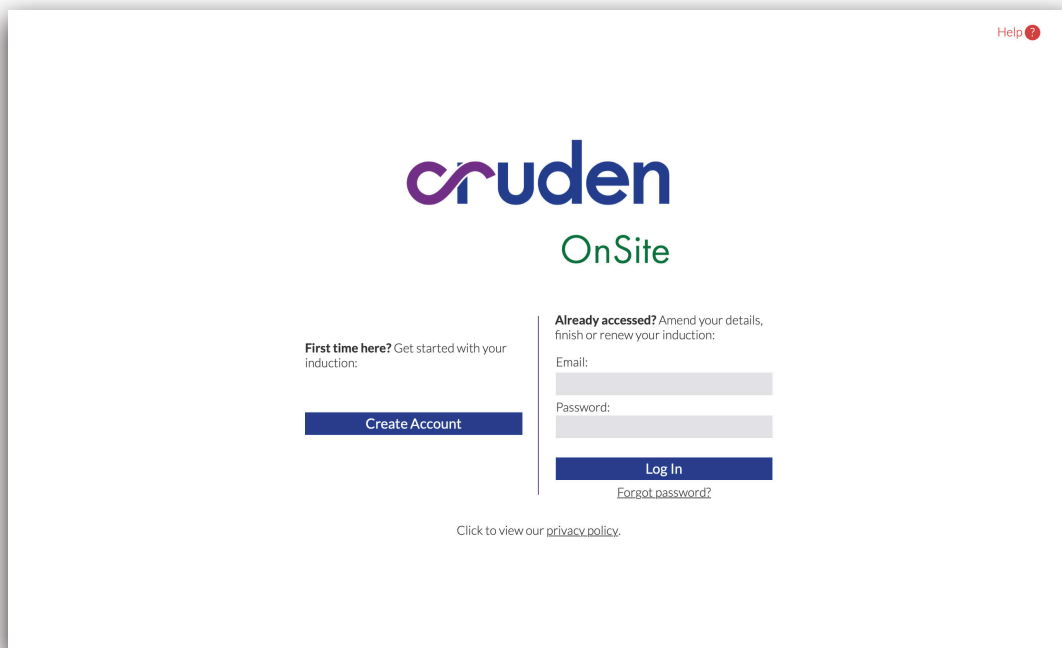




## User Guide

“The health and safety of our employees, subcontractors, customers and the general public is of the utmost importance to us.”



## What is Cruden OnSite?

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

To work on any Cruden 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 Cruden OnSite 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:

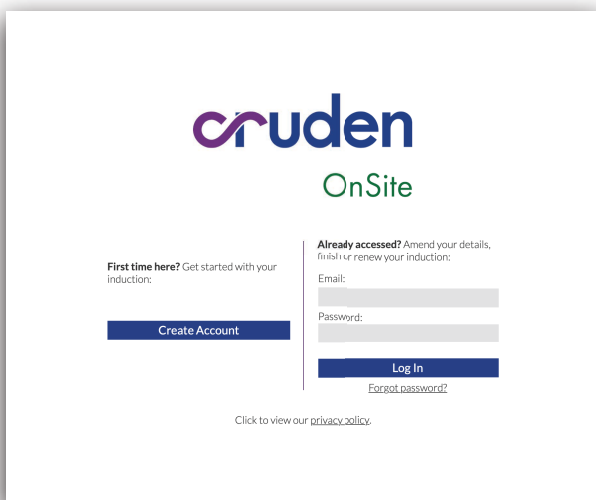
- A personal email address or if you are a Cruden Group employee, please use your work email address ending in '@crudengroup.co.uk'
- A photo of yourself
- Photos of the front and back of your skills card (e.g. CSCS, ECS, EMSS etc.)
- Photos of any relevant qualifications (e.g. First Aid, SMSTS, PASMA, 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 Cruden OnSite process. If you are using a computer or desktop, you will need to be able to access your photos to upload them during the Cruden OnSite process.

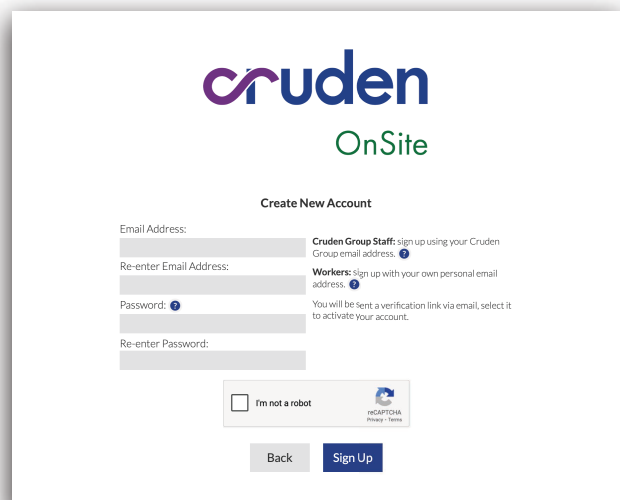
Completing the Cruden OnSite process will involve watching an induction video before answering multiple choice questions about it. You will need to rewatch this video once every 12 months, and ensure that all of the information on your account is kept up to date, in order to keep working on Cruden Group sites.

## User Guide - Overview and Creating an Account

If you are using Cruden OnSite for the first time, go to [www.crudenonsite.co.uk](http://www.crudenonsite.co.uk) 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 selectable verification link to the email address you have provided. Selecting the link in the email will verify your account allowing you to start your induction.



The image shows the Cruden OnSite login and account creation interface. At the top, the Cruden OnSite logo is displayed. Below the logo, there are two main sections. On the left, under the heading "First time here? Get started with your induction:", there is a blue "Create Account" button. On the right, under the heading "Already accessed? Amend your details, (if applicable) or renew your induction:", there are input fields for "Email:" and "Password:", a blue "Log In" button, and a link for "Forgot password?". At the bottom of this section, there is a link to "Click to view our privacy policy."



The image shows the "Create New Account" form. At the top, the Cruden OnSite logo is displayed. Below the logo, the heading "Create New Account" is centered. The form is divided into two columns. The left column contains input fields for "Email Address:", "Re-enter Email Address:", "Password:", and "Re-enter Password:". The right column contains instructions: "Cruden Group Staff: sign up using your Cruden Group email address." and "Workers: sign up with your own personal email address." Below these instructions, it states "You will be sent a verification link via email, select it to activate your account." At the bottom of the form, there is a checkbox for "I'm not a robot" with a CAPTCHA logo, and two buttons: "Back" and "Sign Up".

The Cruden OnSite 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 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 [admin@crudenonsite.co.uk](mailto:admin@crudenonsite.co.uk).

Once you have completed the Cruden OnSite 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 Cruden OnSite's database using your name or skills card number, which you will enter during the process. In order for the site team to find your account, you must make sure that you join the site where you will be working on your Cruden OnSite account (see page 8).

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 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 Cruden OnSite 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 Cruden OnSite application. On the left is a purple sidebar with navigation links: Home, My Information (dropdown), Personal Information (selected), Employment Information, Skills Card, Emergency Information, Induction, Sites, Help (with a question mark icon), My Account (dropdown), and Log Out. The main content area is white and contains a progress indicator (four dots, the first is filled), the title 'Personal Information', and a note '\* Indicates required field'. The form fields include: First Name (required), Last Name (required), Date of Birth (dd-mm-yyyy) (required), Gender (radio buttons for Male, Female, Other, and Prefer not to say), Postcode (required), and Headshot Photo Upload (required) with a 'Drag & Drop your files or Browse' button. Below this is a 'Powered by PQINA' note. The 'Skills Information' section has four questions with radio button options: '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?'. The 'Vehicle Information' section has one question: 'Will you be driving to site?'. At the bottom are 'Back' and 'Next' buttons, with 'Next' highlighted in blue.

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

The screenshot shows the 'Employment Information' section of the Cruden OnSite user interface. The left-hand navigation menu includes: Home, My Information, Personal Information, Employment Information (highlighted), 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 (four dots, the first is filled). Below the title, it says '\* Indicates required field'. The question 'Who is your employer?' has two radio button options: 'I am employed by a subcontractor, company or agency working for Cruden Group' (selected) and 'I am directly employed by Cruden Group and not any other subcontractor, company or agency'. Below this is a 'Company employed by:' dropdown menu with a tick box underneath it. The question 'Are you a supervisor?' has two radio button options: 'Yes' and 'No'. At the bottom, there are 'Back' and 'Next' buttons.

#### Supply Chain Workers

If you are employed by a subcontractor, company or agency working on a Cruden Group site, you will need to indicate this by selecting the relevant statement.

You can then select the company that you are employed by using the drop-down list. You can search this list by typing into the field. If your company does not appear in the list, select the tick box underneath the 'Company employed by' field. You can then manually enter your employment information.

Once you complete the Cruden OnSite process, a confirmation email will be sent to you and your employer. Emails will also be sent to remind you to renew your Cruden OnSite account 28 days before it has been 12 months since you last completed the induction, and on the day when 12 months have passed.

The screenshot shows the 'Employment Information' section of the Cruden OnSite user interface. The left-hand navigation menu is the same as in the previous screenshot. The main content area is titled 'Employment Information' and includes a progress indicator (four dots, the first is filled). Below the title, it says '\* Indicates required field'. The question 'Who is your employer?' has two radio button options: 'I am employed by a subcontractor, company or agency working for Cruden Group' and 'I am directly employed by Cruden Group and not any other subcontractor, company or agency' (selected). Below this is an 'Employee type:' dropdown menu with a tick box underneath it. The question 'Are you a trainee?' has two radio button options: 'Yes' and 'No'. Below this is a 'Profession:' dropdown menu and a 'Years served in industry:' text input field. At the bottom, there are 'Back' and 'Next' buttons.

#### Cruden Group Employees

If you are a direct employee working for Cruden Group, you will need to indicate this by selecting the relevant statement.

For your 'Employee type', choose 'Staff' if you are part of the site team or 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 site team and/or do not require access to administrator functionality on Cruden OnSite (e.g. reviewing and authorising the accounts of workers).

Based on your selection, you will be asked a couple of specific questions relating to your role on site. The answers to these questions will help to determine whether or not you need access to administrator functionality.

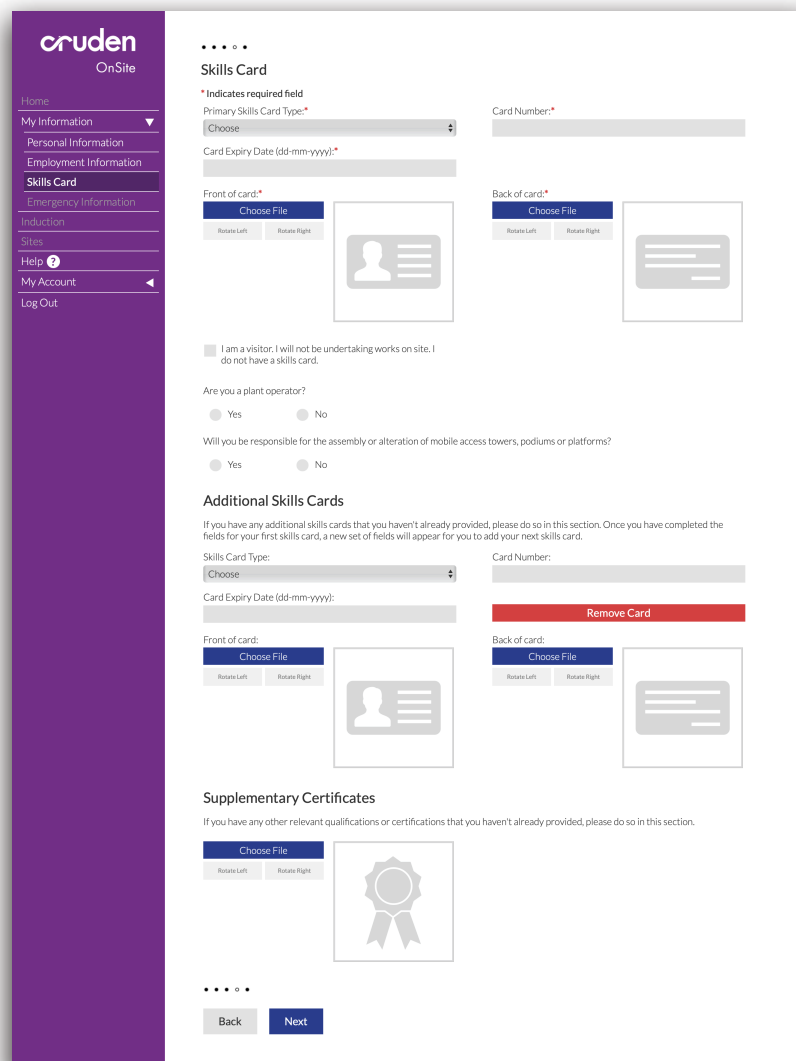
## User Guide - Skills Card

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. You may be asked to upload additional cards or certificates based on the profession that you selected on the Employment Information page. If you selected your profession in error, you can return to the Employment Information page to change it by using the 'Back' button at the bottom of the page.

If you are completing the Cruden OnSite 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 clear, well lit photos of your cards and certificates with the details correctly completed will mean that you won't be required to bring them to site.

If you are uploading a CSCS-affiliated card, the skills card information that you enter will be verified against the CSCS database (CSCS Go Smart). If you enter inaccurate or erroneous details - or details that already appear on another account - the system will stop you from proceeding 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@crudenonsite.co.uk](mailto:admin@crudenonsite.co.uk).



The screenshot shows the 'Skills Card' form in the Cruden OnSite system. The form is divided into several sections:

- Primary Skills Card:** Includes a dropdown for 'Primary Skills Card Type', a 'Card Expiry Date (dd-mm-yyyy)' field, and two image upload areas for the 'Front of card' and 'Back of card'. Each upload area has a 'Choose File' button and 'Rotate Left'/'Rotate Right' options.
- Additional Skills Cards:** A section for adding more cards, featuring similar dropdowns, expiry date fields, and image upload areas. A red 'Remove Card' button is visible below the expiry date field.
- Supplementary Certificates:** A section for uploading other relevant qualifications, with a 'Choose File' button and a 'Rotate Left'/'Rotate Right' option.

Navigation and validation elements include a breadcrumb trail at the top, a 'Back' button at the bottom left, and a 'Next' button at the bottom right. There are also several radio button questions regarding the user's role and responsibilities.

## 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.

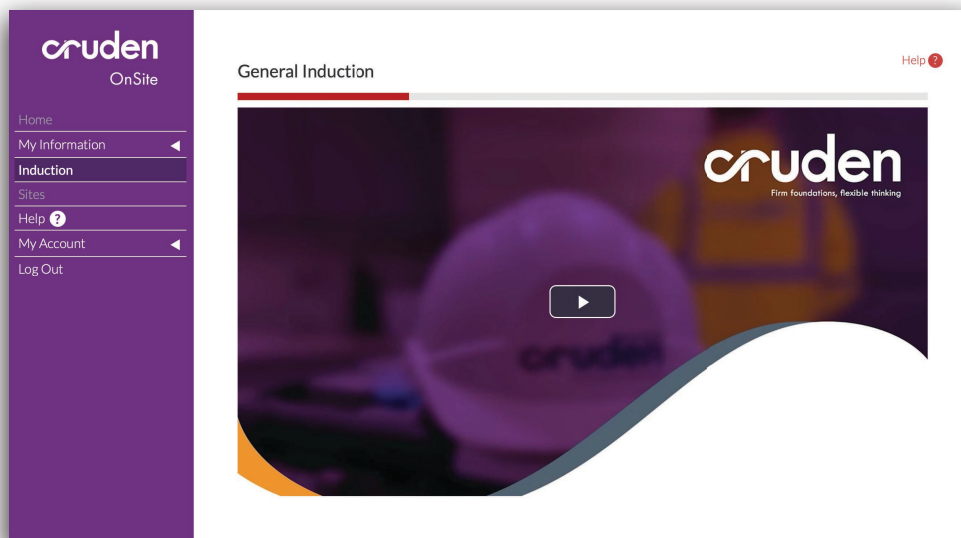
There are two questions to assess whether you will need to speak to the site team regarding a medical condition or medication that may affect your ability to work. Cruden OnSite does not store any specific details on your medical history, however, selecting 'Yes' to either of these questions will prompt the site team to speak to you to ensure your safety and wellbeing, as well as the safety of your colleagues while working on site.

The screenshot shows the 'Emergency Information' section of the Cruden OnSite user interface. On the left is a purple sidebar with navigation links: Home, My Information (dropdown), Personal Information, Employment Information, Skills Card, Emergency Information (highlighted), Induction, Sites, Help (with a question mark icon), My Account (dropdown), and Log Out. The main content area has a progress indicator at the top (four filled dots followed by one empty dot) and the title 'Emergency Information'. Below the title is a legend: '\* Indicates required field'. There are two input fields: 'Emergency Contact Name:\*' and 'Emergency Contact Number:\*', both with grey placeholder bars. A paragraph of text explains that answers will be treated as private and confidential under GDPR 2018. Below this are two questions with radio button options: 'Are you currently taking a prescribed medication that may require treatment for on site?\*' (Yes/No) and 'Do you have a medical condition that may require on site treatment?\*' (Yes/No). A final paragraph states that users may be subject to random drug and alcohol testing and that selecting 'Next' or 'Save' confirms consent. At the bottom, there is another progress indicator and two buttons: 'Back' (grey) and 'Next' (blue).

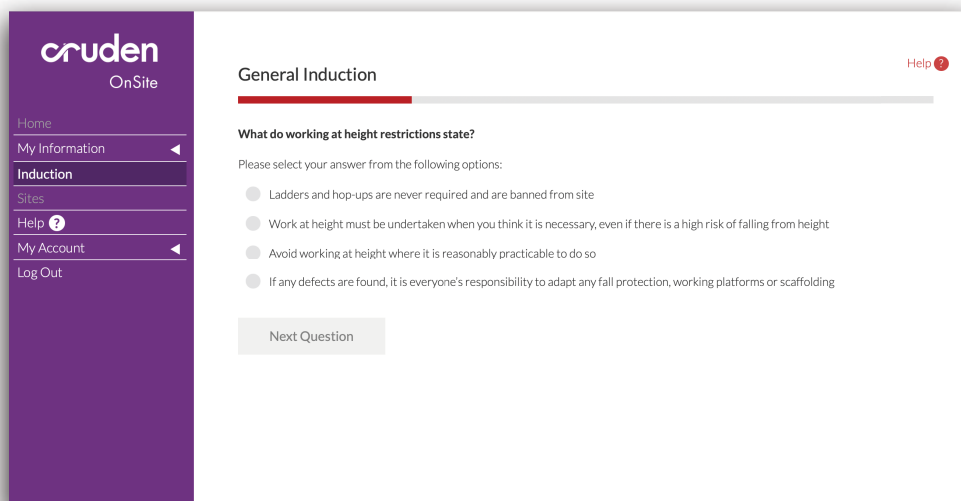
## User Guide - Induction Content and Questions

Now that you have completed the data entry pages, you will need to review the induction content. This comprises a 27-minute video, providing an introduction to Cruden Group and some of the company's policies.

Please pay attention to the information carefully; the information is provided to protect your health, keep you safe and protect the environment around you.



After the video, you will be asked four multiple choice questions. If you answer any of these questions incorrectly, you will have to re-watch the video. You will then be presented with four different questions to answer.



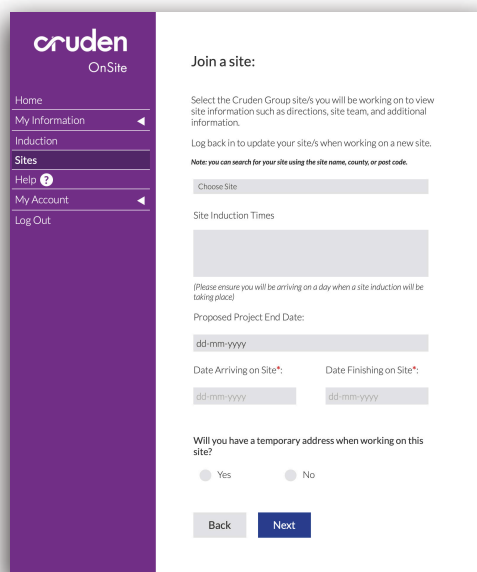
Once you have correctly selected the answers to all four questions, you will have completed the first part of the Cruden OnSite process. You will not need to re-watch the videos and answer the questions for 12 months. You will see a 'Congratulations' page and a confirmation email will be sent to you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

In order for the site team to find your account, you must make sure that you join the site where you will be working on your Cruden OnSite account. To do this, and to fully complete the Cruden OnSite process, select 'Next' at the bottom of the 'Congratulations' page to proceed to the 'Join a Site' page.

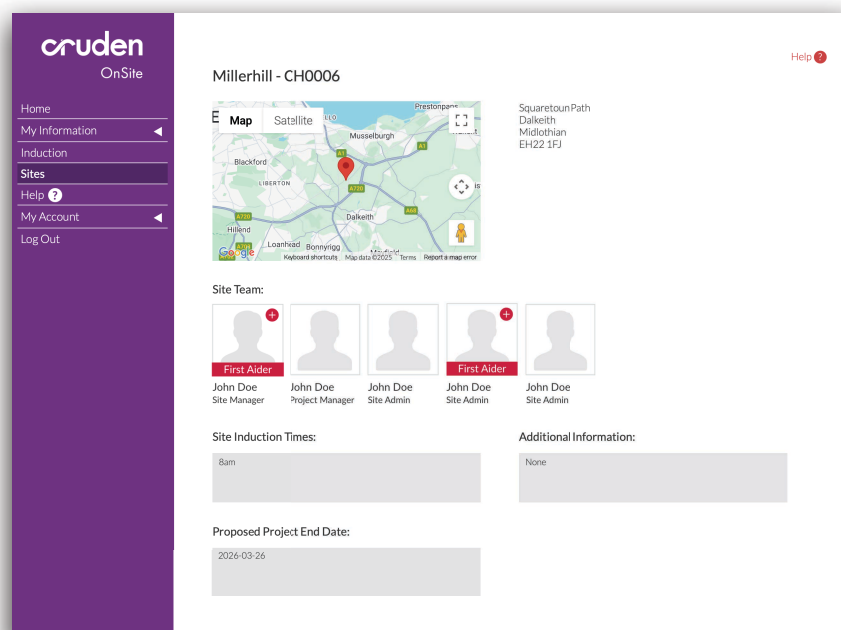
### User Guide - Join a Site

The final part of Cruden OnSite 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.crudenonsite.co.uk](http://www.crudenonsite.co.uk) 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 while working on site.



In order for the site team to find your account, you must make sure that you join the site where you will be working. Once you have joined, you will also see useful details about the site, including a map showing where the site is, a list of the members of the site team, site induction times, and any other additional, useful information.




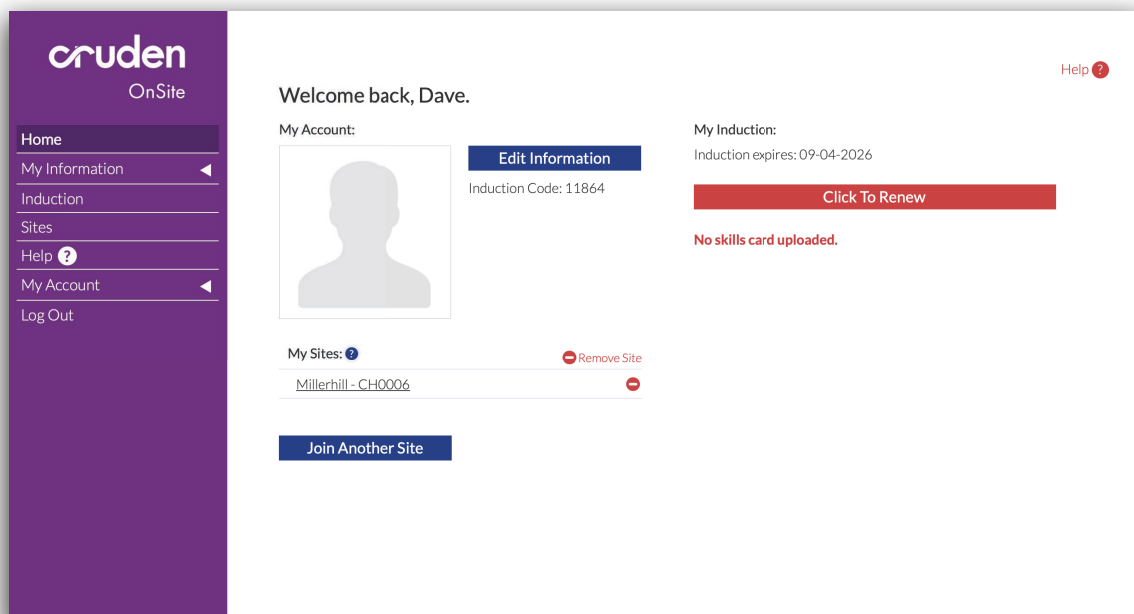
## User Guide - Home Page and Renewal

When you return to the 'Home' page, you will see an overview of your account and the date by which you next need to complete the induction video and questions. This 'expiry date' will be 12 months from the date that you completed the videos and questions.

To renew your Cruden OnSite account you will need to navigate to [www.crudenonsite.co.uk](http://www.crudenonsite.co.uk), log into your account and select 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 kept up to date and correct. You can log into your account at any point to update your personal, employment, skills card, and emergency information. Use the menu on the left of the screen (or at the top of the screen on mobile devices) 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 under "My Sites".



If you need any further assistance, please email the Helpdesk at [admin@crudenonsite.co.uk](mailto:admin@crudenonsite.co.uk).

Thank you for completing the Cruden OnSite process.