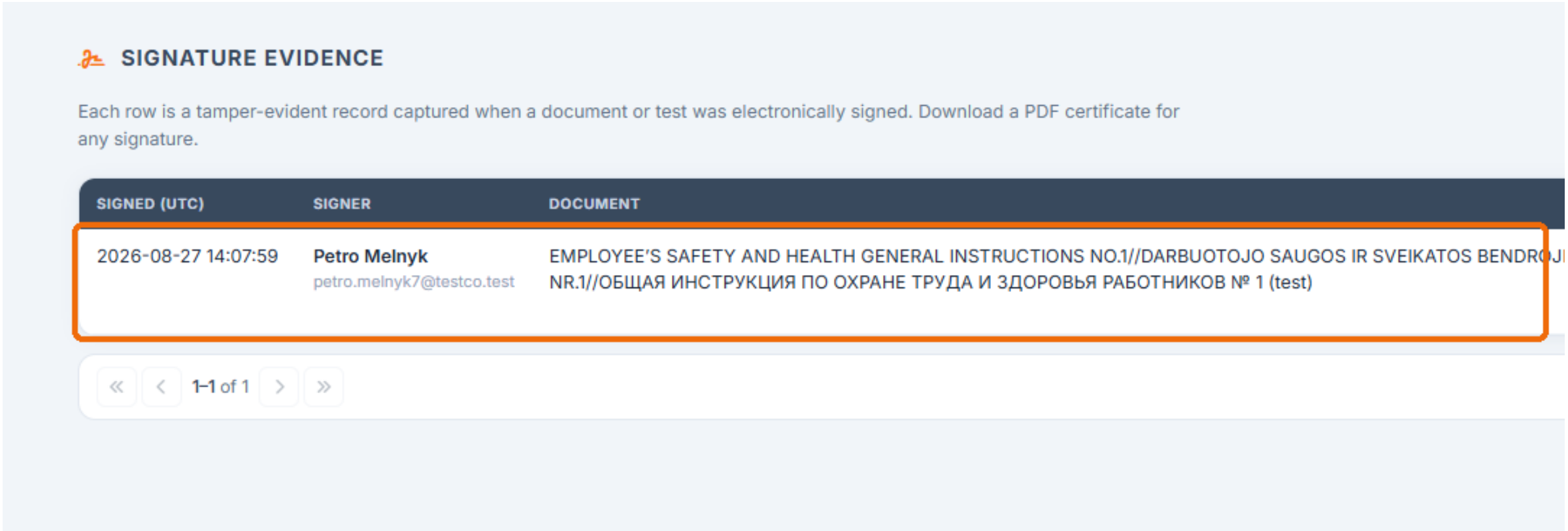
Find a signature



Type in the search box at the top right and press Enter or the orange search button. The search matches the signer's name and email, the document name and the certificate serial number. The search is kept in the address bar, so the result can be bookmarked or shared with a colleague.

Signature Evidence

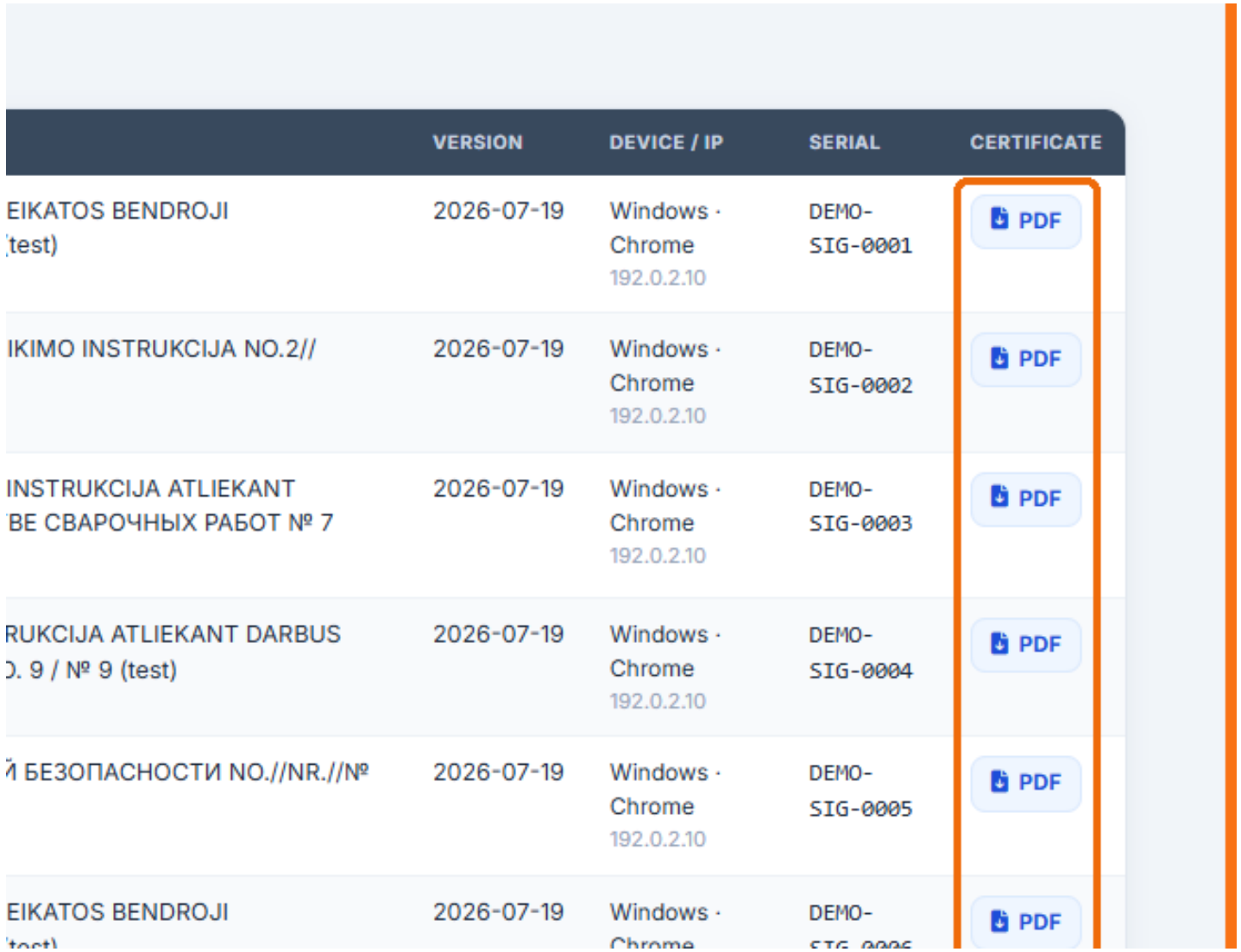
Search result



Here, searching Melnyk leaves the one signature made by Petro Melnyk, with the time, document, version, device, IP address and serial. Use the pager to change the number of rows when a search returns many signatures.

Signature Evidence

Download the certificate



Press PDF in the CERTIFICATE column to download the signature certificate of that row. The PDF is named after the certificate serial and contains the organisation, the signer, the document and version, the signing time in UTC, the device and IP address and the SHA-256 integrity hash. It can be filed or sent as legal proof of the signature.