



# Online Safety Courses

## QUICK GUIDE FOR EMPLOYERS

[www.ireland-safetytraining.com](http://www.ireland-safetytraining.com)

## Creating Your Employer Account

Please complete the employee registration by following the steps shown on the platform.

If you need to register several employees, **the best option is to create one business account** using your official company email, which allows you to pay quickly with your **company card, Apple Pay, or Google Pay** and ensures that **all invoices are delivered directly to your company email** with correct billing details. When creating your account, enter your full company information, including your company address, and during payment you will be asked for your **company name, company address**, and any required billing details, which will be added automatically to the invoice. After the payment is completed, the **invoice will appear instantly in your account** and you will also receive a **payment confirmation email**.

Online Safety Courses

HOME HEALTH AND SAFETY FAQS TRAINING TEAMS CONTACT US

Login Register

★ 349,500 Certificates Issued 24/7 Online Course Money Back Guarantee Fully Accredited Course

### Ireland's #1 Health and Safety Courses Health and Safety Training Online

Online Safety Courses offers CPD certified health and safety courses and health and safety training that are clear, practical, and easy to follow, using simple **videos**, **images**, and short **text**. Our safety courses online let you learn at your own pace on any device, enjoy a smooth and intuitive platform trusted by thousands of learners and businesses, and earn certificates recognised across Ireland, the UK, and Europe in a friendly, supportive online environment.

GET CERTIFIED TODAY

349,500+ CERTIFIED LEARNERS 4.9★ AVERAGE RATING 98% PASS RATE 24/7 COURSE ACCESS

## Employees emails

Employees can be registered using either their personal email addresses or company email addresses created by you. Both options work perfectly on our platform, so you can choose whichever is more convenient for your organisation.

## Purchasing Courses

We recommend purchasing the courses first, so you can assign them instantly to your employees whenever needed. The courses never expire, so you can use them at any time.

## Bulk Purchase Discount

Save more when you buy more 🎉 **get 10% off** when you add **10 or more courses** to your cart, **and 20% off** when you **add 50 or more**, with the system **automatically** applying the correct discount in your cart based on the number of courses added.

**CHECKOUT**

### Review Your Order

Check your courses and proceed to secure payment

1 Cart — **2 Review** — 3 Payment

Your Courses 50 Courses

**Manual Handling Course** €64 - €30 PER PERSON

Online Certificate

#### Order Summary

**Maximum Discount - 20% Off!**  
✓ 50+ courses in your cart. Best available rate applied.

Subtotal **€1500**

**Volume Discount (20% off) Applied!** **-€300**

**Total €1200.00**

[Continue to Payment →](#)

Protected checkout with advanced encryption

# Registering Employees

To register an employee, navigate to the **'For Employers'** section on bar menu on our website, then click on **'Register your employee'**

Fill in the form with your employee's details and make sure the email is correct. They will receive an email with their **login details** and a password they can change at any time.

To avoid any issues, please make sure you enter your employee's **correct full name** and **email address** and that you assign the right course to the right person. Once a course is sent, it cannot be changed or reassigned.

The screenshot displays the 'Online Safety Courses' website interface. On the left is a dark blue navigation menu with the following items: Home, Profile, My Courses, For Employers (highlighted with a red arrow and the number 1), Employer Dashboard, Register employee (highlighted with a red arrow and the number 2), Instructions, Invoices, Certificates, and Help us improve. At the bottom of the menu are the MasterCard and VISA logos. The main content area features a 'Register your employees' form. The form title is 'Register your employees' and it includes the instruction: 'Fill in the details below and click "Add Employee". We'll email the login credentials instantly.' The form has two input fields: 'EMPLOYEE'S FULL NAME' with a placeholder 'First Name Last Name' (highlighted with a red arrow and the number 3) and 'EMPLOYEE'S EMAIL ADDRESS' with a placeholder 'name@example.com' (highlighted with a red arrow and the number 4). Below the fields is a blue 'Add Employee' button. Below the form is an 'Information' section with three numbered steps: 1. 'After registering all employees, you can access the Employer Dashboard from the menu bar at any time to review all your submitted registrations.' 2. 'To send courses to employees for study, open the My Courses page from the menu bar and click Send Course. A list of all registered employees will appear.' 3. 'If your employee cannot find the login email, even after checking inbox and spam, there is no need to worry, the account is already active. They just need to visit the Login page, select Reset Password, and enter the registered email address to receive a reset link instantly. We kindly ask you, as the employer, to make sure the email address provided is correct. If an incorrect email was used, a new account can be created with the correct email address, as existing account email addresses cannot be changed or removed. Thank you for always taking a moment to double-check the details you enter.'

# Course Allocation and Access

Once you finish the registration and purchase the required courses, you can start **assigning them to your employees**. They can **log in with the details sent to their email** and begin training anytime. If they cannot find the email, they should **check their spam folder** or use **Forgot Password** to reset their login. Every time you assign a course, **our system sends your employee an email** informing them that a new course was added to their account and is **ready to study**.

The screenshot displays the 'My Courses' interface. On the left is a dark blue sidebar with navigation options: Home, Profile, My Courses (highlighted with a red arrow and labeled '1'), For Employers, Invoices, Certificates, and Help us improve. The main content area has a light blue background with the title 'My Courses' and a 'Total courses: 6' indicator. Below the title is a table with columns: NO., COURSE, STATUS & CERTIFICATE, and ACTIONS. The table lists six courses, all with a 'Purchased' status. Each row has a 'Send' button (with an envelope icon) and a 'Start' button (with a play icon). A red arrow labeled '2' points to the 'Send' button in the first row.

NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Working at Heights	Purchased	Send Start
2	Working at Heights	Purchased	Send Start
3	Abrasive Wheels	Purchased	Send Start
4	Abrasive Wheels	Purchased	Send Start
5	Manual Handling Course	Purchased	Send Start
6	Manual Handling Course	Purchased	Send Start

**IMPORTANT:** Please do not click any Start Course button unless you plan to take the course yourself. Once you open it, the course activates on your account and cannot be assigned to an employee. After a course is assigned to an employee, it cannot be reversed or moved. Each course can be sent only once and becomes permanently linked to the chosen student.

# Our platform is easy to use, well organised, and accessible to all 😊

After selecting your course and clicking "**Send Course**" a list of your registered employees will appear.

The screenshot shows the 'Online Safety Courses' dashboard. On the left is a dark blue sidebar with navigation links: Home, Profile, My Courses, For Employers, Invoices, Certificates, and Help us improve. The main content area has a header with a 'Hide Menu' button and a user profile for 'John O'Conor'. Below the header is a instruction: 'Please select your employee and click "Send" to assign the course.' A search bar is provided for finding employees. A table lists 3 employees with columns for 'NO.', 'ACTION', 'EMPLOYEE EMAIL', 'FULL NAME', and 'ASSIGNED COURSES'. The 'Send Course' button for the first employee is highlighted with a red box and an arrow. A popup window for the third employee shows 'ASSIGNED COURSES' with a green checkmark, '1x Working at Heights', and 'Total assigned: 1'.

NO.	ACTION	EMPLOYEE EMAIL	FULL NAME	ASSIGNED COURSES
1	Send Course	patrick.obrien@gmail.com	Patrick O'Brien	0
2	Send Course	conor.walsh@gmail.com	Conor Walsh	0
3	Send Course	eoin.gallagher@gmail.com	Eoin Gallagher	1

Clicking **Send Course** assigns the course to your employee. They will receive an email with the course details and a button to begin. You can also check their assigned courses anytime by **hovering** your **cursor** over the number. The system will automatically show how many courses they have and which ones are assigned to that student.

If your employee can't find the login email after checking **inbox** and **spam**, or accidentally deleted it, no worries! The account is already active. They can simply visit the **Login page**, click **Reset Password**, and enter their registered email to get a reset link right away. Please double-check the email address is correct. If it's wrong, just delete it and create a new account with the right one, as we can't change existing emails for security reasons. Thanks for taking a moment to verify the details.

You can open the **Employer Panel** anytime to see your **employee list** and instantly view how many courses each person has. Hover over the course count to preview the full list, and click **View** in the Action column to check an employee's exact progress or **download** their certificate if they have completed the course. When managing many employees, use the top filters to quickly find what you need and stay organized.

The screenshot displays the 'Employer Dashboard' interface. On the left is a dark blue sidebar with the 'Online Safety Courses' logo and navigation links: Home, Profile, My Courses, For Employers (highlighted with a red arrow and '1'), Employer Dashboard (highlighted with a red arrow and '2'), Register employee, Instructions, Invoices, Certificates, and Help us improve. The main content area features a 'TEAM MANAGEMENT PORTAL' header with an 'Add Employee' button. Below this are five summary cards: 3 Team Members, 0 Download all certs, 1 In Training, 1 Not Started, and 0 All Done. A search bar and filter section are present, with filters for 'All Employees', 'No Courses Assigned (1)', 'Courses Not Started (1)', 'Training in Progress (1)', and 'Valid Certificates Only'. A table lists three employees with columns for #, EMPLOYEE, EMAIL ADDRESS, TRAINING, COURSES, CERTIFICATES, and ACTION. A tooltip for Eoin Gallagher shows 'Assigned Courses' with '1 Abrasive Wheels' and '1x'.

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	PA Patrick O'Brien	patrick.obrien@gmail.com	No Courses	No courses	0	[View]
2	CO Conor Walsh	conor.walsh@gmail.com	In Progress	1 Course	0	[View]
3	EO Eoin Gallagher	eoin.gallagher@gmail.com	Not Started	1 Course	0	[View]

Assigned Courses  
1 unique course

- 1 Abrasive Wheels 1x

Total assignments: 1

By clicking on the **View**, you can view the status of each course whether it is only **Assigned**, **In Progress**, or **Completed**.

The screenshot shows the 'Employer Dashboard' with a sidebar on the left and a main content area. The main content area includes a 'TEAM MANAGEMENT PORTAL' header, an 'Employer Dashboard' title, and a '+ Add Employee' button. Below this are five summary cards: '3 Team Members', '1 Download all certs', '2 In Training', '0 Not Started', and '0 All Done'. A search bar and filter options are present. A table lists three employees with columns for '#', 'EMPLOYEE', 'EMAIL ADDRESS', 'TRAINING', 'COURSES', 'CERTIFICATES', and 'ACTION'. The 'ACTION' column contains '-> View' buttons for each employee. A red box highlights these buttons, with a red arrow pointing to the 'View' button for Eoin Gallagher.

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	PA Patrick O'Brien	patrick.obrien@gmail.com	No Courses	No courses	0	-> View
2	CO Conor Walsh	conor.walsh@gmail.com	In Progress	1 Course	0	-> View
3	EO Eoin Gallagher	eoin.gallagher@gmail.com	In Progress	2 Courses	1	-> View

Once courses are completed, a **PDF file** with the employee's certificate will automatically appear in the "**Certificates**" section. Clicking on it will **download** the certificate instantly.

The screenshot shows the 'Employee Courses' page. It includes a 'Back to Dashboard' button, a 'TRAINING RECORDS' header, and the 'Employee Courses' title. Below the title are search and email input fields for 'Eoin Gallagher'. A table lists three courses with columns for 'COURSE NAME', 'STATUS', 'ASSIGNED DATE', 'EXPIRATION', and 'CERTIFICATE'. The 'CERTIFICATE' column contains a PDF icon for the 'Manual Handling Course'. A red box highlights this icon, with a red arrow pointing to it.

COURSE NAME	STATUS	ASSIGNED DATE	EXPIRATION	CERTIFICATE
Emergency First Aid At Work	Assigned	28 Feb 2026	—	—
Working at Heights	In Progress	28 Feb 2026	—	—
Manual Handling Course	Completed	28 Feb 2026	28 Feb 2029	

For employers with a large number of employees, we have added **extra features** to the **employer dashboard** to simplify the process and speed up certificate downloads. In the top bar, you will find a separate filter that allows you to **instantly download all certificates** for employees who have successfully completed their courses. Simply click on **Certificates** to open the page where you can download all certificates with a single click. Each certificate title will include the correct employee name, making it easy for you to find them.

The screenshot displays the 'Employer Dashboard' for 'Online Safety Courses'. The dashboard includes a sidebar with navigation options: Home, Profile, My Courses, For Employers, Employer Dashboard, Register employee, Instructions, Invoices, Certificates, and Help us improve. The main content area features a 'TEAM MANAGEMENT PORTAL' header with an 'Add Employee' button. Below this are five summary cards: 3 Team Members, 2 Download all certs (highlighted with a red box), 1 In Training, 0 Not Started, and 1 All Done. A search bar and filter options are present, including 'All Certificates', 'All Statuses', 'Newest First', 'Reset', and '3 of 3 employees'. A table lists employees with columns for #, EMPLOYEE, EMAIL ADDRESS, TRAINING, COURSES, CERTIFICATES, and ACTION.

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	PA Patrick O'Brien	patrick.obrien@gmail.com	No Courses	No courses	0	-> View
2	CO Conor Walsh	conor.walsh@gmail.com	Completed	1 Course	1	-> View
3	EO Eoin Gallagher	eoin.gallagher@gmail.com	In Progress	3 Courses	1	-> View

**Valid Certificates**

View and download all active employee certificates. Only valid, non-expired certificates are shown here for your compliance records.

2 Valid Certificates | 2 Certified Employees | 2 Different Courses | 0 Expiring in 30 Days

Search by name, email or course... **Download All (ZIP)** 2 certificates

#	EMPLOYEE	COURSE	STATUS	ISSUED DATE	EXPIRATION	TIME LEFT	CERTIFICATE
1	CO Conor Walsh conor.walsh@gmail.com	Abrasive Wheels	VALID	28 Feb 2026	28 Feb 2029	1096 days	Download
2	EO Eoin Gallagher eoin.gallagher@gmail.com	Manual Handling Course	VALID	28 Feb 2026	28 Feb 2029	1096 days	Download

**Everything in Order**  
All certificates are valid and ready. Download individually or use ZIP for all.

If you want to obtain certification for yourself, you can click the "Start Course" button anytime to begin studying and receive the necessary certification.

**My Courses**

Total courses: 3

NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Working at Heights	Purchased	Send Start
2	Abrasive Wheels	Purchased	Send Start
3	Manual Handling Course	Purchased	Send Start

# Course Information and Certification

All courses follow Irish safety requirements and include a clear theory section you can complete anytime, on any device. For all courses except Manual Handling, the certificate is available immediately after the theory is completed.

## Manual Handling Course

For all courses except Manual Handling, participants receive their **certificate immediately** after completing the **theoretical section**.

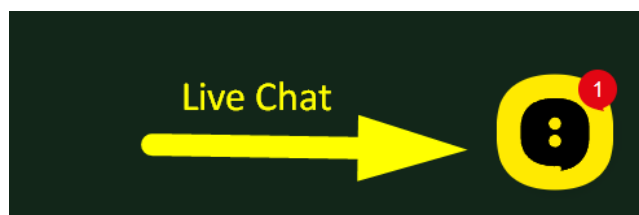
For the **Manual Handling Course**, which includes a practical component, participants must first complete the theory. After finishing the theoretical part, the platform instantly provides **clear instructions** for the practical session.

They will then see **short instructional videos** showing correct lifting techniques, helping them understand and practice safely.

For the practical part, participants **do not need to speak**. They only need to **record a video** showing the lifting techniques and submit it to our instructors for review. This ensures they follow safe and correct practices for their health and safety.

## Support and Assistance:

We are happy to help with anything you need. You can reach us at [info@ireland-safetytraining.com](mailto:info@ireland-safetytraining.com) or through our **Live Chat** on the website. Our support team is available every day from 8am to 9pm.



# Long Term Access

All courses remain available in your account for **3 years**, completely **free**, so your employees can review the material anytime they need.

Our website is accessible **24 hours a day, 7 days a week**, for managing your dashboard, billing, and employee records.

Our platform is designed to be **easy to use, well organised**, and accessible to everyone. Keeping your team healthy and safe is always our top priority.

