Plant Ops Safety Training Process

Permanent worker is hired

- Complete a New Hire Safety Training Checklist and enter this record into LearnerWeb
- Schedule worker to attend the Plant Ops Orientation training and safety orientation training
- Schedule worker to attend annual safety training and other safety training as required for their job tasks

Temporary worker is hired

- Check training records for previous training received. Schedule worker for training that has expired or newly required training.

Yes

- Schedule worker to attend safety orientation training

No

- Complete a New Hire Safety Training Checklist and enter this record into LearnerWeb
- Schedule worker to attend annual safety training and other safety training as required for their job tasks

Has the worker worked at UM in the past?

Contracted labor worker is hired

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Contracted labor worker is hired

Does worker have a signed Contracted Labor Safety Training Record?

Yes

Enter training record into LearnerWeb

Has worker attended UM site specific safety training in the last year?

No

Review annually

Yes

Vendor must supply an updated Contracted Labor Safety Training Record annually. Worker must attend UM site specific safety training for contracted labor annually.

Attend UM site specific safety training for contracted labor workers

Schedule worker to attend safety orientation training

Complete a New Hire Safety Training Checklist and enter this record into LearnerWeb