

Make the following courses part of your new hire employee training:

**SAFETY
FIRST**

New Employee Safety Orientation 1

This program discusses our commitment to the health and safety of all employees and the public served by local government. The presentation details the core values of trust, care, knowledge and communication as well as our no tolerance policy towards harassment and discrimination. There are ten questions based on this material at the end of the program.

New Employee Safety Orientation 2

This program continues our discussion about the health and safety of public employees. In this presentation, employees are introduced to safety guidelines for working around chemicals, machinery and potential sources of bloodborne pathogens. The course also includes safety lessons on two of the most common injuries to municipal employees, strains to the back and slip-trip incidents. There are ten questions at the end of the program based on the material presented in the program.

How to Access MEL Safety Institute's Online Training Courses

1. Click the following link for the MEL Safety Institutes Learning Management System: www.firstnetcampus.com/meljif
2. If you have previously taken MSI classes, enter your username and password. If you are new, click 'New User Registration.' Complete the fields and you will receive an email with your username and password.
3. Click on the On-Line Training Courses, at bottom right.
4. Click the course you would like to complete.
5. Click 'Enroll'.
6. Click the 'My Training' tab on the top blue tool bar.
7. Click the program name to launch the course.
8. Upon completion of the course and questions navigate to the 'Student Center' tab to print your Certificate of Completion. Transcripts are automatically updated in the MEL Safety Institute's Learning Management System.



Questions? Contact the MSI Help Line (866) 661-5120. The MEL Safety Institute can also be accessed anytime by going to www.njmel.org.