

What is HG Induct?

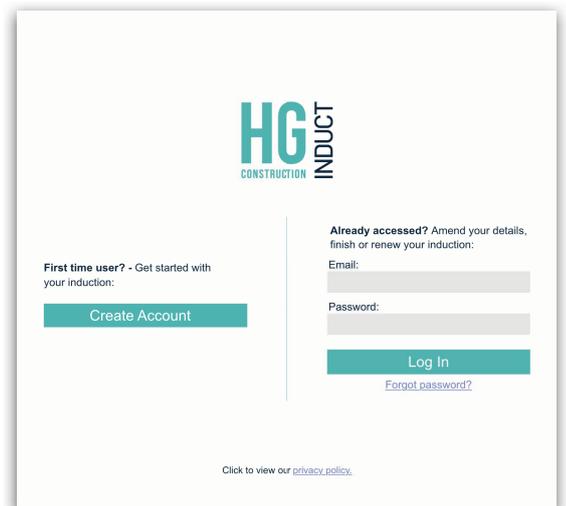
And why do I have to do it?

“Our priority is always safety, so we hold ourselves to the highest standards when it comes to protecting our people and the people around us.”

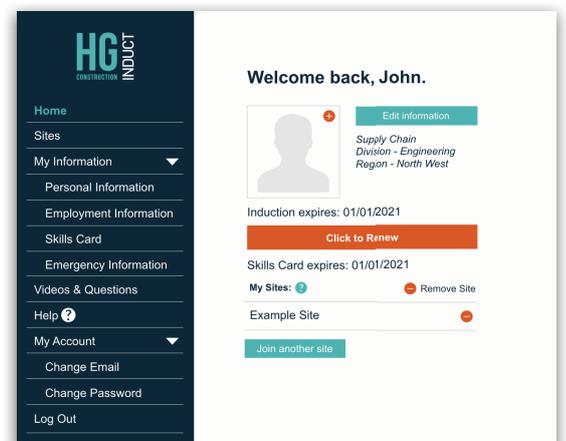
HG Induct replaces the on-site induction process, ensuring that you are ready for a fast and safe start on site.

To work on any HG Construction 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 HG 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.



The screenshot shows the HG Induct login interface. At the top center is the logo 'HG CONSTRUCTION INDUCT'. Below the logo, there are two main sections. On the left, under the heading 'First time user? - Get started with your induction:', there is a teal 'Create Account' button. On the right, under the heading 'Already accessed? Amend your details, finish or renew your induction:', there are input fields for 'Email:' and 'Password:', followed by a teal 'Log In' button and a link for 'Forgot password?'. At the bottom center, there is a small link: 'Click to view our [privacy policy](#)'.



The screenshot shows the user dashboard for John. On the left is a dark blue sidebar menu with the HG Induct logo at the top. The menu items are: Home, Sites, My Information (with a dropdown arrow), Personal Information, Employment Information, Skills Card, Emergency Information, Videos & Questions, Help (with a question mark icon), My Account (with a dropdown arrow), Change Email, Change Password, and Log Out. The main content area on the right is white and features a 'Welcome back, John.' message. Below this is a profile picture placeholder with an 'Edit information' button. The user's details are listed as 'Supply Chain', 'Division - Engineering', and 'Region - North West'. There are two expiration dates: 'Induction expires: 01/01/2021' and 'Skills Card expires: 01/01/2021', each with a red 'Click to Renew' button. Under 'My Sites', there is one site listed as 'Example Site' with a red 'Remove Site' button. At the bottom, there is a teal 'Join another site' button.

The process

If you are using HG Induct for the first time, go to www.hginduct.co.uk and enter your email address. On the next page, you will follow steps to set your password, creating your account.

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

Help and information is available throughout the process by clicking on 'Help?' in the side menu. On mobile devices, this is an option beneath the menu button at the top of your screen. If you require further assistance, you can email the Helpdesk at admin@hginduct.co.uk.

Once you have completed the HG 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. These confirmation emails do not need to be printed or presented when you first arrive on site.

When you first arrive on site, the site team will be able to find you on HG 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.

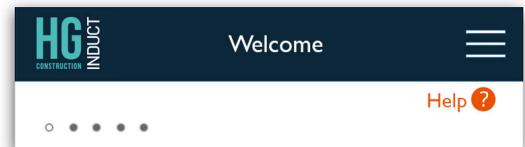
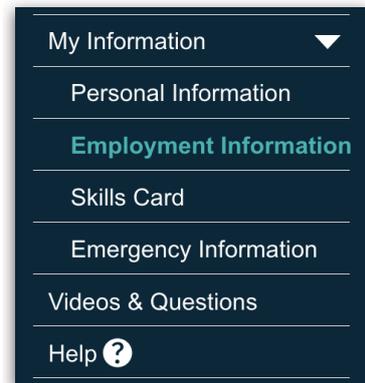
Create New Account

Email Address:

Re-enter Email Address:

Password: ?

Re-enter Password:



Worker Search

Search:

Filter by:

| Name | Employer | Induction Expires | Valid Induct | Verified | Notifications |
|----------|-----------------|-------------------|--------------------------------------|--------------------------------------|---|
| John Doe | HG Construction | 01-01-2021 | ● | ● | |
| John Doe | Construction123 | 01-01-2021 | ● | ● | |
| John Doe | HG Construction | 01-01-2021 | ● | ● | |
| John Doe | Build Fast | Incomplete | ● | ● | No Skills Card ● |
| John Doe | Construction123 | 01-01-2021 | ● | ● | |

Showing 1 to 10 of 1,679 entries (filtered from 1,659 total entries) Previous 1 2 3 4 5 ... 168 Next

Step 1:

Personal information

Upon arriving on the 'Home' page, read the welcome statement before clicking on 'Next'.

A set of personal information is required to confirm you are eligible to work in the UK and on how and where you are commuting from, for capturing information on our environmental impact.

Once you complete the HG Induct process, a confirmation email will be sent to the email address that you used to create your HG Induct account. A copy of this email will also be sent to your employer. Emails will also be sent to remind you to renew your HG Induct account 28 days before it expires, and on the day of expiry.

You will need to upload a headshot passport-style photo. If you are completing the HG Induct process on a mobile device with a camera, you will be able to use the device's camera to capture a headshot photo.

When answering the questions about your skills, you will need to complete the relevant forms if you are either a registered apprentice or completing an S/NVQ.

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.

The screenshot shows the 'Personal Information' section of the HG Induct user interface. The form is divided into several sections: Personal Information, Skills Information, and Vehicle Information. The Personal Information section includes fields for First Name, Last Name, Date of Birth, Gender (Male, Female, Other, Prefer not to say), and Postcode. It also features a Headshot Photo Upload section with a 'Choose Photo' button and a 'Review Left' / 'Review Right' indicator. The Skills Information section contains questions about Equality & Diversity Training, work experience, and apprenticeship status, with radio button options for Yes/No. It also includes fields for Trade, Apprentice Number, Date Started, and Expected Completion Date. The Vehicle Information section asks if the user will be driving to site and if they are a driver or passenger, with dropdown menus for Vehicle Type, Fuel Type, and Engine Size. At the bottom of the form, there are 'BACK' and 'NEXT' buttons.

Step 2:

Employment information

You will need to provide some information regarding your profession and your employer.

You will need to first select who your employer is from the first type-to-find field. Start typing the name of your employer in the field and select the company name when it appears. Your profession and employer details will be automatically completed. You will then be asked a couple of specific questions relating to your role on site. The answers to these questions will determine the validity of your HG Induct account. Please provide accurate answers to prevent any potential issues from arising when you first arrive on site.

The screenshot shows the 'Employment Information' form in the HG Induct system. The form is divided into two main sections: 'Employment Information' and 'Employer Address'. The 'Employment Information' section includes a question 'What if I'm a HG Construction employee?' with a radio button for 'Yes' selected, a 'Company employed by:' field, a 'Profession:' field, and a 'Years served in industry:' field. The 'Employer Address' section includes a 'Postcode:' field, 'Address Line 1:' and 'Address Line 2:' fields, 'Town/City:' and 'County:' fields, and an 'Employer Email Address:' field. Below these fields is a question 'Are you a supervisor?' with radio buttons for 'Yes' (selected) and 'No'. A note below the question states: 'You have selected that you are a Supervisor. You will be prompted to upload your SMSTS/SSSTS certificate on the Skills Card page.' The form has a 'BACK' button and a 'NEXT' button at the bottom.

Step 3:

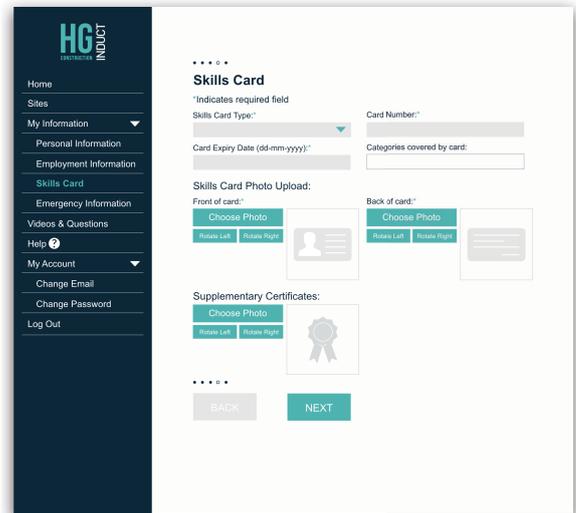
Skills Card

The skills card information that you enter may be verified with the associated issuing body. The cards and certificates that you are required to upload will be determined from the answers that you provided on previous pages.

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 every card and certificate.

Uploading your cards and certificates correctly here will mean that you will not be required to bring them to site.



Step 4:

Emergency Information

You will need to complete a health questionnaire and provide an emergency contact name and number. This will need to be someone who can act as your next of kin.

Please provide as much supplementary information as possible, to ensure that the site team is best equipped to deal with any specific requirements.

The screenshot shows a web interface for 'HG CONSTRUCTION INDUCTION'. On the left is a dark blue sidebar menu with the following items: Home, Sites, My Information (with a dropdown arrow), Personal Information, Employment Information, Skills Card, Emergency Information (highlighted in light blue), Videos & Questions, 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 and titled 'Emergency Information' with a progress indicator of four dots, the second of which is filled. Below the title, it says '*Indicates required field'. There are two input fields: 'Emergency Contact Name:*' and 'Emergency Contact Number:*', both with grey placeholder text. Below these are two questions with radio button options: 'Are you on any prescribed medication which may affect either your fitness to work or which first aiders or other medical services should be made aware of in a medical emergency?' (Yes/No) and 'Have you any medical condition/s or are you aware of any other medical reason why your work activities may be restricted?' (Yes/No). A paragraph of text follows: 'Please be aware that you may be subject to random drugs & alcohol testing on any HG Construction site. Prescription medication may alter the result of the test and therefore should be declared at this stage. Please tick this box to confirm that you consent to drug & alcohol testing at any time while working on site.' Below this is a checked checkbox. At the bottom, there is a small note: 'You will be able to discuss medical information with the site team upon arrival on site.' and a progress indicator of four dots. At the very bottom are two buttons: 'BACK' (grey) and 'NEXT' (teal).

Step 5:

Videos & Questions

Now that you have completed the data entry pages, you will need to review the induction presentation.

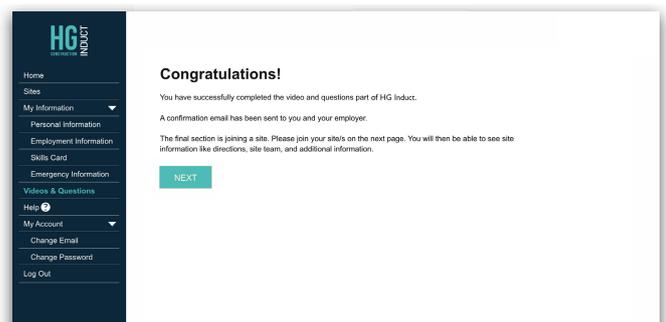
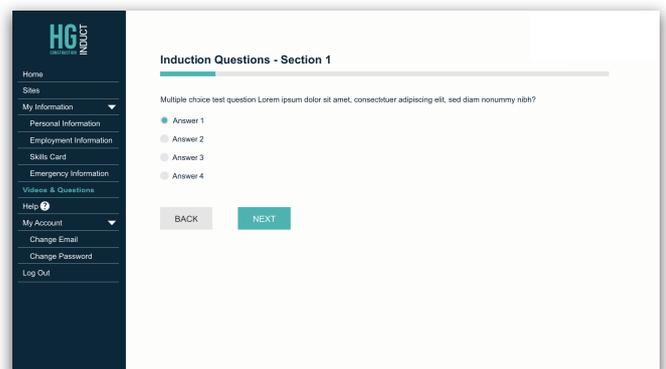
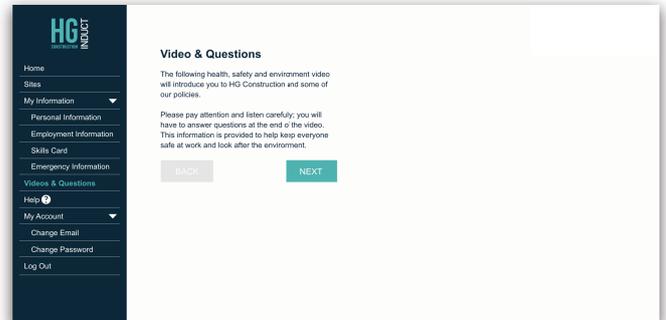
This comprises of 6 videos, delivered in 4 sections, providing an introduction to HG Construction and some of their policies.

Please read 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 4 sections. If you answer either of these questions incorrectly, you will have to re-read the sectional slides. You will then be presented with two different questions to answer.

Once you have correctly selected the answers to all 4 sections, you have completed the main part of the HG Induct process. You will not need to re-watch the videos and answer the questions for 6 months. You will arrive on a 'Congratulations' page and a confirmation email will be sent to the personal email address that you entered earlier, and your employer email address.

To complete the process, you will need to click 'Next' at the bottom of the page and list your site.



Step 6:

Sites

The final part of HG 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.hginduct.co.uk and join the site.

When you finish working a site, you will need to remove it by clicking the  icon next to 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).

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.

When you return to the 'Home' page, you will see an overview of your account and when it expires. This expiry date will be 6 months from the date that you completed the videos & questions.

Thank you for completing the HG Induct process.

