

# 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, other required periodic specialized training, or classroom departmental training. Our new Blackboard Training System is designed to make sure we have 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 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 XX/XX/2015.

Annual Basic Safety Training is required for all System employees. The University System has recently 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. Please ensure that you are in compliance by checking your previous training certificates/records, or asking your supervisor to check your personnel records, or by going to <https://sem.umaine.edu/training/login> and using your MaineStreet user name and password to find all of your previous training records. Unfortunately, SEM does not have direct access to your training records and cannot print off a certificate for you.



### 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 to the training site and print off your results/certificate. Both the Blackboard and the previous SEM training pages have the option to print your 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/#Complete>) Review this 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 ([https://www.courses.maine.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id=11](https://www.courses.maine.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=11)).
- 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. (<https://sem.umaine.edu/training/course/7/slideshow/view>).
- Department Annual Safety Training, conducted by the department supervisor (<http://sem.umaine.edu/department-annual-safety-training/>).

### **My browser isn't working, what do I do?**

Contact the Help Desk at 581-2506 or email [techsupport@maine.edu](mailto:techsupport@maine.edu). Additional contacts are located at <http://help.its.maine.edu/> which has links to all the local help desks and the Systems streamlined process for reporting problems.

### **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, 581-1581 or email [hr-um@maine.edu](mailto:hr-um@maine.edu) to get your University ID. Then contact the Help desk, 581-2506 or email [techsupport@maine.edu](mailto:techsupport@maine.edu) 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 at 581-1581, to get your University employee ID. Then contact the Help desk, 581-2506 or email [techsupport@maine.edu](mailto:techsupport@maine.edu) to ask for a new password to be set up for your University employee ID.

### **How do I get a password?**

Contact the Help desk, 581-2506, or email [techsupport@maine.edu](mailto:techsupport@maine.edu) to ask for a new password to be set up for your University employee ID. More contacts here: <http://help.its.maine.edu/> which has links to all the local help desks and the University System's streamlined process for reporting problems.

### **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

UMA - Rob Marden

UMF - Jeff McKay

UMFK - Andy Jacobs

UMM - Bob Farris

UMPI - Fred Thomas

USM - John Reed

### **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](mailto:sem@maine.edu).