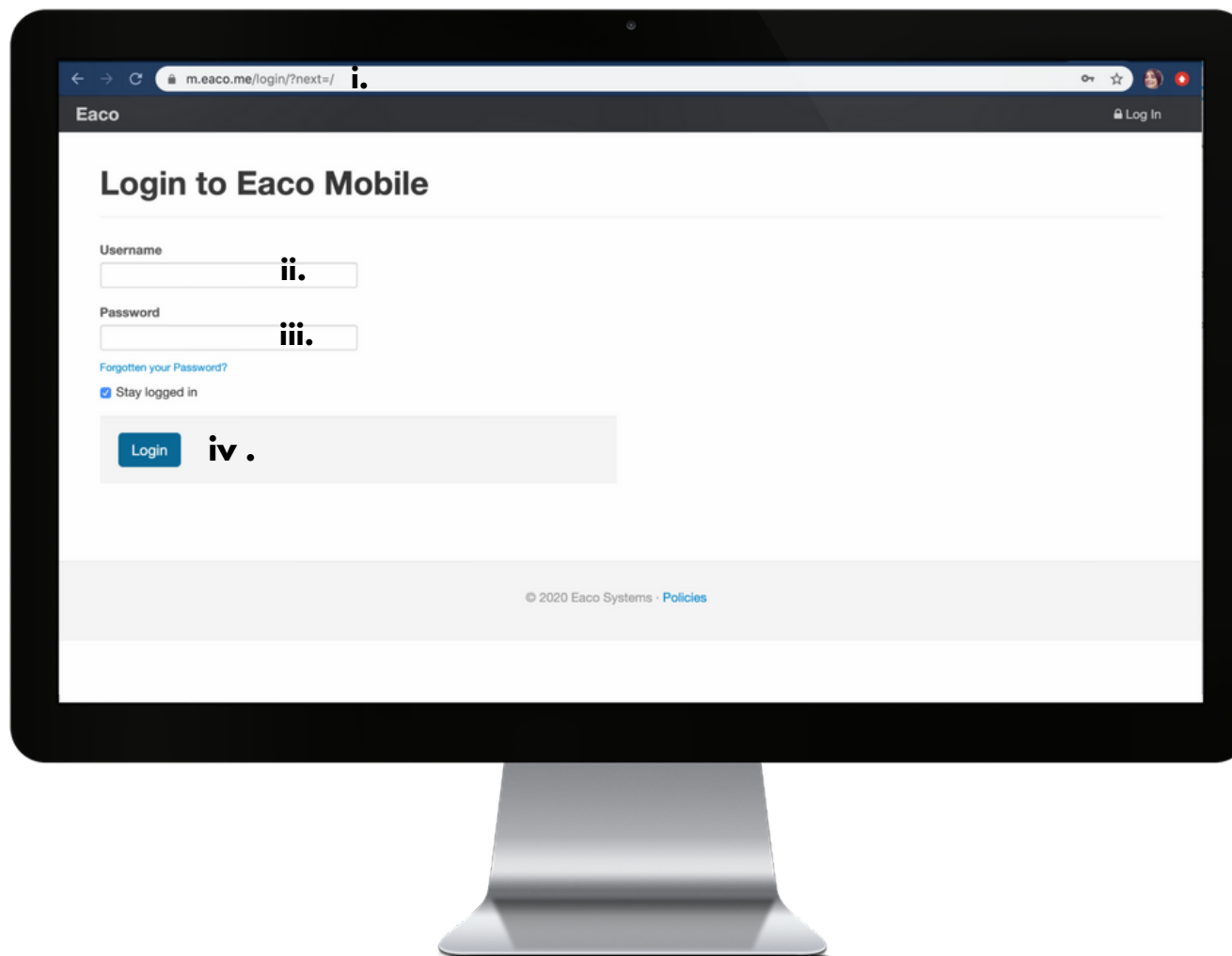




Eaco: Completing a Learning Course

USER GUIDE

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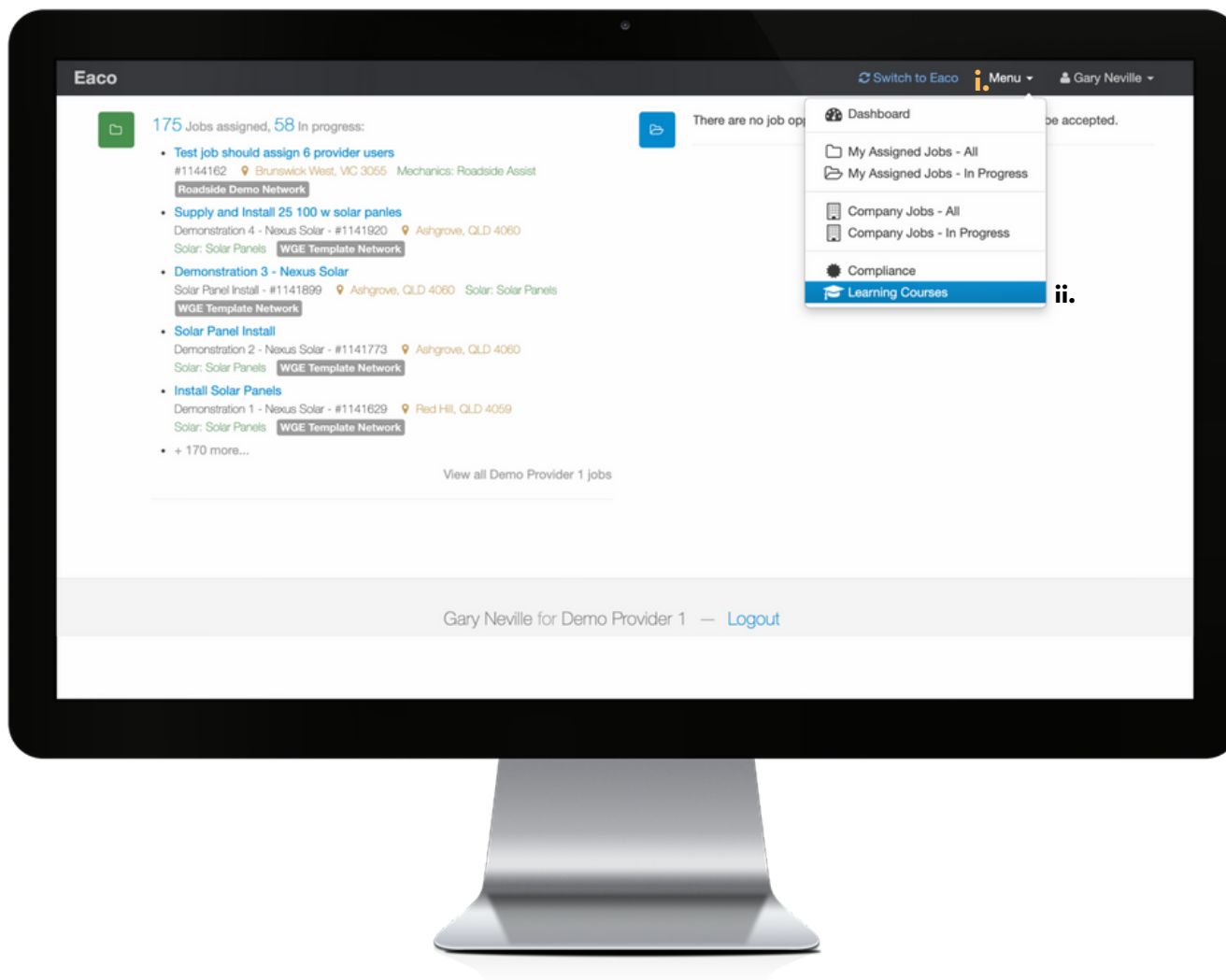


i: A Learning Course can be accessed by those authorised to complete it via the Eaco Mobile portal - visit <https://m.eaco.me>.

ii. The authorised User should enter their Eaco login Username in this field.

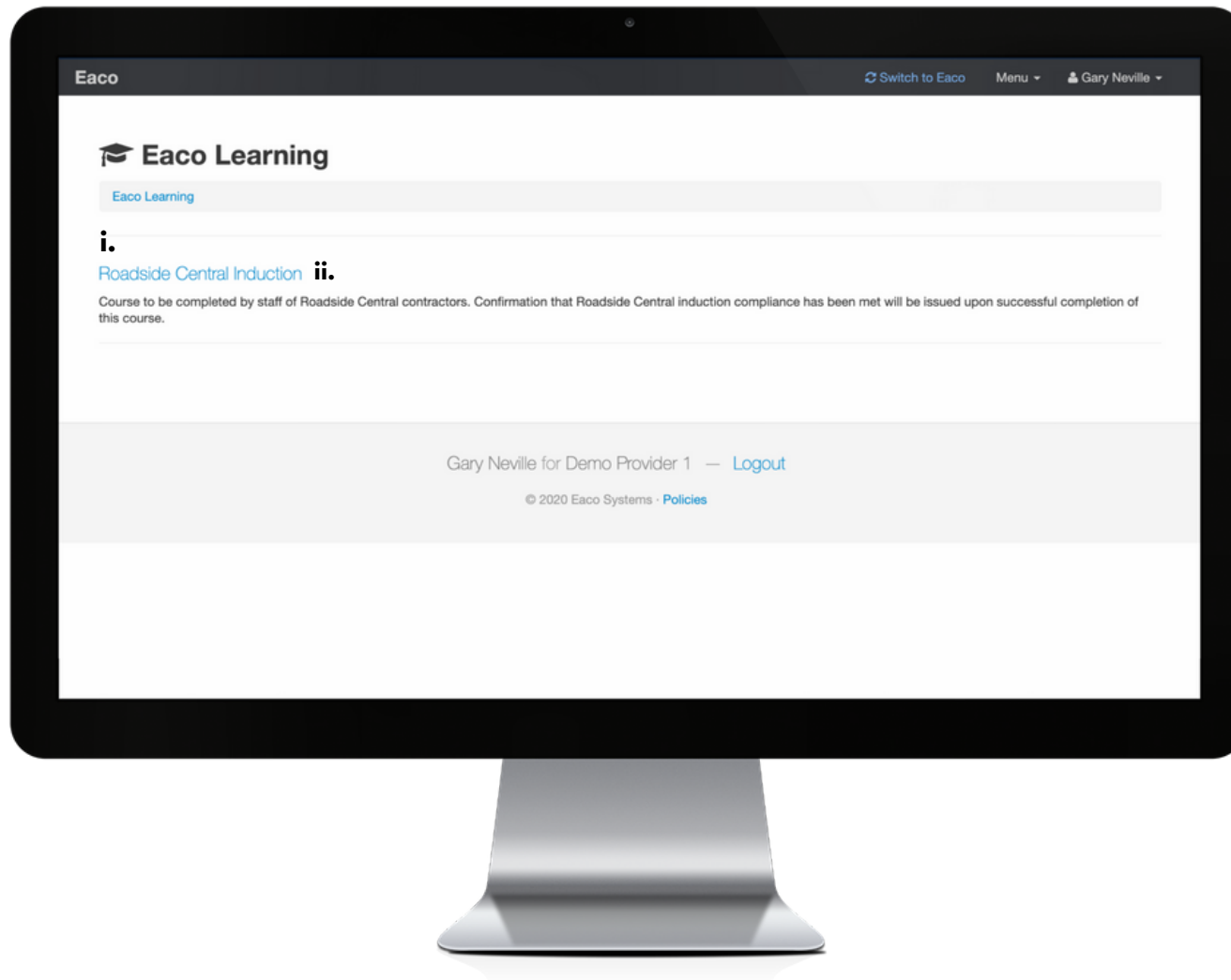
iii. The authorised User should enter their Eaco login Password in this field.

iv. The authorised User should click here to Login.



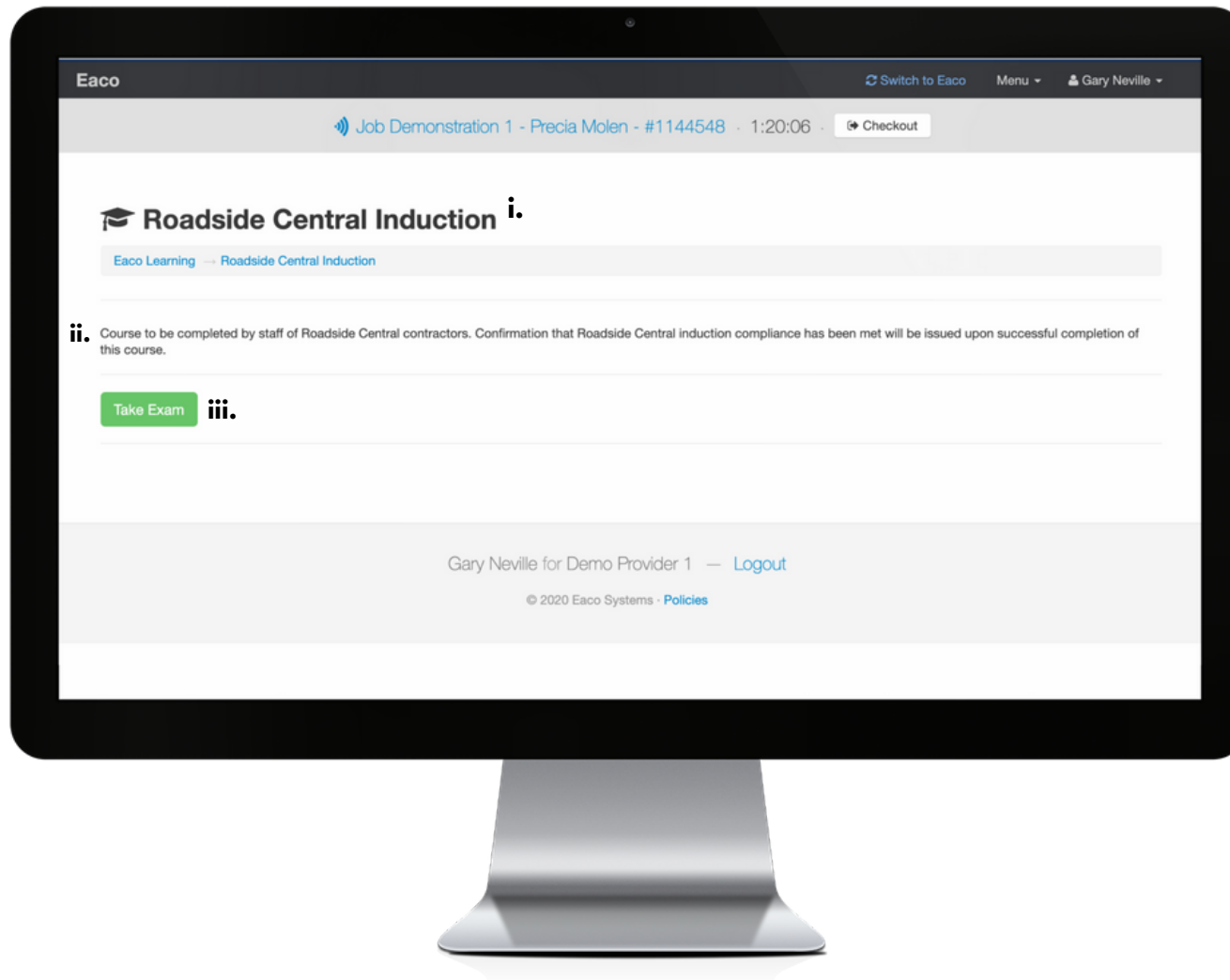
i: Once logged in to Eaco Mobile, a User can look within the Menu for access to Learning Courses - visit <https://m.eaco.me>.

ii. Click Learning Courses from within the Menu, this will take you to the Eaco Learning main page. All Learning Courses that the User is registered to complete, will appear listed in this section.



i: Below will list all Learning Courses the User is registered to complete. If the list is blank, this means the User has not been registered to complete any Learning Courses.

ii. To complete a Learning Course click on the name from within the list of courses showing. This will direct the User to start the course.



i: This is the name of the course to be completed.

ii. This is a description of the course to be completed.

iii. To commence completion of the course, click Take Exam.

Q1 - What condition should the worksite be left in when work is finished? (select *all that apply*)

- ☒ Clear of all hazards and debris
- ☒ Clear of all debris and hazards
- ☐ The way you found it
- ☐ With rubbish and debris bundled up in the corner

Q2 - What must you do before commencing any work where there is a risk of fall?

- ☐ Consider if the work can be done from the ground?
- ☐ Consider if fixed equipment designed to prevent falls (e.g. scaffolding) can be used
- ☐ Consider if a travel restraint system can be used
- ☐ Consider if a fall prevention system can be used (e.g. fall arrest system)
- ☒ All of the above

Q3 - When must a risk assessment be conducted?

- ☒ When something goes wrong
- ☐ Before you start work
- ☐ Each month

Q4 - When must you notify your supervisor of a hazard?

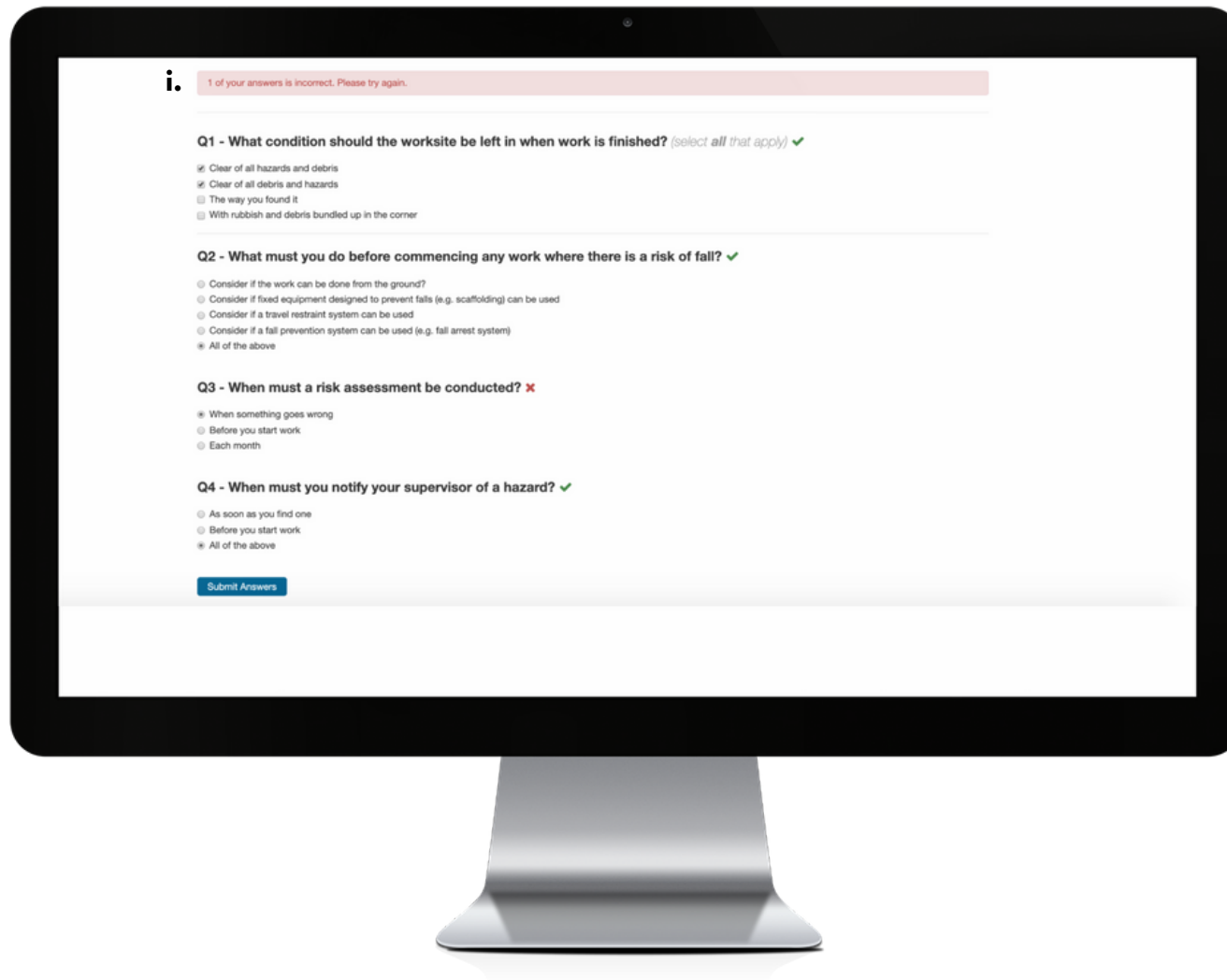
- ☐ As soon as you find one
- ☐ Before you start work
- ☒ All of the above

[Submit Answers](#) **i.**

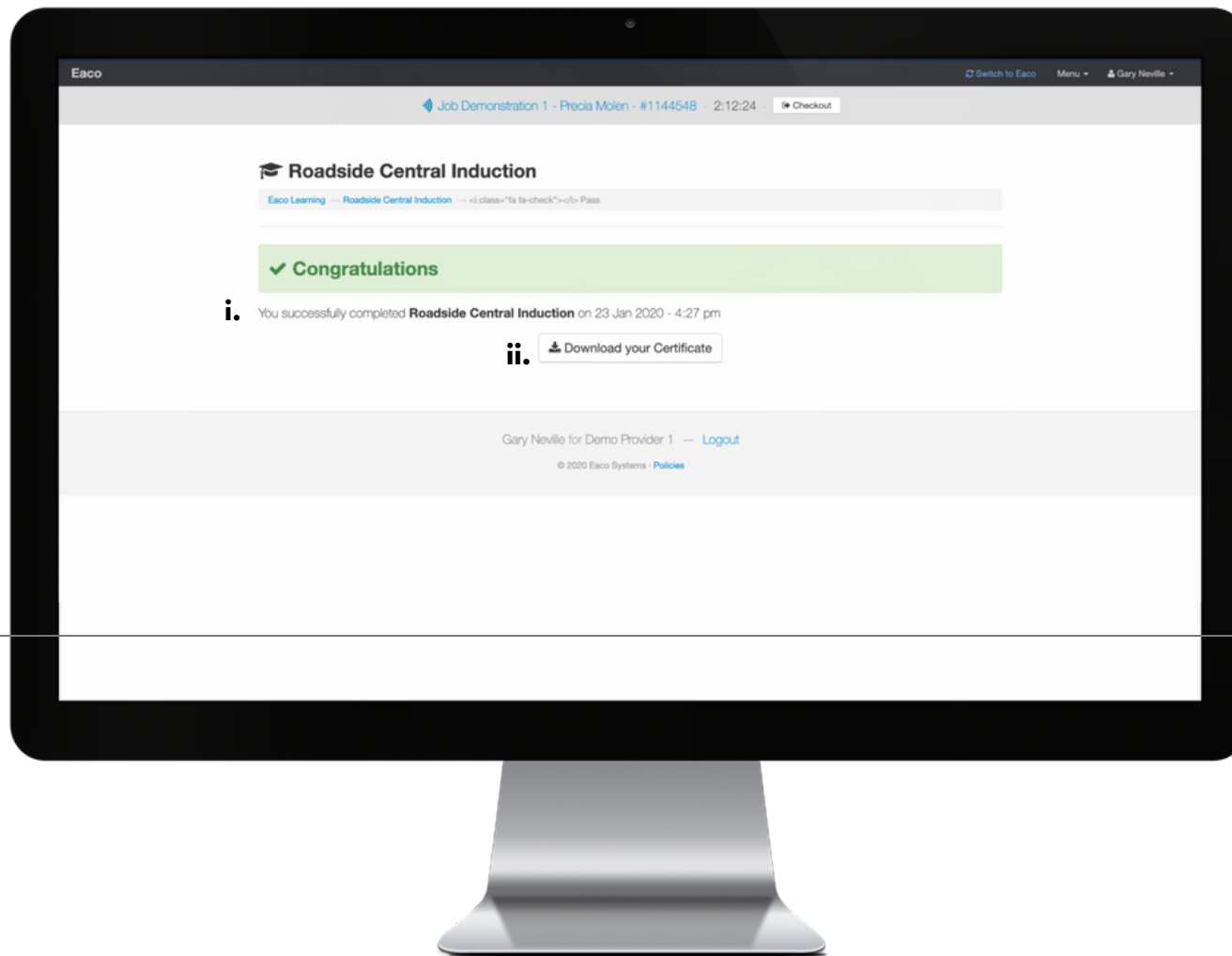
Upon clicking Take Exam, the User will be directed to answer the Course Questions. Questions

Check boxes will appear under Questions that have more than one correct answer (as per Q1 in this screenshot). Radio buttons will appear under Questions where there is only one correct answer (as per Qs 2, 3 and 4).

Click Submit Answers (i.) in order to confirm completion of the Learning Course. In the event that all questions have not been correctly answered, the User will be prompted to try again (see screenshot on following page). Upon successful completion, the User a confirmation message will appear following submission of the correct answers (see screenshot on Page 7 of this Guide).



i. In the event that all questions have not been correctly answered, this message will appear to prompt the User try again.



i. In the event that all questions have been correctly answered, this message will appear to confirm the User has successfully completed the Learning Course. Successful completion of a Learning Course for purposes of a Supplier meeting compliance requirements, will be registered as Verified (refer to the Eaco Supplier Management Compliance Guide, pages 10 and 11).

ii. Upon successful completion of the Learning Course, the User is able to download a Certificate to retain as proof of completion/compliance.