

Safety (Office) 2nd Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
HCSS	
Train employee on the Safety module location and use	
Train employee on the function, process and follow up of Safety Inspections	
Viewpoint	
Train employee on the modules, reports and functions in viewpoint	
Workers Comp	
Train employee on the process of receiving claims	
Train the employee on the process of researching claims	
Train employee on determining the difference between injury and workers compensation	
Train employee on the process of handing a claim	
Train employee on the process of closing a claim	
Claim Example #1:	
Claim Example #2:	
Covid (Pandemic) Process	
Train employee on the types of Covid enquiries	
Train employee on the process of contact tracing	
Train employee on the process of notifications	
Train employee on the current Covid process and how to locate Government and OSHA standards	
Train employee on the process of closing out/following up	
Example #1:	
Example #2:	
Weekly STAT report	
Employee to be shadowed by mentor on weekly stat report process	
Complete ThinkHR trainings (if not completed in previous 30 days)	
Training:	
Training:	
Training:	
Ability to locate resources in the MGE Portal	
Train employee on location of policies.	
Policy Reviewed:	

Policy Reviewed:	
Policy Reviewed:	
Ability to locate resources in SharePoint.	
Train employee on SharePoint and how to locate and store information	
CECA Team	
Have employee join in CECA team meeting	
Train employee on CECA meeting follow up requirements	
PG&E Incident Notification	
Train employee on the requirements of the Incident Notification	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	