

# Best Practices for using aQuiRe®

**aQuiRe®** is a purpose built training and compliance platform for the construction and related industries. Companies appoint a Training Champion to manage the process of distributing and tracking training module completion. Users take training modules in a mobile app with a simplified interface optimized for field workers.

The **aQuiRe®** library has 200+ modules filmed with subject matter experts. Optionally, companies can develop their own training and compliance modules. CAHill has a highly skilled media production department that works with companies to enable this capability.

This article focuses on some typical use cases for the platform, along with practical guidance on how to get value from the activity. Many of these suggestions come from real world companies that helped to shape the **aQuiRe®** platform development.

## Onboarding New Employees

Companies in the construction industry face a lot of challenges, including how cyclical the work is. Seasonal adjustments, funding cycles and employee retirements are significant challenges that must be managed. Finding and training employees is critical to the success of the business.

Companies may want to ensure that all new employees have a baseline level of knowledge about company equipment, processes and procedures. Training Champions can provide a selection of training modules that employees must complete before the start of employment. This provides a level of assurance that workers are knowledgeable about key operating requirements for their role, and helps a company maintain a good safety rating.

### Example of New Employment baseline training module collection:

#### Compliance:

- Dig Safely (5 short modules describing required processes)
- Covid-19 (2 modules describing procedures for following when ill)

#### Safety:

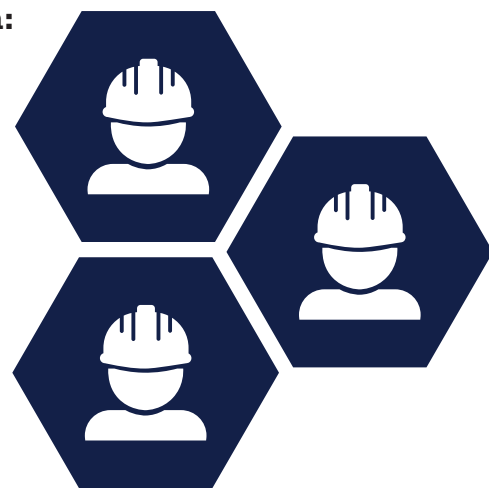
- You (7 short modules describing how to keep self safe)
- Them (3 modules on keeping others safe at work site)
- The World (5 modules on environmental scenarios)

#### Site Ops:

- The Road (modules available for many specific operational procedures)

#### Iron:

- Sweep It: System Check (Module on procedure for daily check of attachment)
- Track Time (module on proper method to check machine tracks)



Each of the modules assigned comes with a quiz. Quizzes get logged centrally so Training Champions can ensure that new workers have the base level of knowledge needed to start the job safely and skillfully. Reports are available for HR files if paper records are desired. Workers can track their own progress towards successful completion and print a certificate of accomplishments.



# Encouraging Participation in a Company Initiative

Companies may have topics that need to be communicated to the workforce for various reasons. For instance a company may have had a recent safety incident where a worker was injured by a moving vehicle. The management may use **aQuiRe®** to distribute training modules to all field staff who may be in a similar situation where they are vulnerable to traffic.

Training Champions can assign specific training modules to a group of field workers. Workers need assurance that the company is doing all it can to prevent recurrence. The Company needs assurance that workers are doing all they can to maintain safe practices and working conditions.

Example modules for this scenario:

- Watch Out, Work Zones
- WZTC

## Enforcing Compliance

Companies have certain tasks and procedures that must be followed in order to operate. There may be Federal, State or local laws that must be followed. Company's insurance policies may require certain procedures. The company itself may have procedures that are very important. All of these require a degree of assurance that the task or procedure is being followed, and Training Champions need a way to "prove it" through documentation.

A simple example of this is Sexual Harassment compliance. This government requirement stipulates that every worker must participate in training on what they can and can't do when interacting with others. The requirement states that companies have a record of when each employee completed this training and how they scored on the associated quiz.

The Training Champion assigns the Sexual Harassment training modules to all required workers and tracks completion. Completion reports are available digitally in the web portal and can be downloaded for paper records if needed.

## Daily Inspections

Companies have many processes and procedures that must be followed. By using **aQuiRe®** to ensure processes are followed, companies can act on insights in real time and manage the work site faster with less paperwork.

For instance a company may have a requirement that drivers inspect their truck every day at the beginning of a shift and fill out a Daily Vehicle Inspection Report. aQuiRe® prompts the worker to enter the proper information about the inspection and list any shortcomings. The company is alerted of any shortcomings such as the need for a replacement part soon. The worker obtains the finalized Inspection Report digitally and is able to easily share at any work site visited.



# Incenting Employee Skill Development

Companies have many reasons for wanting a skilled and capable workforce. By building a culture that values skill development a company ensures a good reputation in the market and a high safety rating which would translate into a lower EMR rating.

Training Champions can create contests with various forms of recognition for winners. One company in upstate New York gives top learners recognition at daily meetings and awards the winners hard hat stickers. CAHill TECH has a collection of stickers that may be used for this purpose. Another company prints the individual accomplishment certificates available in the platform and tapes them to the wall of the site trailer.

## Toolbox Talks

Construction companies need to continually adjust to daily demands on the work site and keep the workers organized and motivated. By having periodic Toolbox Talks, the company can develop the skills of workers and ensure safe and effective work processes are followed. Some governing bodies may even require such training.

Worksite leaders can gather workers to provide necessary training. This can be done by projecting the **aQuiRe**® module from a computer at the trailer or a tablet out in the open. By conducting the module in a group setting, workers can learn from one another's questions and benefit from team dynamics.

The **aQuiRe**® platform allows each worker to take an associated quiz individually on their personal mobile device. The quiz can be tracked and rewarded as described elsewhere in this document.

## Conclusion

Companies have many processes and procedures that must be followed. By using **aQuiRe**® to ensure processes are followed, companies can act on insights in real time and manage the work site faster with less paperwork. Empowering the field with innovative access to knowledge simply builds a stronger team.

