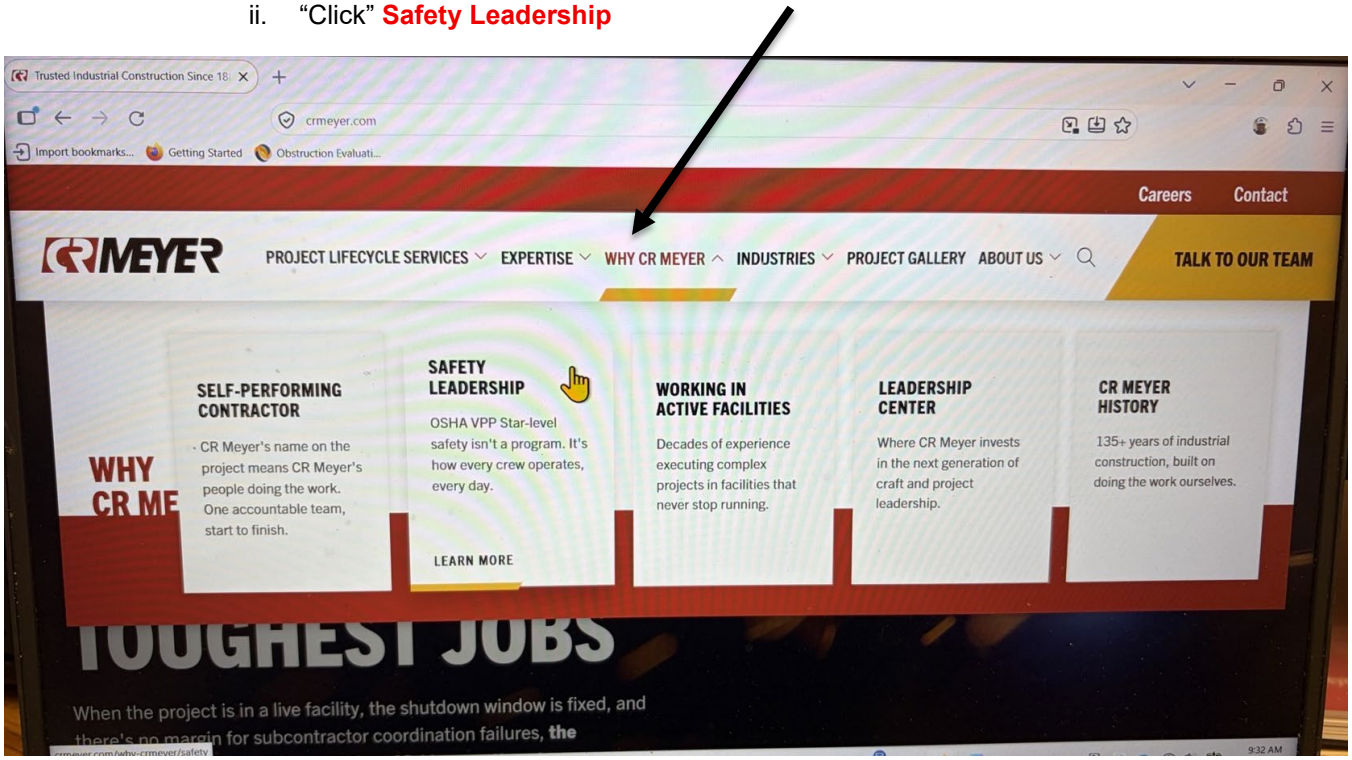
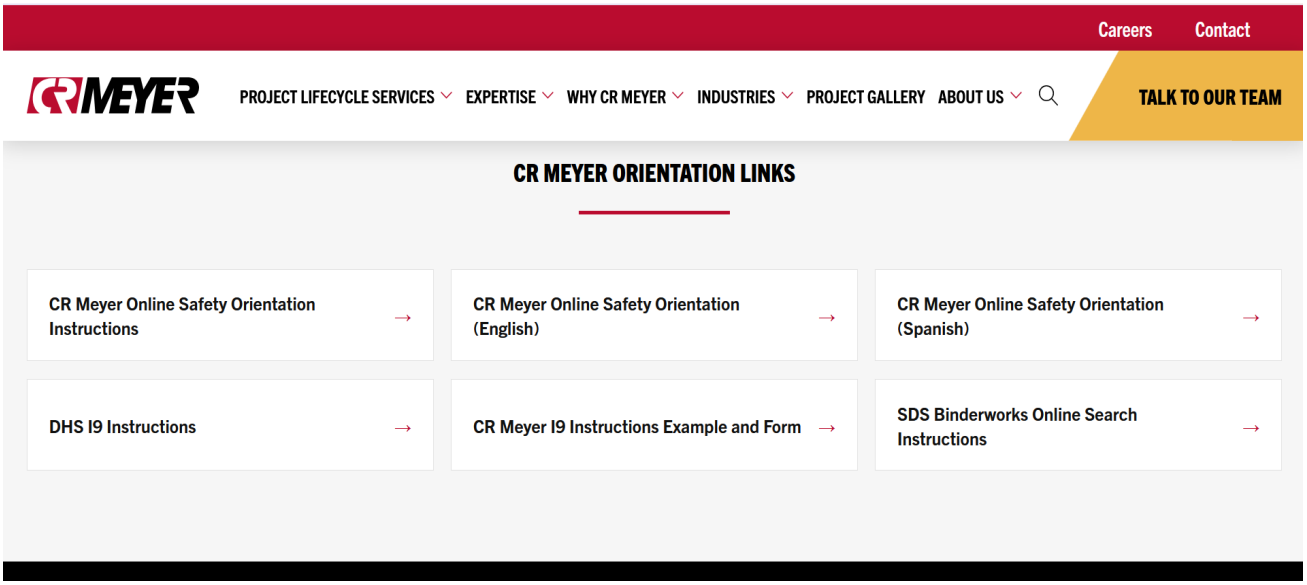
Instructions:

Employee Orientation

1. **Orientation Locations:**
    a. The orientation can be found on the CR Meyer website: http://www.crmeyer.com
        i. "Click" **Why CR Meyer** at the top of the page.
        ii. "Click" **Safety Leadership**



    b. Scroll down the page. When you reach the heading: "**CR Meyer Orientation Links**:" click on "CR Meyer Online Safety Orientation"



    c. Orientation instructions are also outlined in a hyperlink above the orientation hyperlink called Orientation instructions hyperlink

2. **The Guestbook:**
    a. This page gathers employee information for recordkeeping.

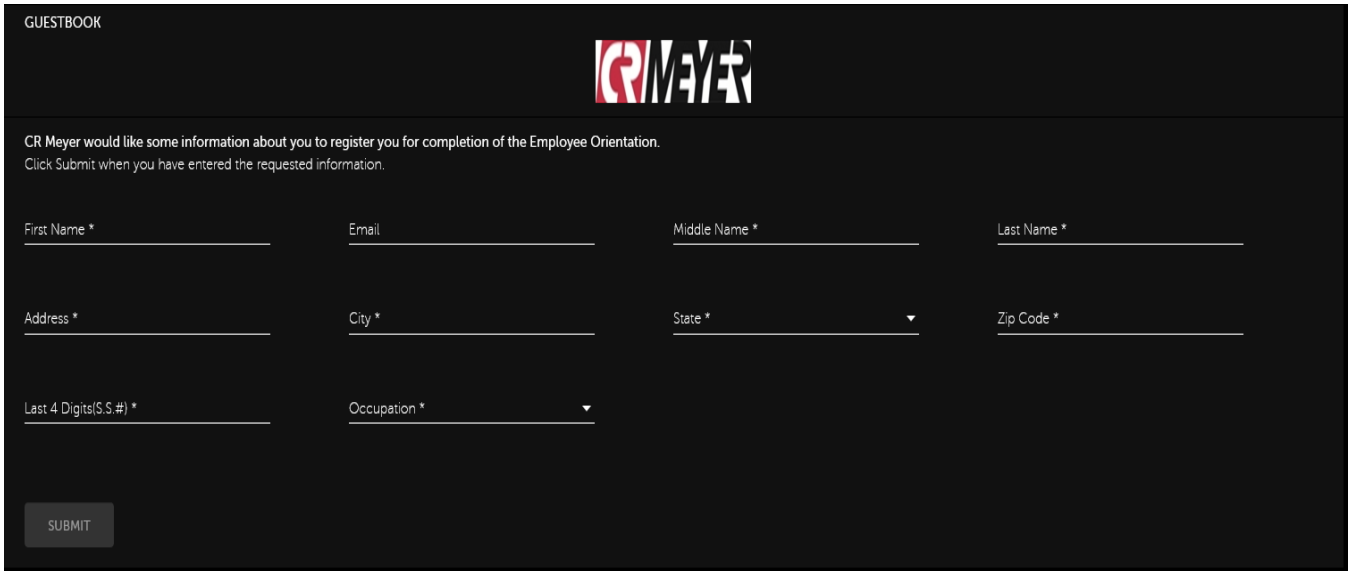
    b. Information used in reporting is for Viewpoint.

        i. Please fill in each blank accurately (check spelling) and “click” the submit button.

        ii. If there is an asterisk next to the blank field, it must be filled out.

    c. For the State and Occupation field, click on the down arrow and scroll down to find the appropriate field entry.

    d. If the employee enters an email address, the certificate will also be emailed to the email address supplied in the guestbook field. (Note: If you log on again, you must enter all info again, including your email). If you do not have an e-mail enter trainingrecords@crmeyer.com



3. Employee Orientation:

a. The presentation will launch as seen below.

b. On the left side, you will notice the topic headings.

c. The completion criteria must be met (turn **green**) before a completion certificate will be generated.



4. **Presentation Navigation:**

    a. Play and pause control buttons are at the bottom of the screen.

        i. Keep in mind that if you pause for too long, the program will shut off and you will need to start over.

        ii. Listen to each slide carefully.

        iii. Play, Pause and Volume Controls are highlighted in the **red** boxes below.

5. **Completing Questions:**

    a. An employee must complete and answer **all 14 questions correctly**. If an employee fails to answer a question correctly after the allotted number of attempts, COMPLETION CRITERIA WILL NOT BE MET = No Certificate.

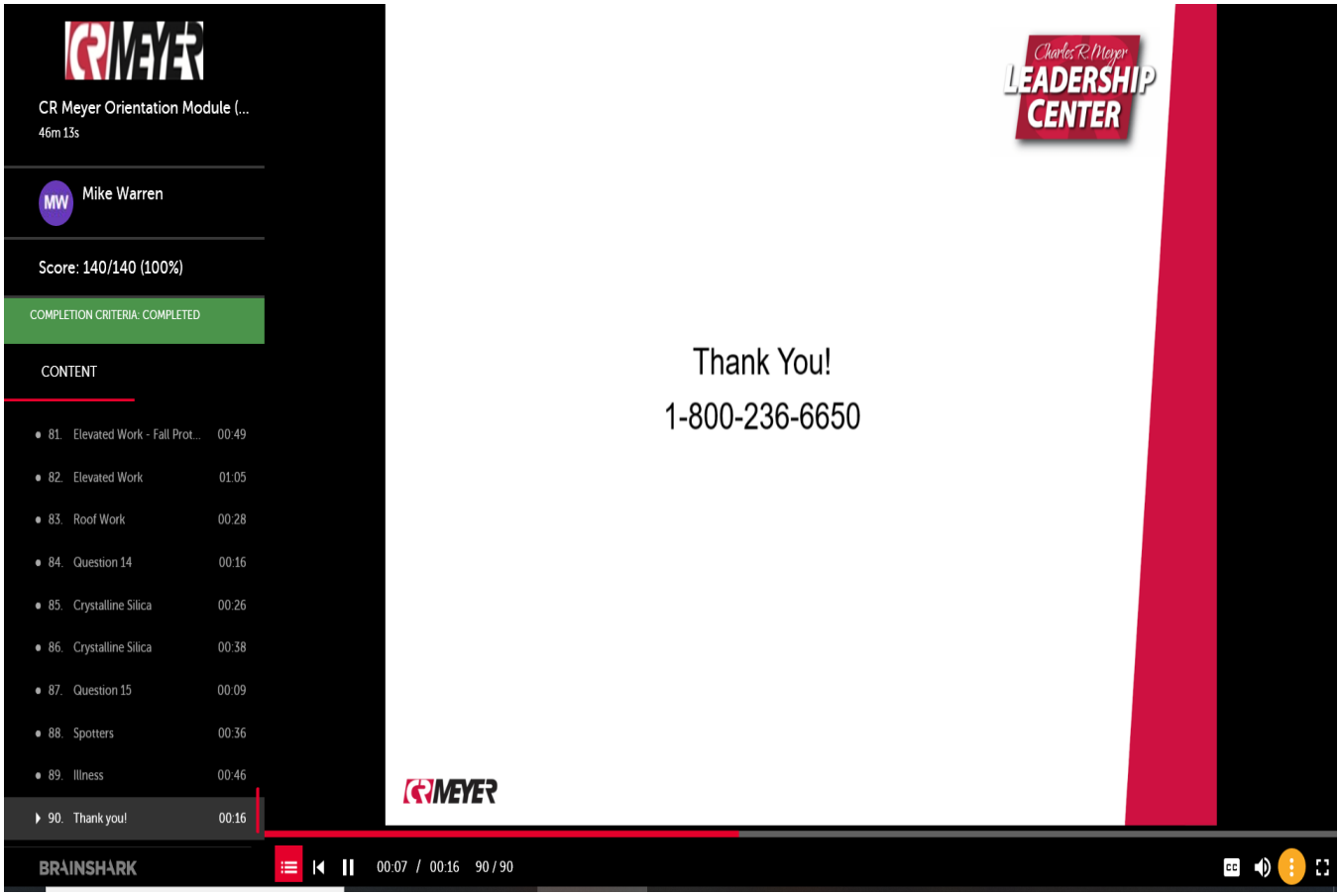
        i. Should an employee get a question wrong on the 1st attempt, it is highly suggested the employee review the question, and answers to ensure correctness prior to hitting the submit button again.

        ii. Employees will have 4 attempts to answer each question correctly.

        iii. **DO NOT CLICK THE SKIP BUTTON WHEN A QUESTION IS ANSWERED INCORRECT. YOU WILL NEED TO START THE PRESENTATION COMPLETELY OVER.**

Completion Certificate:

a. Once you have met completion criteria. The completion certificate will be e-mail with the information submitted in the guestbook field prior to starting the presentation.



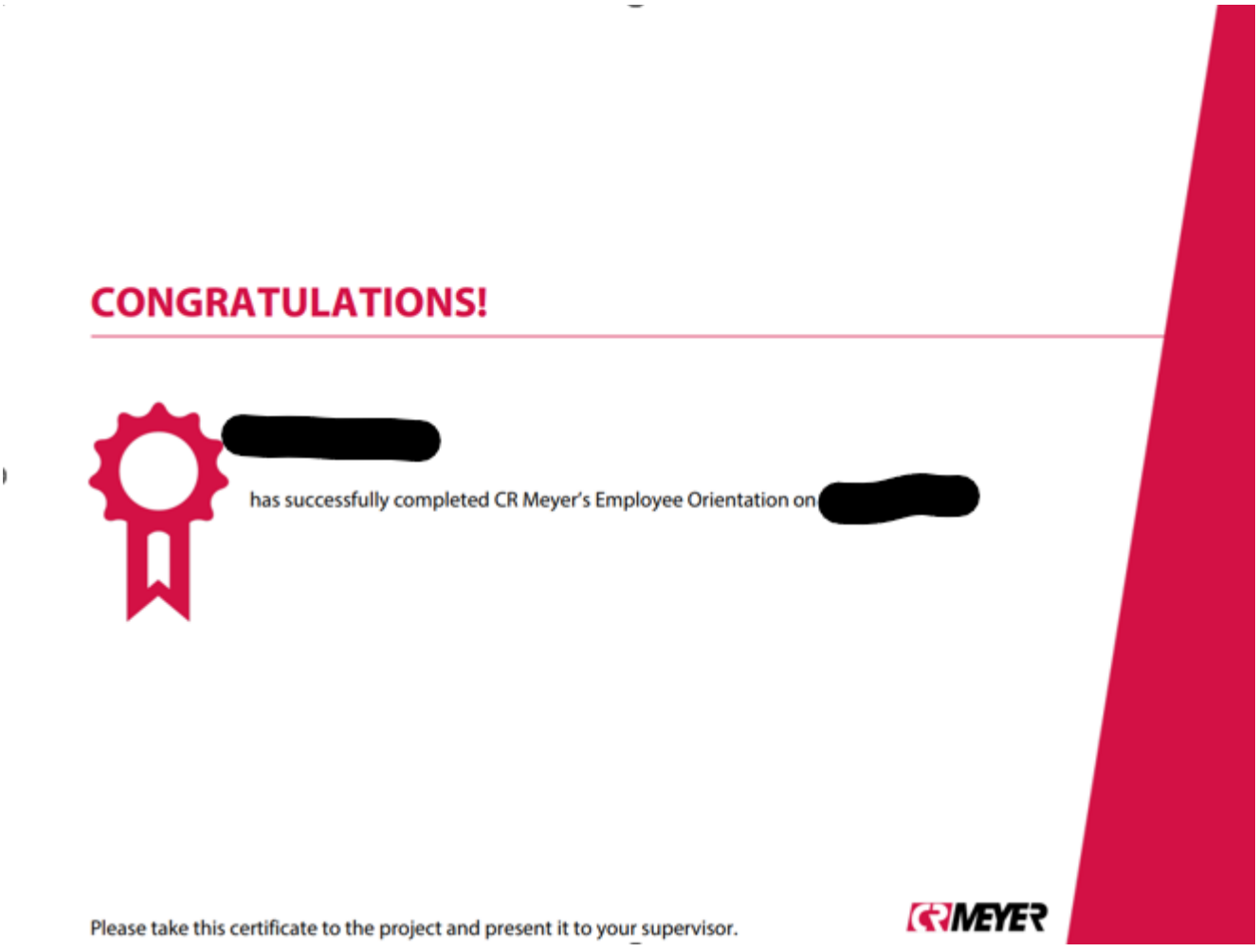
6. Completion Certificate:

a. Employees need to print the certificate to bring to the jobsite to turn into their onsite supervisor.

b. If employees does not have access to a printer keep the e-mail you received with the certificate the show your supervisor.

c. It is expected that verification of the Certificate is brought to the jobsite by the employee.

   i. Supervision is to turn in the certificate with weekly paperwork to be filed in the Employee personnel file in (Oshkosh and/or Regional Office)
   ii. Photos of certificates can also be turned into the safety office in Oshkosh via printed or emailed copies.



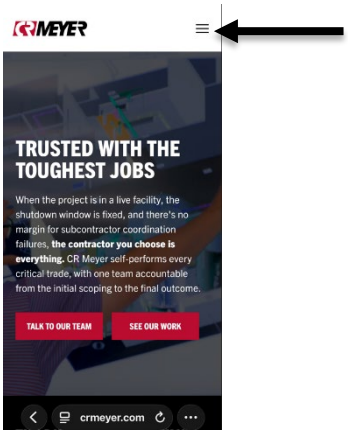
CR Meyer Employee Orientation

Mobile Phone Instructions

Employees can access and complete the CR Meyer Employee Orientation using a smartphone or tablet.

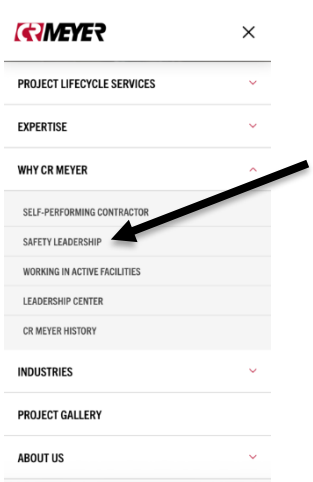
Step 1 – Access the CR Meyer Website

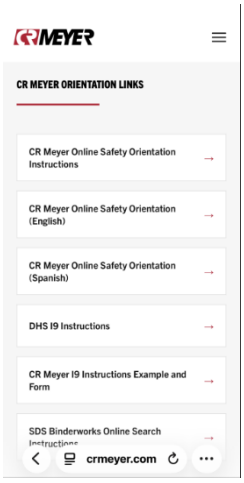
1. Open Google Chrome (Android) or Safari (iPhone).
2. Visit **www.crmeyer.com**.
3. Tap the menu icon (☰) near the top of the website.



Step 2 – Locate Employee Orientation

1. Navigate to the **Why CR Meyer** section.
2. Select **Safety Leadership**
3. The CR Meyer Orientation Link is at the bottom when you scroll down.





Step 3 – Complete Registration

1. Enter your requested employee information.
2. Verify that your information is accurate.
3. Follow the instructions to begin the training.

Step 4 – Complete the Orientation

1. Watch the entire orientation presentation.
2. Complete all required questions.

3. Successfully complete the training to receive your certificate.

Step 5 – Submit Your Certificate

1. Download, save or screenshot a copy of your completion certificate.
2. Provide a copy to your supervisor.
3. Keep a copy of your records.

Troubleshooting

If the orientation does not open or display correctly:

- Make sure you have a reliable internet connection.
- Try rotating your phone to landscape mode.
- Refresh the webpage or restart your browser.
- If issues continue, try completing the training on a computer.
- Contact the CR Meyer Safety Department if additional assistance is needed.

Troubleshooting Instructions

If you experience issues accessing or completing the CR Meyer Employee Orientation, please try the following steps.

1. Orientation Will Not Open or Load

- Verify that you have a working internet connection.
- Refresh the webpage and try again.
- Close your internet browser and reopen the orientation link.
- Try using a different browser, such as Google Chrome or Microsoft Edge.
- Make sure your internet browser is up to date.

2. Video Will Not Play or Freezes

- Check your internet connection.
- Refresh the webpage.
- Verify that your device's sound is turned on.
- Close any unnecessary browser tabs or applications.
- Try using a different device or internet browser.

3. Problems Using a Mobile Phone or Tablet

- Open the orientation link using your phone's internet browser.
- Make sure your phone has a reliable Wi-Fi or cellular connection.
- If the training does not display correctly, try rotating your phone to landscape mode.
- If problems continue, try completing the training on a computer.

4. Orientation Certificate Will Not Download

- Verify that you have completed all required training sections and questions.
- Check your device's Downloads folder.
- Make sure your browser allows downloads.
- If you are unable to download or print your certificate, contact your supervisor or CR Meyer Safety Department for assistance.

5. Still Having Problems?

If you are unable to access or complete the orientation after following these steps, please contact the CR Meyer Safety Department for assistance.

When reporting an issue, please provide:

- Your name and company.
- The type of device you are using (computer, phone, or tablet).
- A brief description of the problem.
- A screenshot of any error message, if possible.

Important: Do not download or install Adobe Flash Player. Flash Player is no longer supported and is not required for modern web-based training.

Feedback is welcome; please email us:

Jwatson@crmeyer.com
tproksch@crmeyer.com
Mwarren@crmeyer.com
Jtipton@crmeyer.com

If you have any questions about the CR Meyer Safety Orientation, please give one of CR Meyer's Safety Professionals a call:

Joel Watson (478) 338-1242
Travis Proksch (906) 241-3956
Mike Warren (920) 512-3709
Josh Tipton (920) 252-5601

Thanks,
CR Meyer Safety Dept.