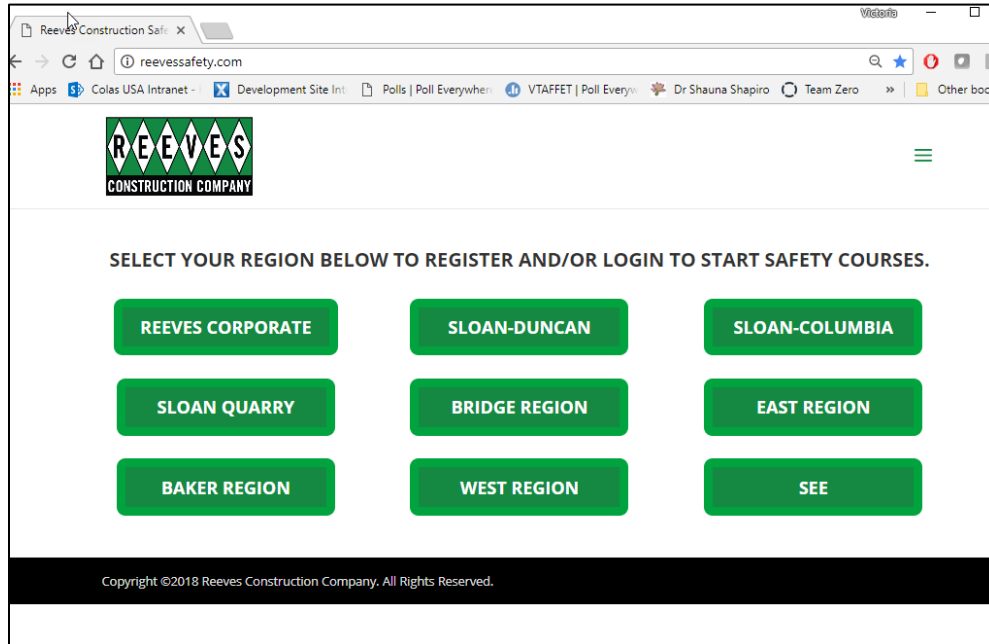


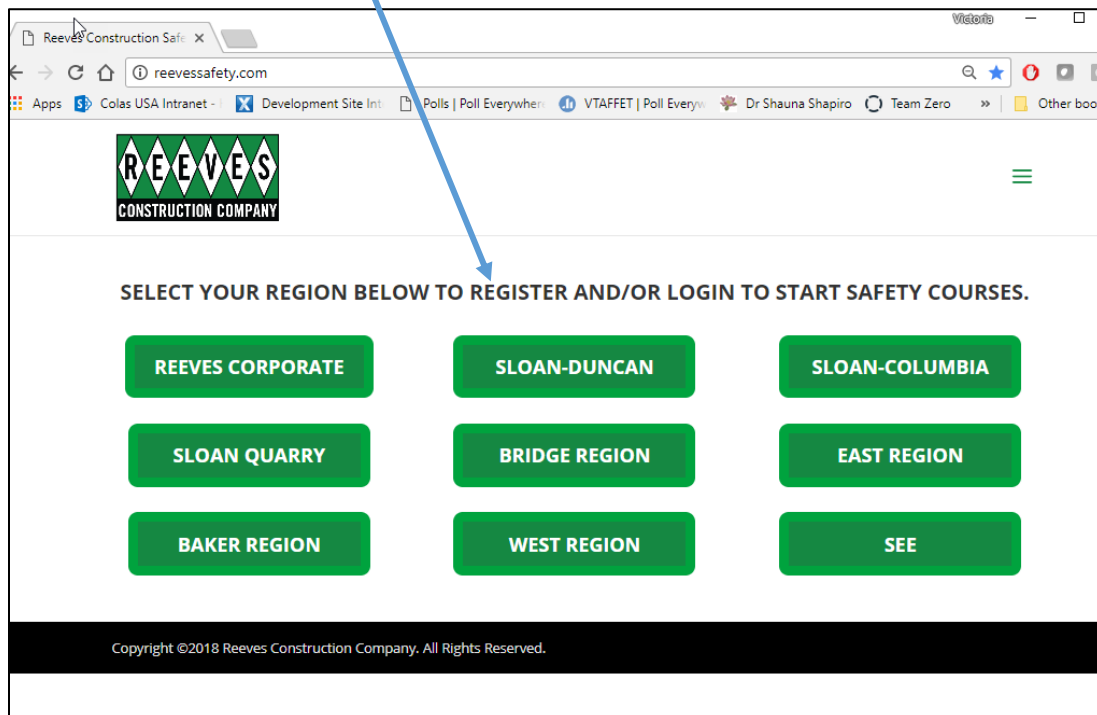
LearnDash System Reference Guide

New Hire Safety Orientation Training

Step 1. Go to www.reevessafety.com in your browser.



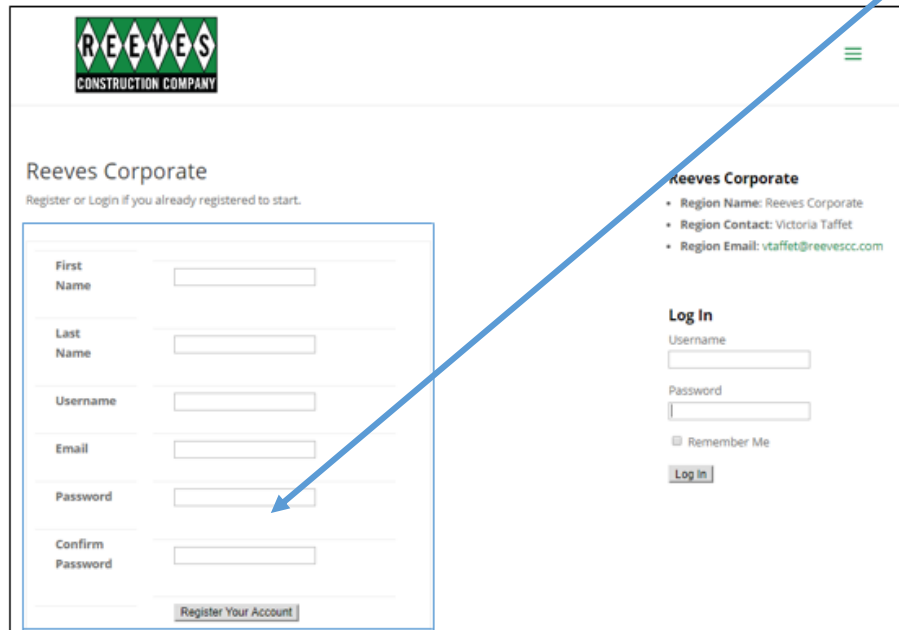
Step 2. Click on the green box for your region



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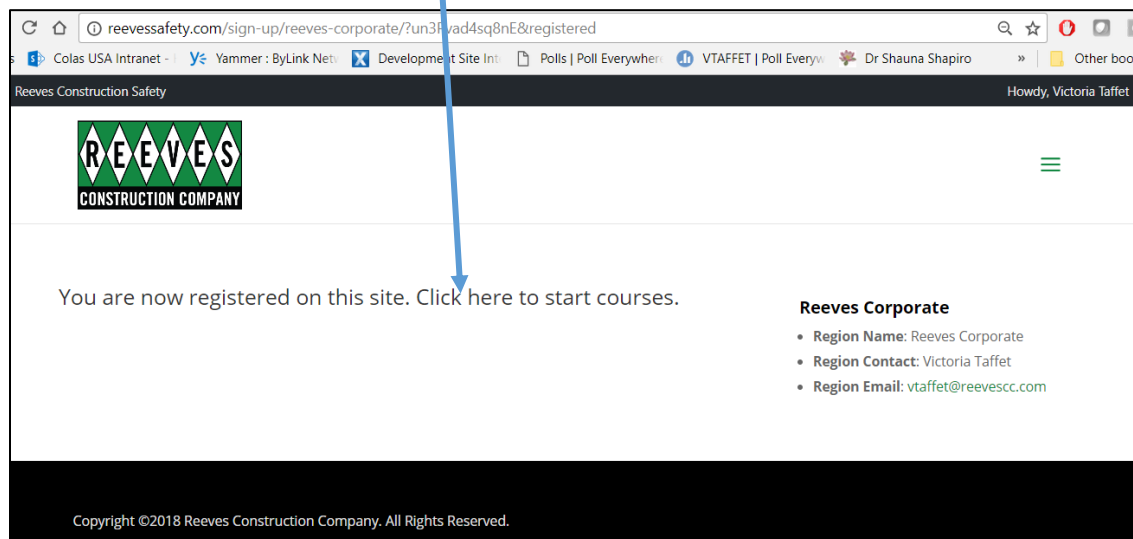
Step 3. The first time you go to this website you will need to fill out the boxes below and click on the “Register Your Account” button. Once you have registered, you can log in and select the “remember me” button.

We are requesting everyone use a simple Username and “**safety**” as the password.



The screenshot shows the registration page for Reeves Corporate. At the top left is the Reeves Construction Company logo. Below it, the text reads "Reeves Corporate" and "Register or Login if you already registered to start." The registration form includes fields for First Name, Last Name, Username, Email, Password, and Confirm Password. A blue box highlights the Password field, with a blue arrow pointing to it from the text above. To the right of the form, there is a "Log In" section with fields for Username and Password, a "Remember Me" checkbox, and a "Log In" button. Below the registration form is a "Register Your Account" button. On the right side, there is a "Reeves Corporate" section with a list of details: Region Name: Reeves Corporate, Region Contact: Victoria Taffet, and Region Email: vtaffet@reevescc.com.

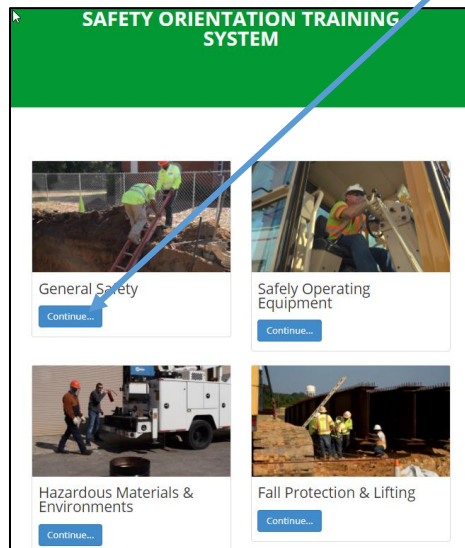
Step 4. Click here to start courses.



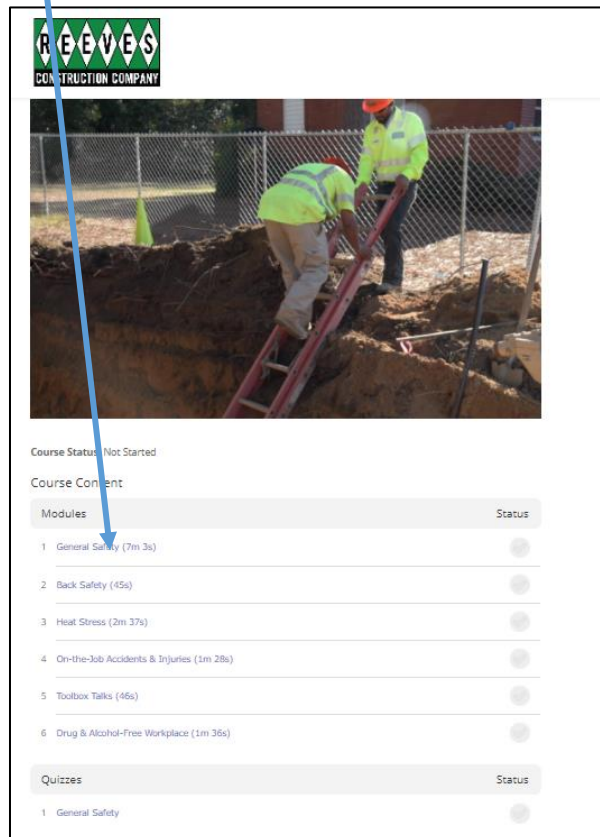
The screenshot shows the registration confirmation page. At the top left is the Reeves Construction Company logo. Below it, the text reads "You are now registered on this site. Click here to start courses." A blue arrow points from the text above to the "Click here to start courses" link. To the right, there is a "Reeves Corporate" section with a list of details: Region Name: Reeves Corporate, Region Contact: Victoria Taffet, and Region Email: vtaffet@reevescc.com. At the bottom of the page, there is a copyright notice: "Copyright ©2018 Reeves Construction Company. All Rights Reserved."

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Step 4. Select the “Continue” button for the first course – General Safety.

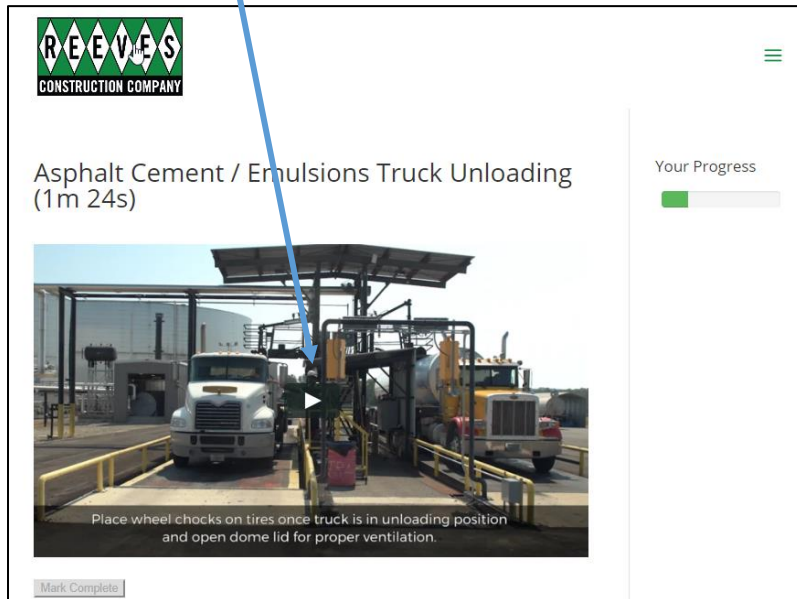


Step 5. Select the first video. Once a video is finished select the “Mark Complete” button and the next video will start.



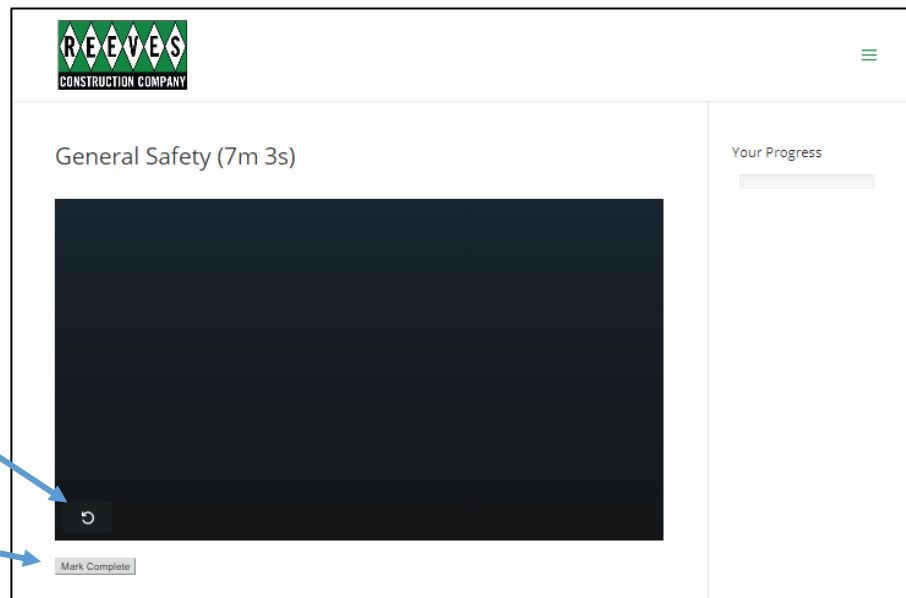
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Step 6. Click on video play button.



The screenshot shows a video player interface. At the top left is the logo for REEVES CONSTRUCTION COMPANY. The video title is "Asphalt Cement / Emulsions Truck Unloading (1m 24s)". Below the title is a video player showing a white truck at a loading dock. A blue arrow points to the play button in the center of the video player. Below the video player is a "Mark Complete" button. On the right side, there is a "Your Progress" indicator with a green bar.

Step 7. Once a video is finished you have the option to watch it again by click on the return arrow or if you are ready select the "Mark Complete" button. Once you mark complete, the next video will appear. Click the Play button and continue through all of the videos for that module.



The screenshot shows a video player interface. At the top left is the logo for REEVES CONSTRUCTION COMPANY. The video title is "General Safety (7m 3s)". Below the title is a video player showing a dark screen. A blue arrow points to the return arrow button in the bottom left corner of the video player. Below the video player is a "Mark Complete" button. On the right side, there is a "Your Progress" indicator with a grey bar.

Return
arrow to
rewatch
the video

Mark
Complete
button

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Step 8. Once the videos are completed for the module, click on “Mark Complete” and you will be taken to the quiz.

Mark
Complete

REEVES
CONSTRUCTION COMPANY

Welding & Cutting Safety Tips (2m 43s)

Your Progress

Workers involved in welding and cutting should observe the following safety procedures:

- Remember that since fuel gasses may be toxic, you should check a copy of the manufacturer's SDS before beginning work.
- Never allow oxygen to contact oil, grease or other flammable substances.
- Remember that oil or grease in the presence of oxygen becomes highly flammable or even explosive. For this reason, you should never use oxygen as a substitute for compressed air or to dust off your clothing or work areas. You should also avoid using oxygen in pneumatic tools or for ventilation.

AFTER WATCHING VIDEO ABOVE CLICK HERE TO TAKE QUIZ

Mark Complete

Step 9. Answer the quiz questions. If you do not score 80% or better you will have to re-watch all of the videos within the module again. If you score 80% or more you will be able to move on to the next course by selecting “View Courses”.

REEVES
CONSTRUCTION COMPANY

Safely Operating Equipment

Results

5 of 5 questions answered correctly

Your time: 00:00:26

You have reached 5 of 5 point(s), (100%)

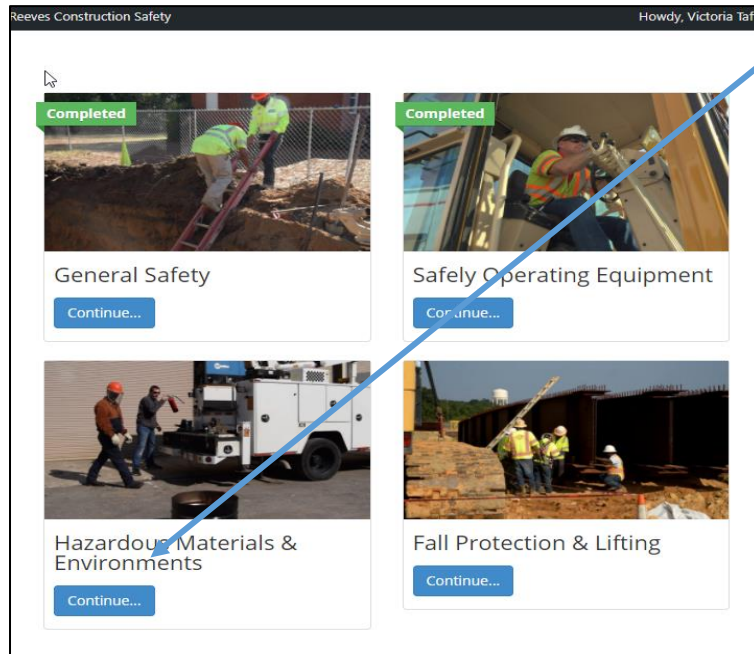
[VIEW COURSES](#)

Your Progress

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Step 10. Then Select “Continue” on the next course required that has not been completed.



Step 11. Continue the same process until you have watched all course and have taken the final quiz in the Fall Protection & Lifting course. Your HR rep will receive satisfactory email for each course and file in your employee file. After the last quiz, you will be able to print a certificate of completion if required.

You can leave the website at any time and all videos “Marked Complete” and all quizzes taken will show green check as status.

Course Content	
Modules	Status
1 General Safety (7m 3s)	✓
2 Back Safety (45s)	✓
3 Heat Stress (2m 37s)	✓
4 On-the-Job Accidents & Injuries (1m 28s)	✓
5 Toolbox Talks (46s)	✓
6 Drug & Alcohol-Free Workplace (1m 36)	✓
Quizzes	Status
1 General Safety	✓