

NEO

SAFETY OFFICER: TRAINING PROGRAM TO BE DISTRIBUTED TO NEW ARRIVALS

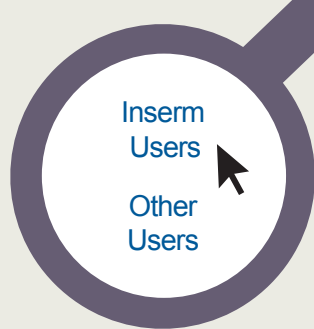


You are the Unit's Safety Officer and as such, you are responsible for administering NEO for your Unit.

Please go over the following steps to help new arrivals access this educational platform. ○



CONNECTING



To access the platform: <https://neo.inserm.fr>

Select your language.

If you have an Inserm e-mail address, you can connect via «Inserm Users» with your regular messaging service login details.

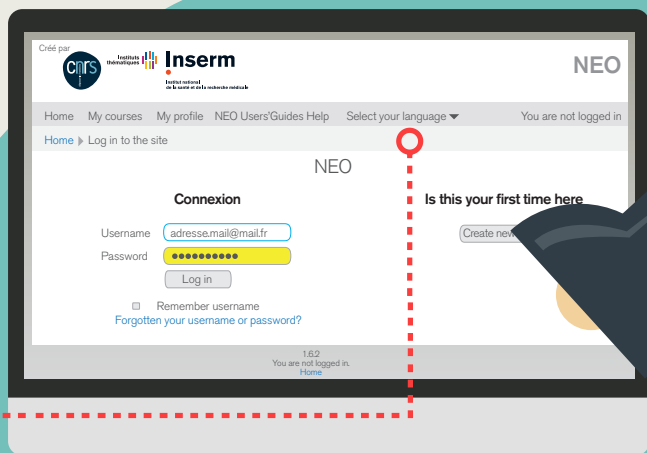
Otherwise, you will have to sign up via «Others users/Is this your first time here?»

N.B : check your profile information and update it, if necessary.



FAQ: <https://faq-si.inserm.fr>

On-line help: support-neo@inserm.fr





ONCE CONNECTED

- Start by submitting the relevant documents: L2/L3 Standard Operating Procedures, waste management, in-house rules, etc.
- Then compile a training course for your Unit.
- Print out a Training Certificate for new arrivals who have passed the course and send it to the Regional Training Manager for signature.

Some new arrivals have to subscribe to the platform. **You will always have to validate this** or they will not be able to access it.

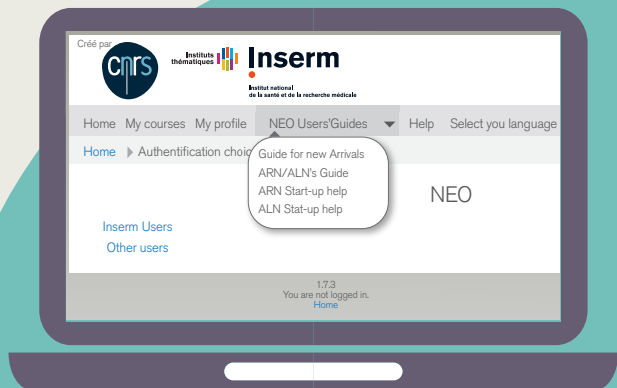


Now you can give the new arrival the URL address for NEO and the Guide for New Arrivals.

For more options, refer to the ALN User's Guide and the Start-Up Help in the «NEO Users' Guides».

You are able to:

- change training courses;
- create services and/or teams;
- check and create managers' profiles;
- etc.





WHO IS INVOLVED?

As Safety Officer, you are the new arrival's front-line contact who administers NEO locally (referred to as ALN). You will define training courses and issue Training Certificates.

○ **New arrival:**

Anyone who joins a Unit to whom you afford access to NEO.

○ **Safety Advisor:**

He/she administers the software at the regional level (referred to as ARN) as well as creating and managing Safety Officers' accounts. He/she also activates accounts for Research Units that wish to offer the application.

If you encounter the least problem using this program, ask your Unit's Safety Advisor.