

Annual Basic Safety Training Frequently Asked Questions

Is this Annual Safety Training something new?

No, however each campus had a different approach to providing safety training. Some required annual training, others required periodic specialized training, or classroom departmental training. Our new Training System is designed to make sure we have a system in place that uses a common platform that meets the IT security standards that has consistent subject matter content, and meets our regulatory compliance needs.

I'm not certain if I need to take the training. How do I know for certain?

Every employee at every campus needs to take the Annual Basic Safety Training. This training provides the core safety information that is required by law and the University of Maine System (UMS).

Do I have to complete this training every year?

Yes. Due to multiple regulatory safety requirements, all University employees are required to participate in Annual Basic Safety training each year.

Is this training mandatory for online instructors who never set foot on any campus?


Yes – By law we are required to inform you of your employees' rights, injury reporting procedures, potential hazards and much more. This training provides an efficient method to communicate and record these training requirements.

My records indicate I have already completed this course as of MM/DD/YYYY.

Annual Basic Safety Training is required for all university employees. The University System has changed to provide Annual Basic Safety Training through Blackboard, rather than the training that was previously available online through the UMaine Safety and Environmental Management Office. Because Blackboard does not utilize the records from the old SEM training program, it is possible that you may receive an email reminder message that does not match your training timeline. Unfortunately, SEM does not have direct access to your training records and cannot print off a certificate for you.

How do I find the Annual Basic Safety Training?

Log into <http://myums.maine.edu/> using your Mainstreet ID and your password.

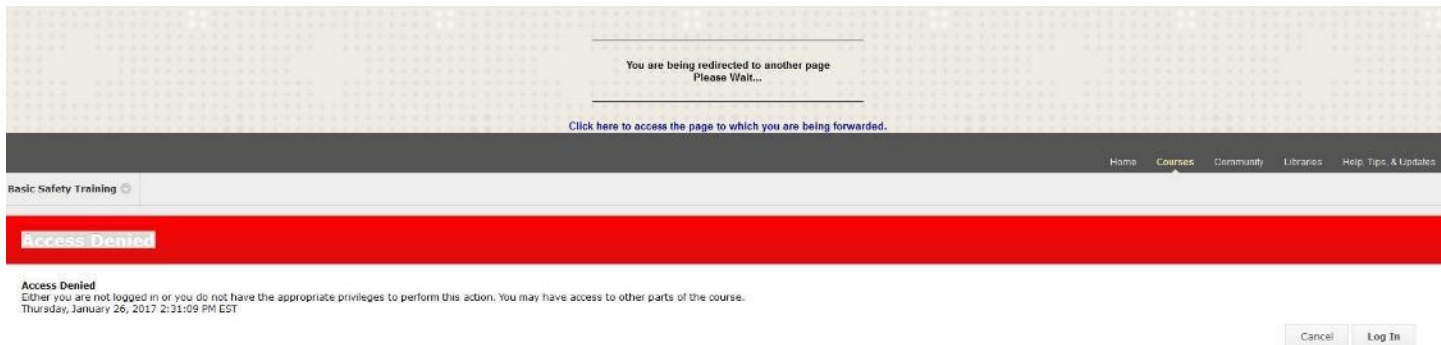
- Once there, look for the Launchpad that has multiple icons for different Category Links.
- Find the one for Blackboard 
- Click the icon to launch Blackboard
- If you haven't previously taken the Annual Basic Safety training on Blackboard, you may first need to self-enroll.

Do I need to self-enroll in the Annual Basic Safety Training?

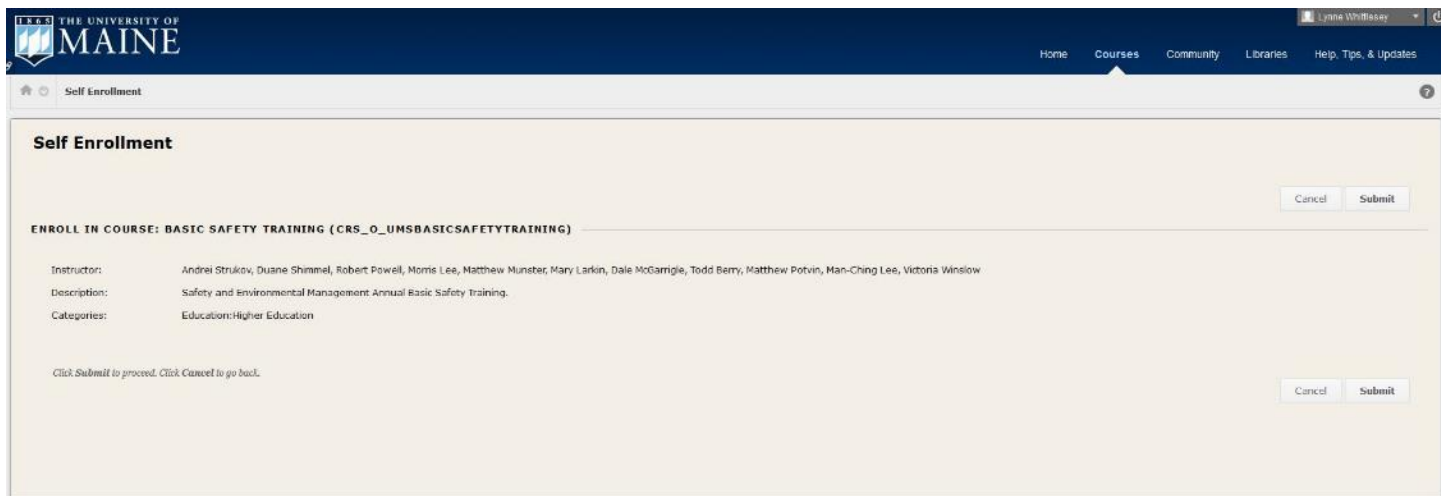
If this is your first time completing the Annual Basic Safety Training on Blackboard, then you will first need to self-enroll. Try these steps. If these don't work for you, you will have to your campus IT department:



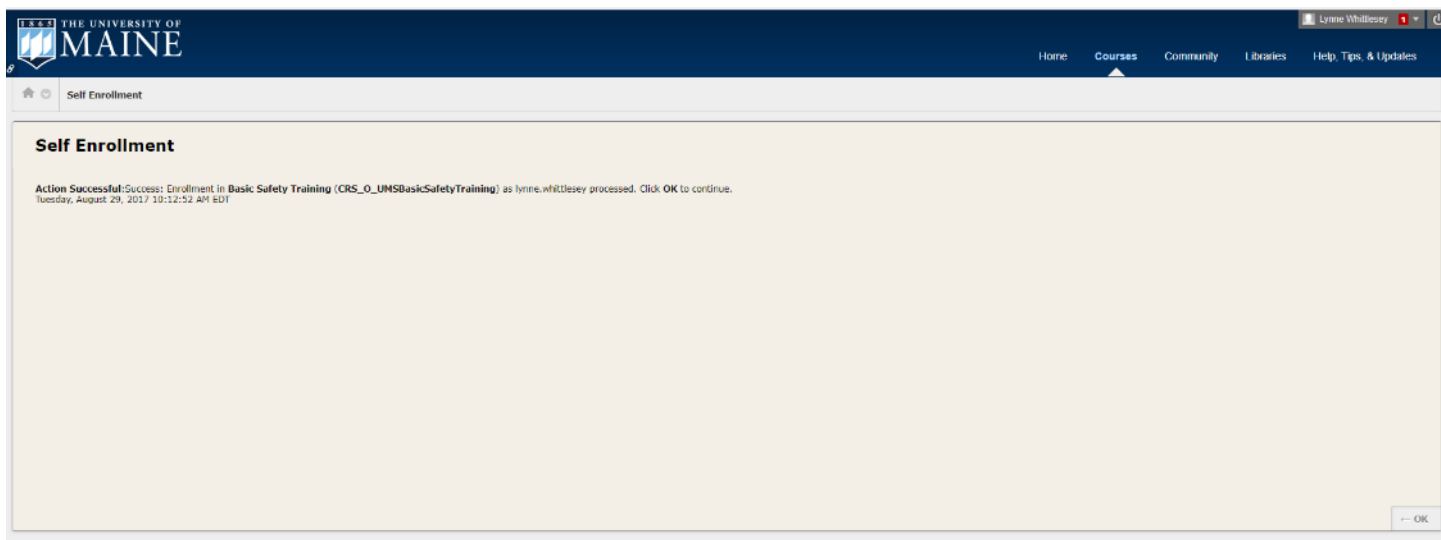
- Click on this hyperlink to get started:
https://bb.courses.maine.edu/webapps/blackboard/execute/enrollCourse?context=INMENU&course_id=517481
- Ignore the “Access Denied” notice going across the page and click the "log in" on the bottom right



- Log in using your user name and password like you would if you were going to enter your UMaine portal.
- Then you should see something like this:



- Click either submit button on the right. That should bring you to something like this below:



- Click the Ok button at the bottom of the self-enrollment screen.
- Then you should be able to go back to your courses list on your Blackboard home screen and find the course listed there.

The screenshot shows the Blackboard interface for The University of Maine. The top navigation bar includes 'Home', 'Courses', 'Community', 'Libraries', and 'Help'. Below this, there are sections for 'Tools', 'System Notices', 'Important User Information', and 'My Courses'. In the 'My Courses' section, under 'Courses where you are: Student', the 'Basic Safety Training' course is highlighted with a red circle.

- Click the Basic Safety Training link

The screenshot displays the 'Basic Safety Training' course page. At the top, there is a red banner with the text 'BASIC SAFETY TRAINING' and an image of several fire extinguishers. Below the banner, a blue bar contains a link: 'Click Here for the Basic Safety Training Certification'. Underneath, there are logos for various University of Maine campuses: UMA Farmington, University of Maine at Presque Isle, University of Maine at Machias, and University of Maine at Southern Maine. A section titled 'Welcome to the Annual Basic Safety Training!' provides information about the training requirements for all UMaine employees. Below this, there is a 'Training Goals' section with a target icon.

- FYI: The course is basically a resource guide, which is linked on the left in the gray box. Once that is reviewed you would then click on the training certification link "Click Here for the Basic Safety Training Certification" just above the blue bar near the top of the page.

What happens if I am unable to complete it before the deadline of my hire anniversary?

The training module is short and easy to do. You should have no problems completing the session, if you do have problems please contact your supervisor for assistance.

What if I took the training but neglected to print out the certificate? Do I need to take it again?

If you've completed your Annual Basic Safety Training within the last year, you can return Blackboard and print off your results/certificate. If you continue to have problems please contact your supervisor.

I am getting a reminder email to take training that I believe I have already taken, do I have to take it again?

If your training is current and up to date you are not required to complete the training again at this time, however it might be beneficial to learn how to enroll in the course (now on Blackboard) when you have time.

What do I do when I complete the training?

Print out your results/certificate to show your supervisor you have completed the training. Keep a copy for yourself and give a copy to your supervisor for record keeping purposes. Your supervisor will most likely keep a copy in the department files and may also send a copy to Human Resources to place a copy in your personnel file.

I completed my Annual Basic Safety Training, handed in my certificate...now what?

Your supervisor should review your department's safety rules and procedures and begin to provide department specific training components to finish the required training process. Once your supervisor can verify completion of the Annual Basic Safety Training by you and your colleagues by receiving copies of your certificate(s), they will begin to provide department specific training components to finish the required training process.

Where are Safety Training records kept?

Annual on-line Basic Safety Training records are recorded centrally, however the printed training certificate that you submitted to share with your supervisor to initiate *department specific* safety training helps create a training record at the campus level.

Maintaining a hard copy record of training at the department level also provides a backup record if a regulatory agency were to visit your department.

I am a supervisor. What are my responsibilities in delivering this training?

As a supervisor, you'll participate by taking the on-line Annual Basic Safety Training, as well as ensure supervised employees have also completed the training. You must also review your department specific safety training requirements with each employee under your supervision. You'll need to be alert to the need for additional safety training that may be necessary to be developed when a new process, material, or equipment are introduced.

It is extremely important that you also work to make certain that work is performed only by persons who have received the proper training and/or certification.

Very important...supervisors must play a pivotal role in documenting all required training. Don't forget that a copy of the training documentation must be sent to the designated campus office for maintaining training records/official files for University employees. (Note: Each campus uses a different approach, but it is recommended that you keep a copy at the department level as a backup.)

Where do I find information about which training I need to take and when?

Go to <http://sem.umaine.edu/safety-training/> and review the training list to determine what training is necessary for your work area. If you need further assistance we would be glad to help you determine what you need. Contact SEM at 581-4055.

Required training:

- In general, the Annual Basic Safety Training is required for every employee.
- If you are working at a computer work station for more than 4 hours per day, then computer work station safety is required for every employee.
- Department Annual Safety Training, is conducted annually by the department supervisor.

What if I don't have a MaineStreet ID and password?

If you are an employee, you have already been set up with a University employee ID, contact your supervisor or Human Resources. To get your University ID, contact your University IT Help desk to ask for a new password to be set up for your University employee ID.

Where do I find my MaineStreet ID?

It is the same University employee ID you would use to access your paycheck information or to input hours, vacation or sick time on MaineStreet. If you do not know your employee ID, contact your supervisor, or Human Resources to get your University employee ID.

Who is my Campus Safety Coordinator? What can they assist me with or help me understand or complete?

Each campus has designated a Campus Safety Coordinator or contact person. They can help you understand the campus specific rules and procedures, explain any campus recordkeeping systems and act as a liaison to address concerns that require addition support from UMS technical support staff.

UMaine - SEM - 581-4055

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Who do I contact with content questions or suggestions?

Contact the UMaine Safety and Environmental Management office at 581-4055 or email sem@maine.edu.