The guidelines below identify internet, equipment, and software requirements, how to register for a learner account, how access a course, and how to facilitate courses for large groups.

A/V REQUIREMENTS, ACCOUNT REGISTRATION, AND COURSE LOGIN

A/V EQUIPMENT REQUIREMENTS

| INTERNET  | High-speed internet connection.  
|           | **NOTE:** You may need to disconnect from your company VPN, virtual desktop, or intranet in order to access and open the course. |
| EQUIPMENT | Computer monitor or Smart TV with computer connectivity.  
|           | Household or business computer with Internet connection.  
|           | Internal speakers, external speakers, or headphones.  
|           | Mouse or any other pointing device (e.g. laptop touchpad). |
| SOFTWARE  | INTERNET EXPLORER Web browser works best with popups enabled. Avoid using Chrome or other browsers. |

ACCOUNT REGISTRATION AND COURSE LOGIN

GO TO THE LOGIN SCREEN

1. Go to lms.udutu.com (click the blue link).
2. If you already have an account, enter the username & password. If you have forgotten the password, click the link to recover it or reset it. Skip to Step 8

CREATE A LEARNER ACCOUNT

3. If you **do not** already have an account - Click the Create Learner Account button:

   ![Image of login screen](image_url)

   **Use Internet Explorer (avoid Chrome or other browser)**

   - **Username**: [Enter username]
   - **Password**: [Enter password]
   - [Logon]  [Forgot Password]
   - [Create Learner Account]

   Please enable pop-ups before logging on.

4. Enter the required personal information to set up your learner account.
5. Select your **Company** from the list, or type your company name into the input
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6. Select the site safety course that is appropriate for you from the Required Training drop-down:
   - Site Safety Training for Contractors
   - Site Safety Training for Visitors and Vendors
7. Click Register.

If you have trouble creating an account or accessing the course, please contact the training coordinator at HSPP at 604-884-2415 or email training@hspp.ca

LOG IN TO THE COURSE

8. When you are prompted to log on, type your user name, password, and the HSPP
organization code then click the **Logon** button.

![Login page](image)

**Please enable pop-ups before logging on.**
**Use Internet Explorer (avoid Chrome or other browser)**

9. Click **My Training**.

![My Training page](image)

10. Click the green or blue box containing the course name.
11. If you have never taken the course before - Click Launch Activity. If you have previously taken the course – Click Restart Activity

The course opens in a new popup window (make sure popups are not blocked).
FACILITATING GROUP INDUCTION TRAINING FOR CONTRACTOR PERSONNEL

Some contractors will present this course to groups. Below are the guidelines for honest reporting of course participation and assessment results, and what to bring on site as proof of completion.

### HONESTY IN ASSESSMENT AND REPORTING

#### ASSESSMENT

- To be considered ready to work safety at the mill site, contractors and their personnel must complete and pass a written assessment. HSPP has the following expectations for contractors who are administering this assessment to their personnel:
  - The assessment will be distributed at the conclusion of the course, not at the beginning of the course
  - Every person taking the course will complete the assessment on their own, without assistance from others
  - People will not mark and grade their own assessments

#### REPORTING RESULTS

- Do not change answers or marks to fabricate passing grades for personnel who have not passed the assessment
- Give personnel who have not passed the assessment the opportunity to take the assessment again, either before coming on site or when they arrive on site
- Go through the Contractor Indoctrination Record checklist with personnel, and ensure that all personnel have signed the form

### WHAT TO BRING ON SITE

#### MARKED ASSESSMENTS

- Submit your personnel’s marked and graded assessments to the HSPP Safety Department

#### CONTRACTOR INDOCTRINATION RECORD

- Submit the Contractor Indoctrination Record to either the HSPP Safety Department, the Gatehouse, or area admins in order to collect site safety hard hat endorsement stickers for your personnel