

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



## **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.

## **Visit The MEL Safety Institute.**

Questions? Contact the MSI Help Line (866) 661-5120.

The MEL Safety Institute can be accessed by going to [www.njmml.org](http://www.njmml.org). Click on our logo.



### **How to Access Training Courses:**

1. Go to NJMEL.org & click on the MSI logo at the top of the page.
2. Click on our logo.
3. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you'll receive a confirmation email with your username and password.
4. Once logged in, click on "MSI On-Line Training Courses."
5. Choose the "New Hire Safety Orientation Part 1 & 2" courses.
6. Click enroll.
7. Choose "Click Here" to go to your authorized course list.
8. Click the program name to launch the course.
9. Click Start to begin.
10. Upon completion of the course and questions you will navigate to the "Student Center" tab to print your Certificate of Completion. Learning Transcripts are automatically updated in the MSI Learning Management System.