



User Guide

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



What is Ogilvie Induct?

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

To work on any Ogilvie Group 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 Ogilvie 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 Ogilvie employee, please use your work email address ending in '@ogilvie.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 Ogilvie 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 Ogilvie Induct process.



Overview and Creating an Account

If you are using Ogilvie Induct for the first time, go to www.ogilvieinduct.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.

This is a screenshot of the Ogilvie Induct login and account creation page. The Ogilvie Induct logo is at the top center. 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 view the 'privacy policy'.This is a screenshot of the 'Create New Account' page. The Ogilvie Induct logo is at the top center. Below it, the title 'Create New Account' is displayed. The page is divided into two columns. The left column contains fields for 'Email Address:', 'Re-enter Email Address:', 'Password:', and 'Re-enter Password:'. The right column contains instructions for 'Ogilvie Staff' and 'Workers', and a note about receiving a verification link. At the bottom, there is a checkbox for 'I'm not a robot', a 'Back' button, and a 'Sign Up' button.

The Ogilvie 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 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@ogilvieinduct.co.uk.

Once you have completed the Ogilvie 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 Ogilvie 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.



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 Ogilvie 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.

A screenshot of the Ogilvie Induct 'Personal Information' form. The form is displayed on a white background with a blue sidebar on the left containing navigation links. The form itself is divided into sections: 'Personal Information', 'Skills Information', and 'Vehicle Information'. Each section contains various input fields, radio buttons, and dropdown menus. At the bottom of the form, there are 'BACK' and 'NEXT' buttons. The 'Personal Information' section includes fields for First Name, Last Name, Date of Birth, Gender, Postcode, and a Headshot Photo Upload area. The 'Skills Information' section includes questions about Equality & Diversity Training, work experience, and apprenticeship status, along with fields for Trade, Apprentice Number, Date Started, and Expected Completion Date. The 'Vehicle Information' section includes questions about driving to site and being a driver or passenger, along with fields for Vehicle Type, Fuel Type, Vehicle Registration, and Engine Size.

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.



Employment Information

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

You will need to select which Ogilvie company you will be working for, you can select both if applicable. It is important you choose the correct company as this choice will effect the induction content you see later in the process.

Ogilvie Employees

If you are an Ogilvie Employee who has used your work email address ending in '@ogilvie.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 need to select which Ogilvie company you work for. It is important you choose the correct company as this choice will effect the induction content you see later in the process. You can select both if you work for Ogilvie Homes and Ogilvie Construction.

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.



Skills Card

Select the type of skills card you have in the drop down menu under 'Skills Card Type'. If you do not have a skills card, you may choose 'None' and carry on with the process (please note that choosing 'None' will highlight your account to Ogilvie Induct administrators).

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 Ogilvie 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.

The skills card information that you enter may be verified using the CITB skills card database. If you enter incorrect or fraudulent details the system will stop you from proceeding any 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@ogilvieinduct.co.uk.

A screenshot of the 'Skills Card' form within the Ogilvie Induct web application. The interface features a blue sidebar on the left with navigation links: Home, My Information (dropdown), Personal Information, Employment Information, Skills Card (active), Emergency Information, Induction, Sites, Help (with a question mark icon), My Account (dropdown), Change Email, Change Password, and Log Out. The main content area is white and titled 'Skills Card' with a progress indicator showing five steps, the third of which is active. The form includes several input fields: 'Skills Card Type' (a dropdown menu), 'Card Number' (a text field), and 'Card Expiry Date (dd-mm-yyyy)' (a date field). Below these are two photo upload sections: 'Skills Card Photo Upload' with 'Front of card' and 'Back of card' sub-sections, and 'Supplementary Certificates'. Each photo section contains a 'Choose Photo' button and 'Rotate Left'/'Rotate Right' controls. Placeholder images show a person's ID card, the back of a card, and a certificate. At the bottom of the form are 'BACK' and 'NEXT' buttons.



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. Ogilvie Induct 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.

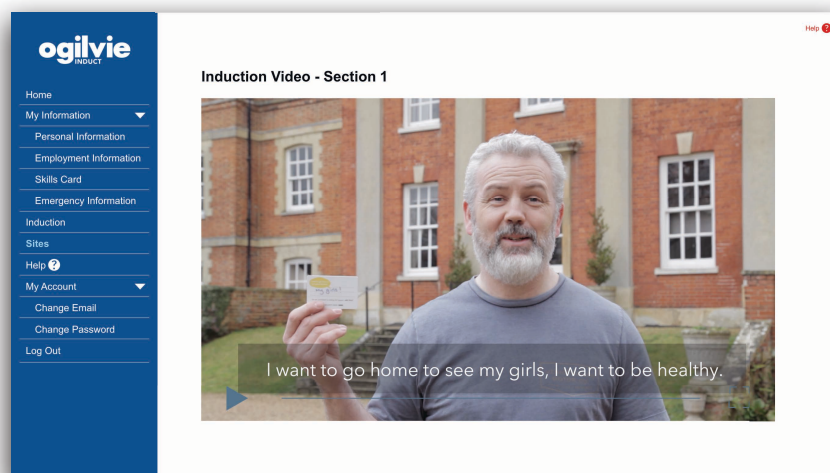
A screenshot of the Ogilvie Induct web application showing the 'Emergency Information' form. The left sidebar is blue with the Ogilvie Induct logo and a list of navigation links: Home, My Information (with a dropdown arrow), Personal Information, Employment Information, Skills Card, Emergency Information (highlighted), Induction, Sites, Help (with a question mark icon), My Account (with a dropdown arrow), Change Email, Change Password, and Log Out. The main content area is white. At the top, there are five blue dots, with the fourth dot being filled. Below this is the title 'Emergency Information' and a note '*Indicates required field'. There are two text input fields: 'Emergency Contact Name: *' and 'Emergency Contact Number: *'. Below these are two questions with radio button options. The first question is '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?' with 'Yes' selected. The second question is 'Have you any medical condition/s or are you aware of any other medical reason why your work activities may be restricted?' with 'Yes' selected. Below these is a paragraph about random drug and alcohol testing, followed by a checked checkbox and the text 'You will be able to discuss medical information with the site team upon arrival on site.' At the bottom, there are five blue dots, with the fourth dot being filled, and two buttons: 'BACK' and 'NEXT'.



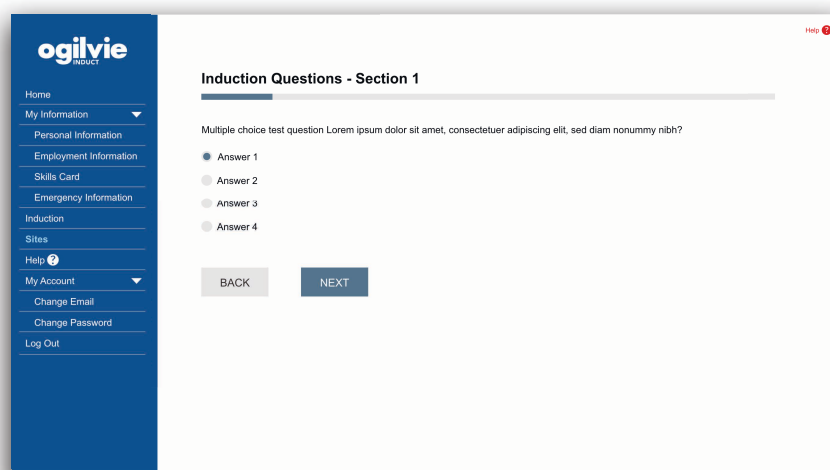
Induction Content and Questions

Now that you have completed the data entry pages, you will need to review the induction videos. This comprises of 8 videos, delivered in 8 sections, providing an introduction to Ogilvie 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 Ogilvie 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.

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



Join a Site

The final part of Ogilvie Induct 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.ogilvieinduct.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.

The first screenshot shows the 'Sites' page. It has a sidebar with links: Home, My Information, Induction, Sites, Help, My Account, and Log Out. The main content area has a 'Remove Site' link, a text prompt 'Click on 'Join a Site' and choose the Ogilvie site you will be working on.', and a 'Join A Site' button.

The second screenshot shows the 'Join a site:' form. It has a sidebar with the same links. The main content area has a 'Select the Ogilvie site/s you will be working on to view site information such as directions, site team, and additional information.' prompt, a 'Log back in to update your site/s when working on a new site.' note, a 'Note: you can search for your site using the site name, county, or post code.' instruction, a 'Choose Site' dropdown, 'Date Arriving on Site' and 'Date Finishing on Site' fields with 'dd-mm-yyyy' placeholders, and 'Back' and 'Next' buttons.

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 see useful information on the site that you have joined. This includes a map showing where the site is, information on the site team, induction times, and any other additional, useful information.

The screenshot shows the site details page. The sidebar has links: Home, My Information (with a dropdown arrow), Personal Information, Employment Information, Skills Card, Emergency Information, Induction, Sites, Help, My Account (with a dropdown arrow), Change Email, Change Password, and Log Out.

The main content area has a 'Site Name' section with fields for 'Site Address Line 1', 'Site Address Line 2', 'Town/City', 'County', and 'Postcode'. Below these is a 'Division' field and a 'Region/Business Unit' field. To the right is a map with a red location pin and the label 'map'.

Below the address fields is a 'Site Team:' section with five user avatars. The first and fourth avatars are labeled 'First Aider'. Below each avatar is a name and role: 'John Doe Site Manager', 'John Doe Project Manager', 'John Doe Site Admin', 'John Doe Site Admin', and 'John Doe Site Admin'.

Below the site team is a 'Site Induction Times:' section with a text field containing 'Monday to Wednesday at 08:00'.

Below the induction times is an 'Additional Information:' section with a text field containing 'Please click on the document below for parking instructions.'.

Below the additional information is a large placeholder image for a document, represented by two overlapping triangles.

At the bottom of the page is a 'Download this page' button.




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 Ogilvie Induct account you will need to navigate to www.ogilvieinduct.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.

A screenshot of the Ogilvie Induct user interface. On the left is a dark blue sidebar with the 'ogilvie INDUCT' logo at the top. Below the logo is a menu with items: 'Home', 'My Information' (with a dropdown arrow), 'Personal Information', 'Employment Information', 'Skills Card', 'Emergency Information', 'Induction', 'Sites', 'Help ?' (with a question mark icon), 'My Account' (with a left-pointing arrow), and 'Log Out'. The main content area is white. It starts with 'Welcome back, John.' followed by a grey silhouette placeholder for a profile picture with a red '+' icon and a blue 'Edit information' button. Below this, it says 'Your account is 100% complete.' and 'Account verified' with a blue checkmark icon. Then, 'Induction expires: 01/01/2021' is shown above a prominent red button labeled 'Click to Renew'. Next, 'Skills Card expires: 01/01/2021' is displayed. Under the heading 'My Sites:', there is a list containing 'Example Trial Site' with a red minus icon to its right and a 'Remove Site' link. At the bottom of the list is a blue button labeled 'Join another site'.

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

Thank you for completing the Ogilvie Induct process.