

## Safety (Field) 1<sup>st</sup> Month Objectives

Mentor's Name: \_\_\_\_\_ Employees Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Title: \_\_\_\_\_

Training Requirement	Initials or (N/A)
<b>Obtained Common Ground Alliance Certification</b>	
Schedule time for employee to complete Common Ground Alliance Certificate	
<b>Ability to inspect/calibrate gas air monitors</b>	
Demonstrate inspection and calibration process of gas air monitor. Have employee demonstrate inspection and calibration.	
Train employee on how to document calibration process and disposition of calibration records.	
<b>Completed 811 Workshop Training (1-2 Hour in person/group course)</b>	
Schedule a date to complete 811 (USA) Work Shop Training course	
<b>Ability to perform an LPO</b>	
Provide one LPO example and have employee perform an LPOs.	
<b>Completed Onsite Health and Safety Training</b>	
Train employee on how/when to contact onsite	
Train employee on when Onsite should be called. (First Aid, Testing, etc.)	
Train employee to send receipt to Safety Supervisor	
Train employee on DOT requirement testing vs non-DOT required testing	
<b>OSHA 30</b>	
Schedule a OSHA 30 class for employee	
<b>Ability to understand the basics of Accident Investigation</b>	
Train employee on each accident type	
Train employee the process flow requirements for accident reporting	
<b>Ability to navigate HCSS applications</b>	
Train employee how to access HCSS applications	
Train employee how to fill out HCSS applications	
<b>Completed field trip with safety team member</b>	
Schedule a date with a safety member to take new team member out into the field to learn about electric/civil jobs.	
Team Member 1:	
Team Member 2:	
Team Member 3:	
<b>Demonstrates understanding of inspection and use of rubber protective equipment</b>	
Train employee on how to inspect rubber protective equipment	
Train employee on process of replacing rubber protective equipment	
Train employee on the importance of rubber protective equipment use	
<b>Demonstrates understanding of Touch vs Step Potential and Transfer Potential</b>	

Train employee on the differences and hazards of Touch and Step Potential and Transfer Potential	
Employee shall communicate the difference and hazards to mentor	
<b>Obtained CPR Certification</b>	
Schedule a class for employee to complete CPR certification *Note CPR must be completed in the first month of employment.	
<b>Ability to locate resources in the MGE Portal</b>	
Train employee on how to access and navigate the MGE portal	
<b>Ability to locate resources in the One drive.</b>	
Train employee on how to locate the One drive and what information can be found	
<b>Ability to locate resources in SharePoint.</b>	
Train employee on SharePoint and how to locate and store information	
<b>Ability to navigate and locate resources in Teams</b>	
Train employee on how to join calendar events in Teams	
Train employee on how to store and locate documents in Teams	
<b>Ability to navigate Outlook</b>	
Train employee how to locate personnel through Outlook	
Train employee on creating signature in Outlook	
Train employee on creating inbox folders and rules in Outlook	
Train employee on creating calendar events in Outlook	
Train employee on archiving and email management	
<b>Ability to submit a receipt</b>	
Train employee on the process of submitting receipts to AP.	
<b>Weekly Safety Meetings</b>	
Ability to assist operations as needed when additional content is required to be communicated	
Train employee on how to complete weekly safety meetings in MGE Academy	
<b>Ability to request time off</b>	
Train employee on how to request time off	
<b>Ability to request IT resources or support via Helpdesk</b>	
Train employee on how to request resources or support for IT issues	
<b>Additional Training Provided:</b>	
1.	
2.	
3.	
4.	
5.	