

SUMMER SEASONAL EMPLOYEE ORIENTATION

PRE-LEARNING ASSIGNMENT GUIDE



When hiring summer seasonal employees, many of whom may be younger in age, it is important to make safety training a priority. Younger employees are among the most frequently injured on the job, and there may be Child Labor Laws that New Jersey public employers will need to follow.

Summer Seasonal Employee Safety Orientation is a blended learning experience that includes both MSI NOW on-demand classes and a MSI LIVE class taught by instructors in real-time.

Employers assign employees to complete the required pre-learning classes, and those they recommend from the list below, prior to taking the MSI LIVE Classes.

REQUIRED: Pre-learning Classes

- Building a Safe Workplace: Anti-Harassment & Discrimination
- Fire Safety
- Hazard Communication
- Protecting Children from Abuse – Employees and Volunteers

RECOMMENDED: Pre-Learning Classes (check all that apply)

- Avoid Back Pain
- Bloodborne Pathogens (required if the employee collects trash, works in parks, provides first aid, or could otherwise come in contact with blood, body fluids, or used syringes)
- Camp Counsellor Classes
 - Aquatic Safety
 - Bullying Prevention at Camp
 - Child Sexual Abuse Prevention at Camp
 - Playground Safety
 - The Professional Lifeguard
 - Trip and Transportation Safety
- Smart Moves to Avoid Falling Down
- Survival Driving – Emergencies and Natural Disasters
- Survival Driving – Urban Driving
- We Must Respect Each Other in Local Government

ACCESSING THE MEL SAFETY INSTITUTE'S MSI NOW CLASSES

1. Click [here](#) to log into the MEL Safety Institute (MSI) Learning Management System (LMS).
 - If you have previously taken MSI classes, enter your username and password.
 - If you do not know your username/password, check with your Training Administrator or call the MSI Help Line at (866) 661-5120
 - If you are new, click **New User Registration**. Complete the fields and you will receive an email with your username and password.
2. On the Home page, click **MSI NOW** at the bottom right.
3. MSI NOW courses appear on the left side of the screen.
4. Click the course title 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.
 - Learning Transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

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

For additional MSI information and resources go to the MEL Safety Institute website:
melsafetyinstitute.org