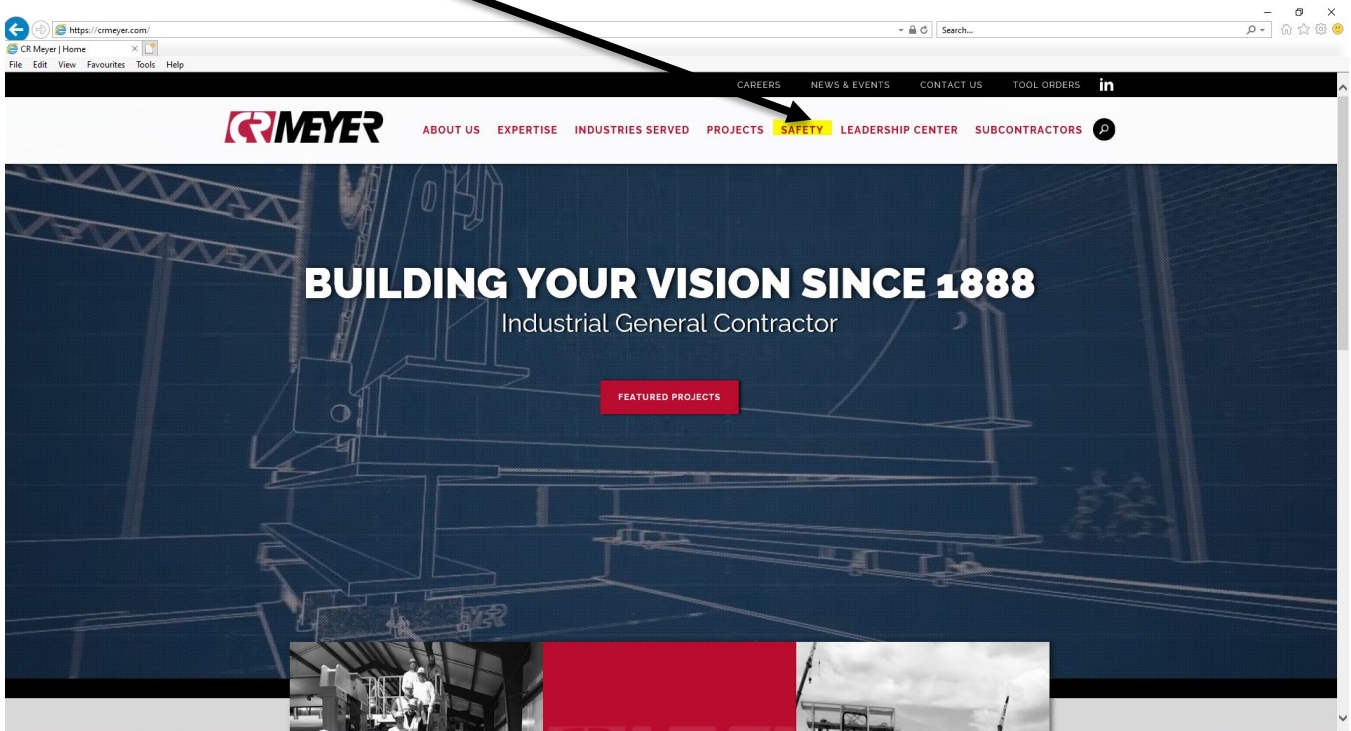


# Instructions:

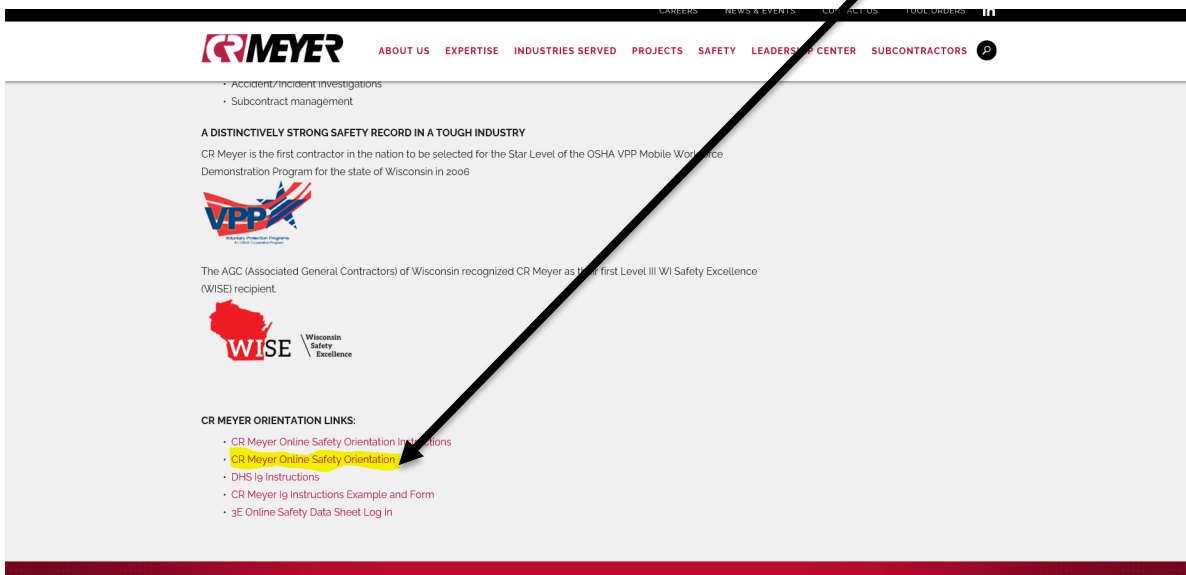
## Employee Orientation

### 1. Orientation Locations:

- a. The orientation can be found on the CR Meyer website: <http://www.crmeyer.com>
  - i. “Click” **Safety** at the top of the page.



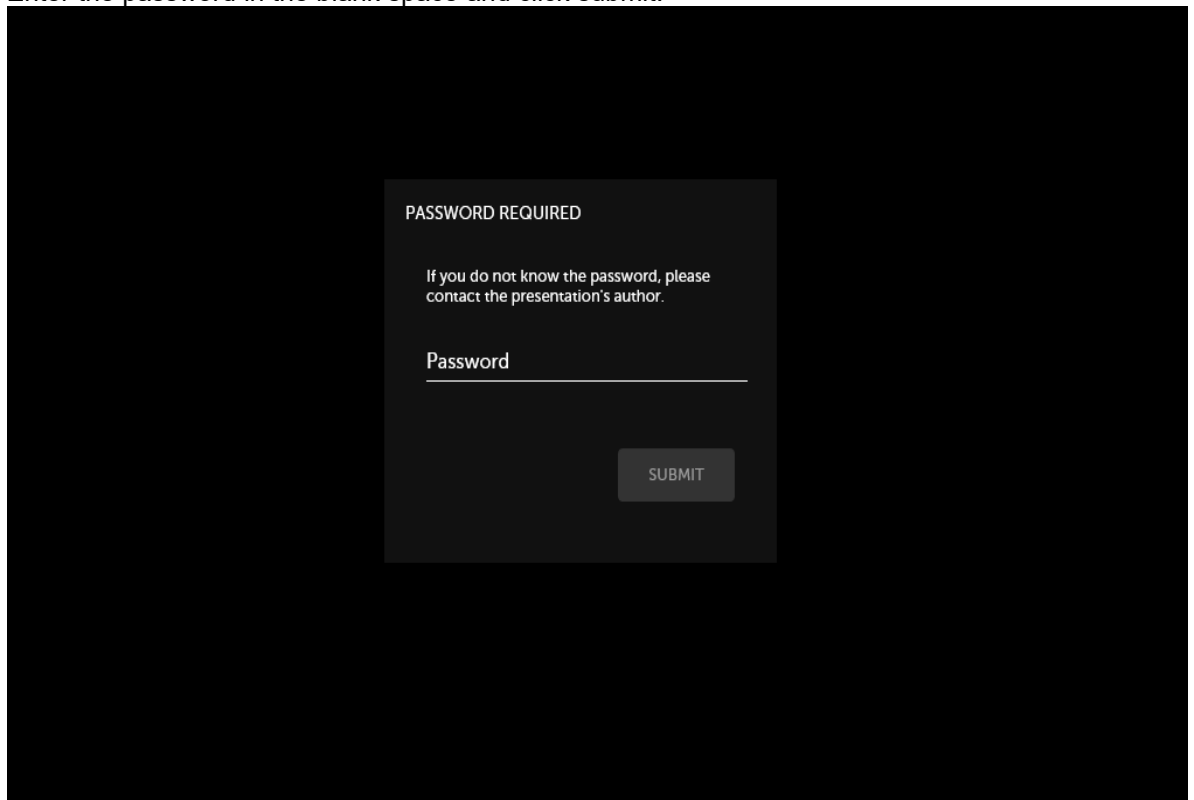
- b. Scroll down the page. When you reach the heading: “CR Meyer Orientation Links:” click on “CR Meyer Online Safety Orientation”



- c. Orientation instructions are also outlined in a hyperlink above the orientation hyperlink called “CR Meyer Online Safety Orientation Instructions”
- d. Instructions are also located internally at: X:\Safety - Public\CR Meyer Online Safety Orientation

**2. Presentation Security:**


- a. Current Password: **safety2021**
  - i. The password will need to be supplied to the employees of CR Meyer required to review the orientation.
- b. Enter the password in the blank space and click submit.



### 3. The Guestbook:

- a. This page gathers employee information for later 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](mailto:trainingrecords@crmeyer.com)

GUESTBOOK



CR Meyer would like some information about you to register you for completion of the Employee Orientation.  
Click Submit when you have entered the requested information.

First Name *	Email	Middle Name *	Last Name *
Address *	City *	State *	Zip Code *
Last 4 Digits(S.S.#) *	Occupation *		

SUBMIT

#### 4. 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.

CR Meyer Orientation Module (... 46m 13s)

Mike Warren

Score: 0/140 (0%)

COMPLETION CRITERIA: NOT MET

CONTENT

- ▶ 01. Welcome! 00:06
- 02. Orientation Instructions 00:46
- 03. Objectives 00:40
- 04. Commitment 00:29
- 05. Core Values 02:22
- 06. Respectful Workplace 01:20
- 07. Respectful Workplace 00:54
- 08. Prohibited Actions and It... 00:15
- 09. Incident Reporting 00:26
- 10. First Aid 00:34

EMPLOYEE ORIENTATION

CR MEYER

BRAINSHARK 00:04 / 00:06 1/90

## Spanish Subtitles

To turn Spanish Subtitles on check on the CC

on the page on the lower right side of page on the control bar.

The screenshot shows a video player interface for a presentation titled "CR Meyer Orientation Module". The interface includes a sidebar on the left with a table of contents, a main video area, and a control bar at the bottom. The video area shows a construction site with the text "EMPLOYEE ORIENTATION" overlaid. The control bar at the bottom has a red box highlighting the "CC" (Closed Captions) icon, and another red box highlighting the volume icon. An orange arrow points from the text above to the "CC" icon. The sidebar table of contents is as follows:

Content	Duration
01. Welcome!	00:06
02. Orientation Instructions	00:46
03. Objectives	00:40
04. Commitment	00:29
05. Core Values	02:22
06. Respectful Workplace	01:20
07. Respectful Workplace	00:54
08. Prohibited Actions and It.	00:15
09. Incident Reporting	00:26
10. First Aid	00:34

## 5. 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. **COMPLETION CRITERIA WILL NOT BE MET = No Certificate.**
  - ii. Listen to each slide carefully.
  - iii. Play, Pause and Volume Controls are highlighted in the **red** boxes below.

## 6. 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 1<sup>st</sup> attempt, it is highly suggested the employee review the question, and answers to ensure correctness prior to hitting the submit button again.
  - ii. True/False Question = 2 attempts per Question.
  - iii. Multiple Choice = 3 Attempts per Question.
  - iv. If the employee does not answer a question correctly after the allotted number of attempts, the employee will need log out of and close the program, log back in, and click start over.

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

**CR MEYER**  
CR Meyer Orientation Module  
46m 13s

**MW** Mike Warren

Score: 0/140 (0%)

COMPLETION CRITERIA, NOT MET

CONTENT

03	Objectives	00:40
04	Commitment	00:29
05	Care Values	02:22
06	Respectful Workplace	01:20
07	Respectful Workplace	00:54
08	Prohibited Actions and It.	00:15
09	Temperature Control	00:26
10	Temperature Control	00:34
11	Temperature Control	00:26
12	Temperature Control	00:09

Play, and Pause

### Objectives

The topics we will cover in this course include:

- Company Policies
- General Safety
- Personal Protective Equipment (PPE)
- Hazard Communication
- Material Storage and Handling
- Electrical Safety
- Permit Required Tasks, including:
  - Lockout/Tagout
  - Line Breaking
  - Hot Work
  - Confined Space Entry
  - Trenching and Excavation
- Tools
- Equipment
- Elevated Work
- Sanitation
- Emergencies
- Virus Prevention

**Charles R Meyer LEADERSHIP CENTER**

Volume adjust option or use the controls on your computer.

BRAINSHARK 0:01 / 00:40 3 / 90

## 7. 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.

The screenshot shows a video player interface. On the left, a sidebar displays the course title "CR Meyer Orientation Module (...)" with a duration of "46m 13s". Below this is the user's name "Mike Warren" with a profile icon, and a score of "Score: 140/140 (100%)". A green bar indicates "COMPLETION CRITERIA: COMPLETED". A table of contents lists 10 items, with the final item "90. Thank you!" selected and highlighted in grey.

The main video area shows a white background with the text "Thank You!" and "1-800-236-6650" centered. The CR Meyer logo is visible in the bottom left of the video area. In the top right corner of the video area, there is a logo for "Charles R. Meyer LEADERSHIP CENTER".

At the bottom of the video player, the "BRAINSHARK" logo is on the left, and playback controls (play/pause, progress bar, volume, and full screen) are on the right, showing a time of 00:07 / 00:16 / 90 / 90.

## 8. Completion Certificate:

- a. Employees need to print the certificate to bring to the jobsite to turn into their onsite supervisor.
- b. If employees do not have access to a printer, keep the e-mail you received with the certificate to 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.

## CONGRATULATIONS!

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**mike Warren**

has successfully completed CR Meyer's Employee Orientation on **May 4, 2021.**

Please take this certificate to the project and present it to your supervisor.





If you are getting an error message that reads, “Error: The user of this presentation has not enabled mobile viewing.””

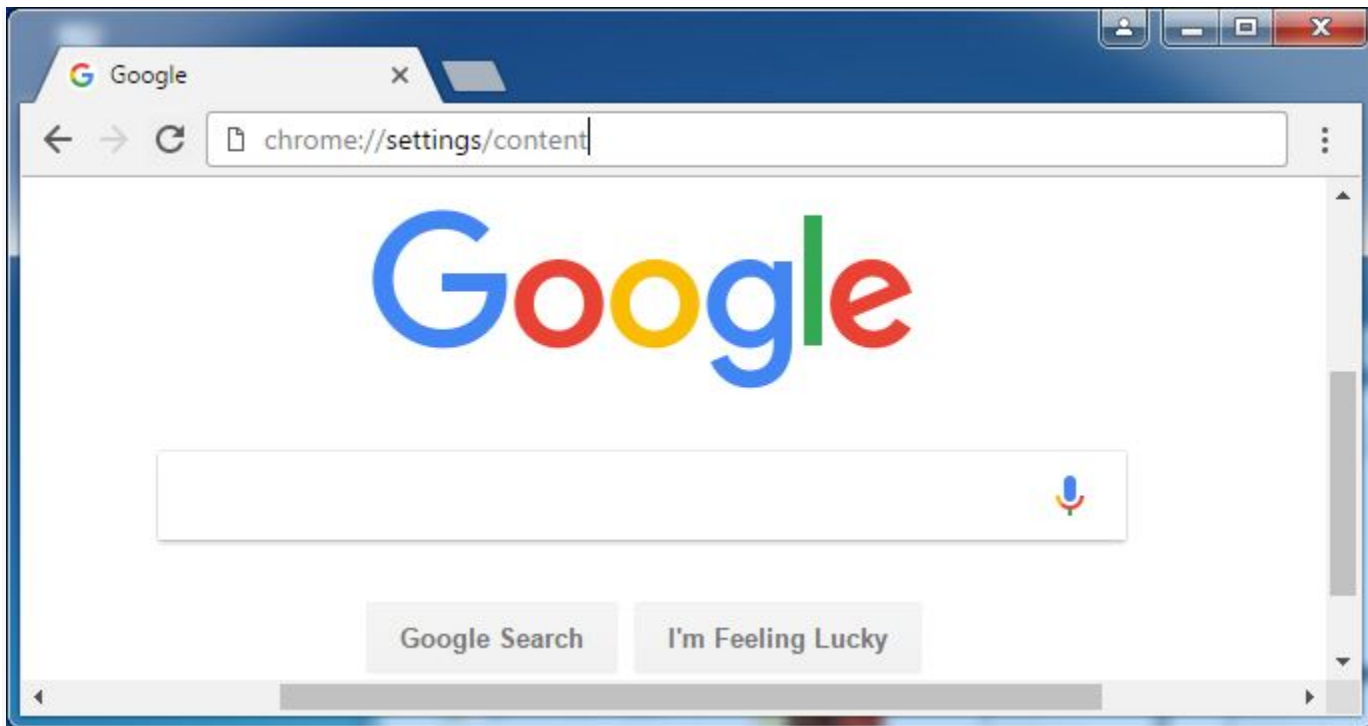
*Please follow the next instructions.*

## **Windows and Internet Explorer**

1. You need to update your adobe flash player.
2. Go to [www.google.com](http://www.google.com)
3. In the search bar, type in **adobe flash player update**
4. Click on the link that says **adobe flasher player download**
5. Download the latest version of adobe flash player.

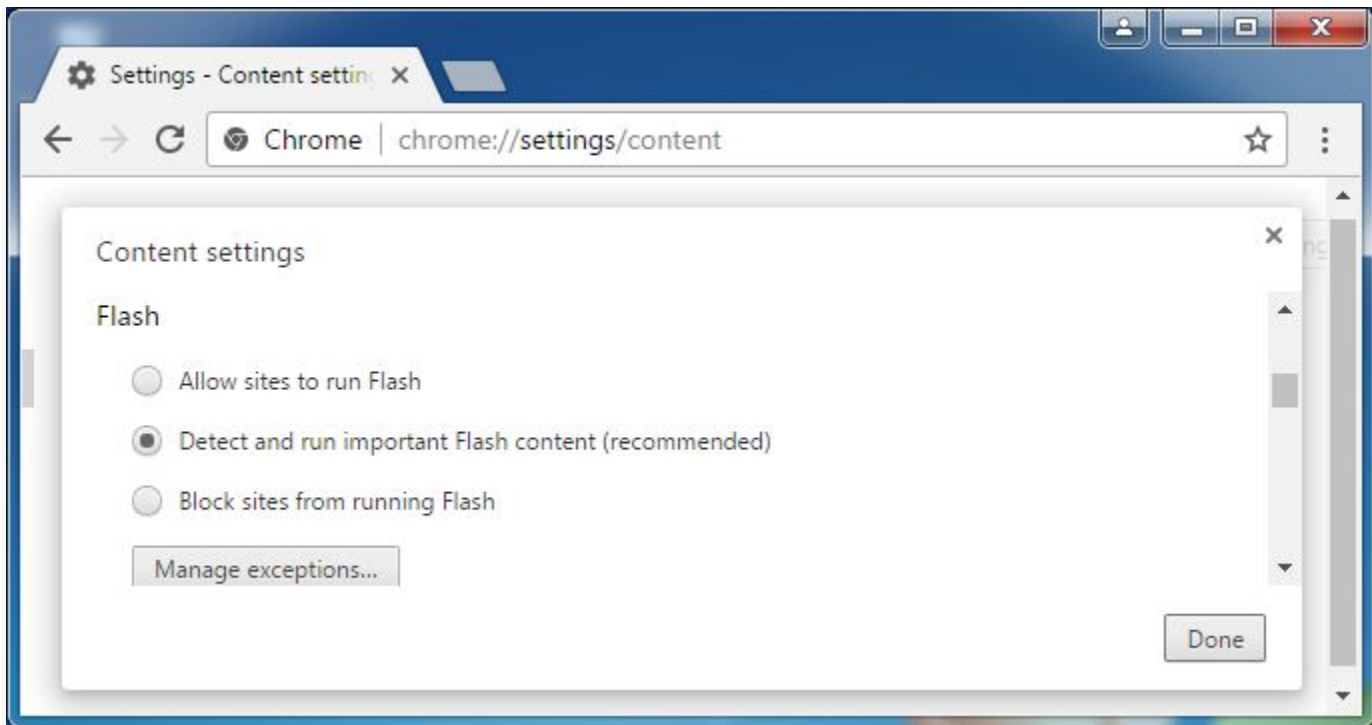
## **Windows and Google Chrome**

1. In the address bar, type **chrome://settings/content**.



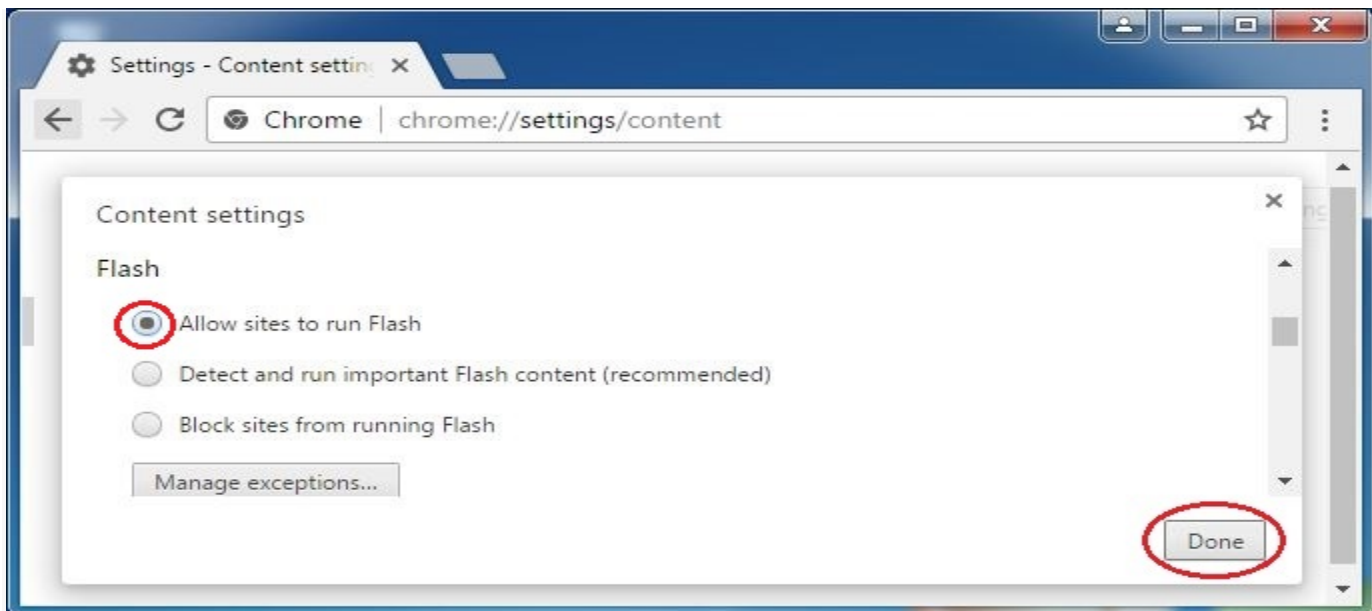
*Type chrome://settings/content in the address bar*

2. On the **Content settings** screen, find the Flash Player listing. Check the status.



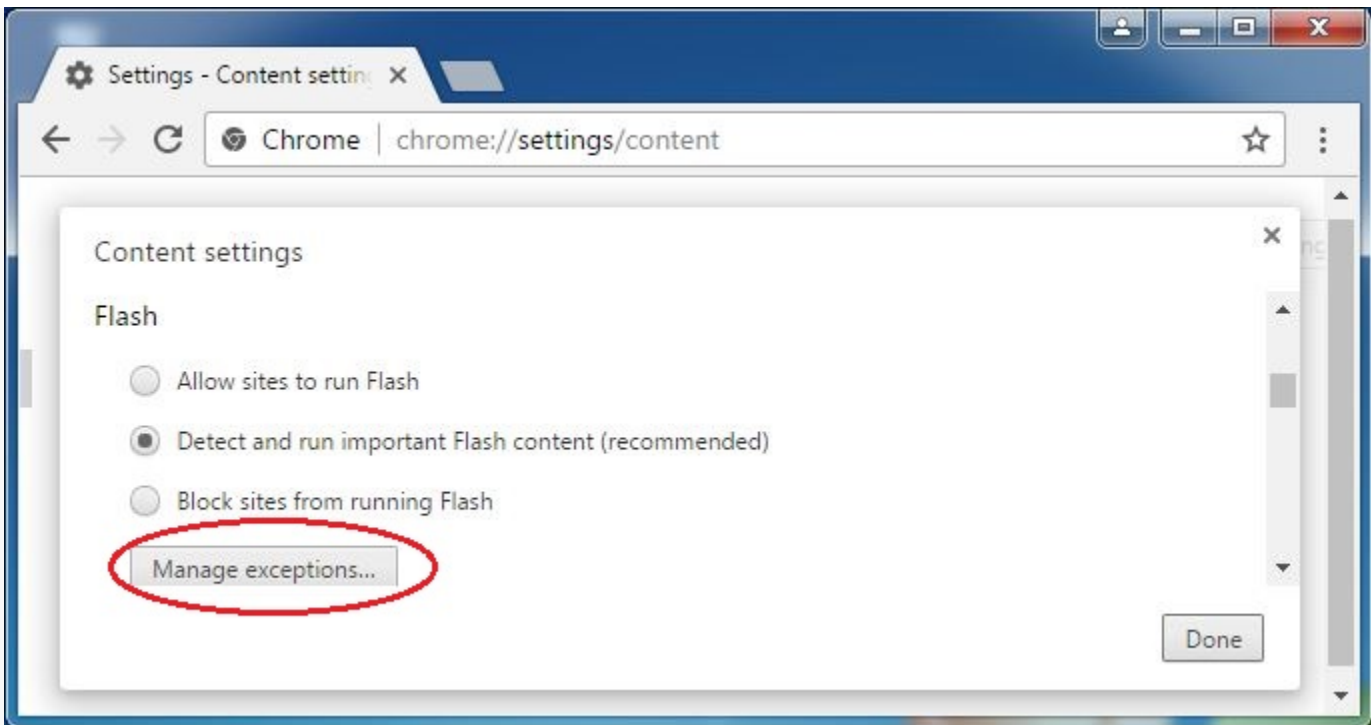
*The Content settings screen*

3. Select **Allow sites to run Flash**, and then click **Done**.



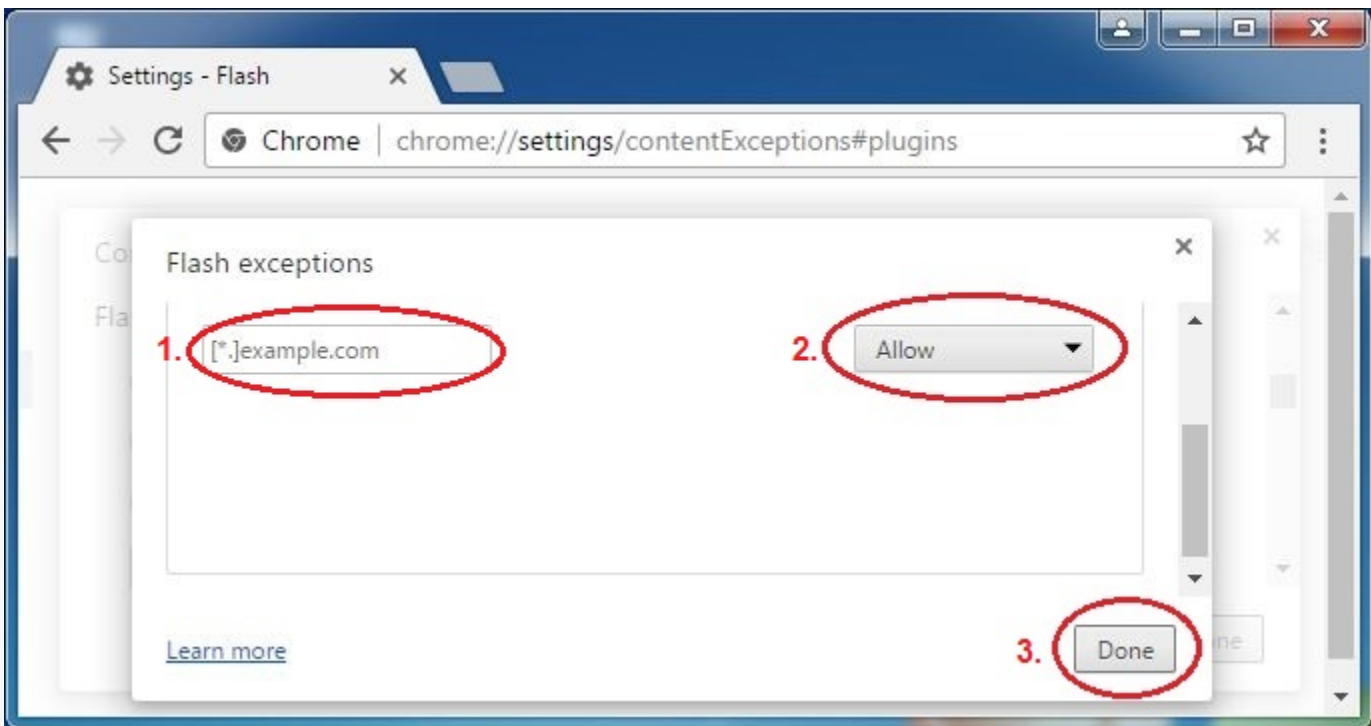
*The Flash section of the Content settings screen*

4. To manage Flash Player settings by site, click **Manage exceptions**.



Click *Manage exceptions* to manage Flash Player settings on a per-site basis

5. On the **Flash exceptions** screen, enter the website domain and then choose **Allow**. When finished adding sites, click **Done**.



The *Flash exceptions* screen

6. Close the **Content settings** screen.

Feedback is welcome; please email us:

[Jwatson@crmeyer.com](mailto:Jwatson@crmeyer.com)  
[tproksch@crmeyer.com](mailto:tproksch@crmeyer.com)  
[Mwarren@crmeyer.com](mailto:Mwarren@crmeyer.com)  
[mjeanquart@crmeyer.com](mailto:mjeanquart@crmeyer.com)  
[Jtipton@crmeyer.com](mailto:Jtipton@crmeyer.com)

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

Joel Watson (478) 338-1242  
Travis Proksch (906) 241-3956  
Mike Warren (484) 354-6331  
Matt Jeanquart (920) 312-2469  
Josh Tipton (920) 252-5601

Thanks,  
CR Meyer Safety Dept.