Omni Facility Services

SOP

Online Training Matrix Network

SSOP	QS06W.0002	Job Site:	Crop Procedure	Doc. Authorization:	Michael G. Cadotte
Process	Training Matrix Network	Champion	M Cadotte		VP - Safety, Quality & Admin
Ref:				Audit Authority:	QUEST

~ Revision Log ~

Rev. No.	Revision Date	Responsible Party	Summary of Change	PPE
0	04/01/11	M Cadotte	Creation of SSOP	None Required
1	12/01/11	M Cadotte	added section 4 Note 2 Glossary	

KEY: SAFETY **Safety Concern** PPE **PPE usage requirement** REPORT **Report action possible**

1 RESPONSIBILITIES

- The Omni Quality Executive Steering Team has final authority for the audit function of this Standard Sanitary Operating Procedure (SSOP) as assigned it by the Omni Managerial Committee.
- All employees are responsible for the implementation of the SSOP and further have the authority to suggest process changes and/or improvements to the IT department.
- All SSOPs will be reviewed during scheduled audits for accuracy and implementation as set fourth by the Quality Executive Steering Team.

2 Equipment Needs

NO safety equipment required - Administrative Procedure

3 Chemical / Cleaning Solution Needs

NO chemicals required - Administrative Procedure

4 SPECIAL NOTES

Note 1 Specific account setup beyond OFS Network required. See OFS IT for account application.

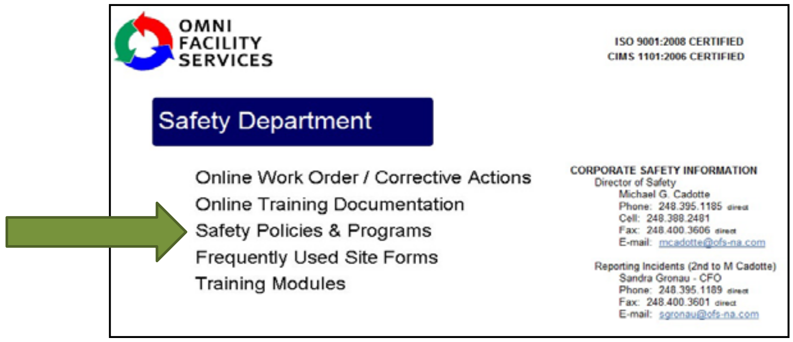
Note 2 Glossary

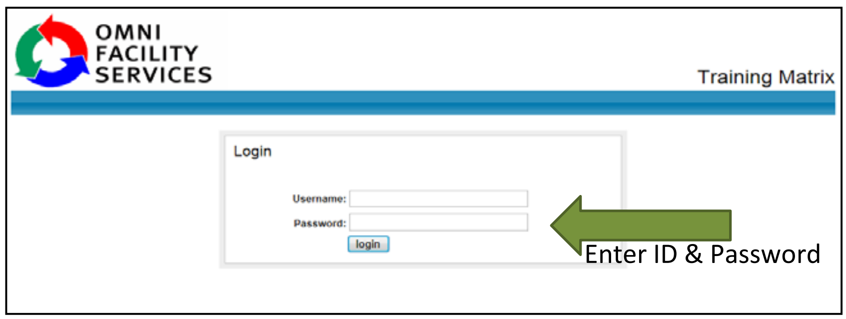
CLICK	Reference to clicking/selecting an object with your curser
SELECT	Reference to clicking/selecting an object with your curser
Radio button	Round 'button' you select by Clicking with your curser
Training Net	Reference to the Training Matrix Network
Drop Down Menu	Window, that when you SELECT the 'down arrow' a list of options appear

5 Training Matrix Procedure

5.1 Log In

1 Your exchange server and/or network log in does not link to the Training Net. You must apply through OFS-IT for a Training Net account
2 It's a good practice to mirror your WO-CA Net account to your OFS exchange-network accounts. Be sure to update both when altering one.
3 From any internet connection and web browser window access the Training Net login by
  a. www.ofsna.com/safety.html and selecting the Online Training Document LINK - OR
  b. http:\\online.ofs-na.com
    i. NOTE: NO 'www'





5.2 Training Matrix

1 Upon successful login you will be taken to the Training Net home page which shows the three sections: Matrix, Employees and Training - SELECT training matrix.
2 You can SELECT training matrix by one of two options:
  a. SELECTING the view all accounts link - OR -
    i. Once viewing the matrix for all accounts you may select a specific account from the Account Drop Down Menu and SELECTING 'go.'
  b. from the drop down menu, SELECTING the specific account you desire and then SELECTING 'go'

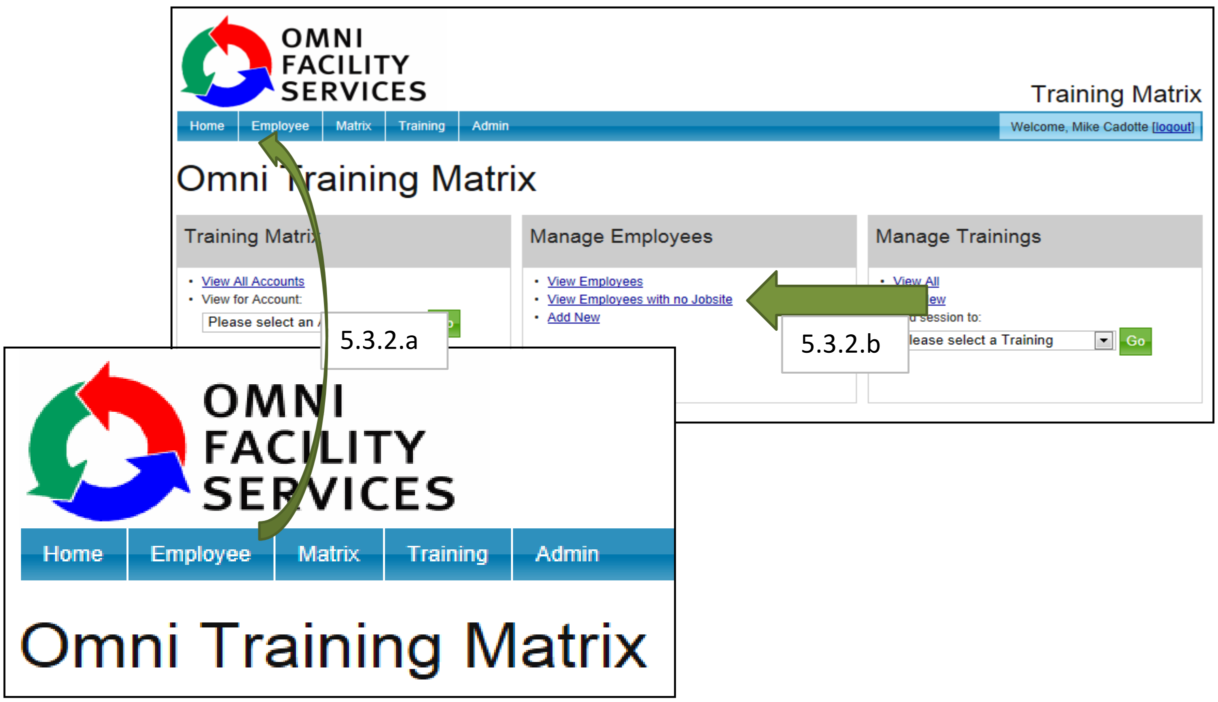
3 Once finished viewing the matrix you may return back to the Training Net's home page by:
   a. CLICKING the 'home' option in the header - OR -
   b. CLICKING the OFS logo - OR -
   c. Using the 'back space' option in your web browser

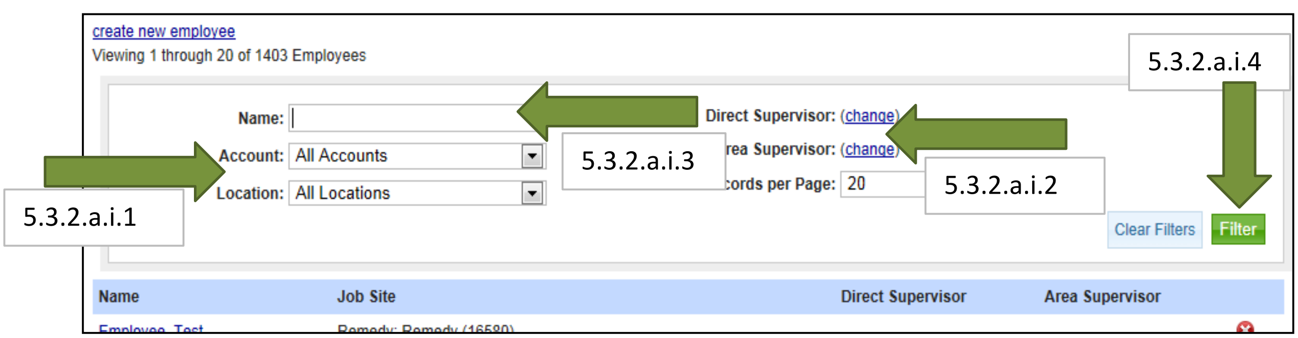
4 NOTE:
   The matrix is created automatically based on the training and site location assigned to a specific employee.

5.3 Manage Employees

1 Upon successful login you will be taken to the Training Net home page which shows the three sections: Matrix, Employees and Training.

2 You can SELECT Manage Employees by one of two options:
   a. SELECTING the Employee link in the banner - OR -
      i. Once at the Employee page a complete listing of all employees assigned to your authorized accounts will appear. You may edit your list by:
         1 Selecting specific accounts and account locations (if more than 1 to that account).
         2 Selecting a listing of employees by supervisor
         3 Type a specific employee's name, or partial name
         4 Then SELECT Filter once you have made any/some of the options in 1-3 above.
   b. SELECTING the links in the Manage Employees section



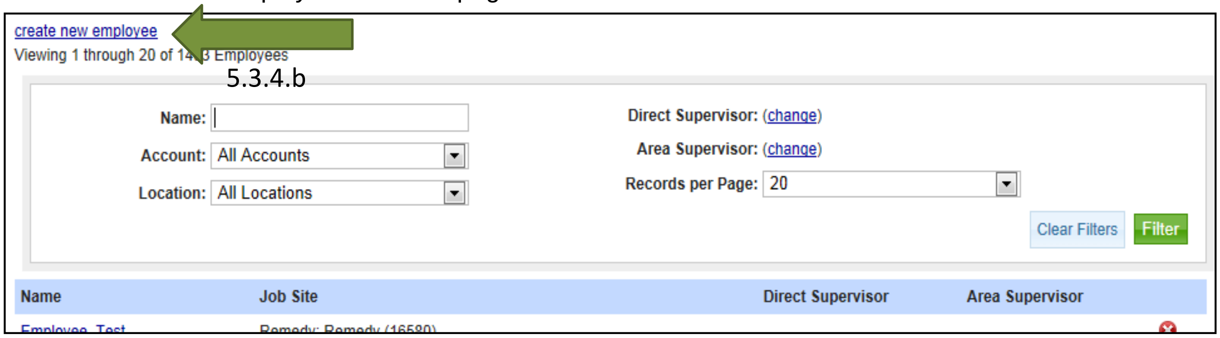


3 View Individual Employee Training Record
   a. Once you have your Employee List filtered to your desired listing you may CLICK on an employee's name to view that employee's specific record.

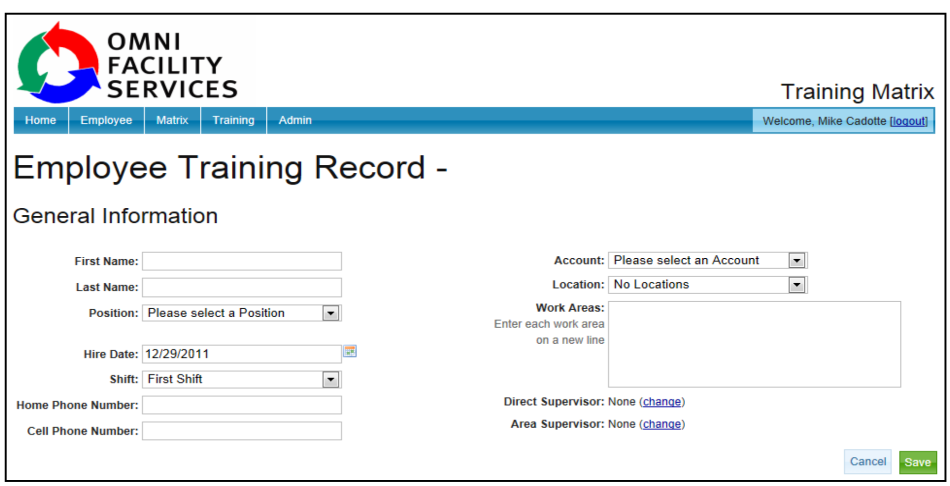
4 Create a New Employee

a. You can create an employee by SELECTING the 'Add New' link under the Manage Employee section - OR -

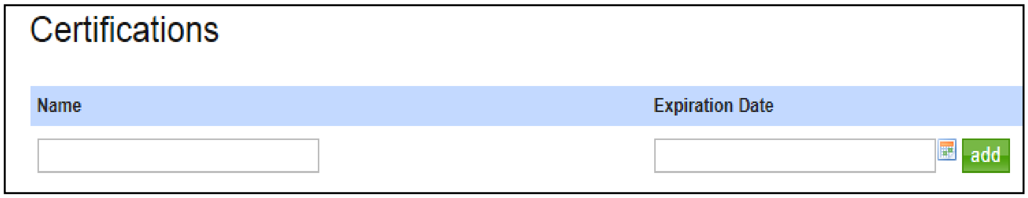
b. You can create an employee by SELECTING the 'Create New Employee' link on the Employee Filter List page.



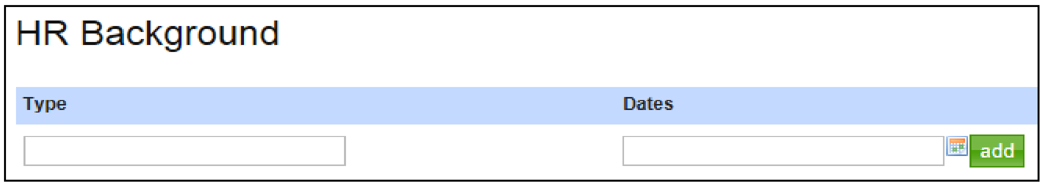
c. Once you are at the New Employee Training Record page,
   i. Enter appropriate data into all fields
      1 If you do not see the needed option in a drop down menu make a request to the OFS IT department.
   ii. CLICK 'Save' when finished



d. Enter all Certifications for employee
    i. Enter the type of Certification in the NAME field
    ii. Enter the Expiration Date of the certification in the 'Expiration Date' filed
        a. You may also CLICK on the icon to the right of the filed box and a calendar will appear to select your date.
    iii. CLICK 'Add' when finished



e. Enter all HR Background information for employee
    i. Enter the type of Background check in the NAME field
    ii. Enter the Date performed in the 'Dates' filed
        a. You may also CLICK on the icon to the right of the filed box and a calendar will appear to select your date.
    iii. CLICK 'Add' when finished



f. NOTE
    i. Specific training is not entered in this section. Reference section 5.4

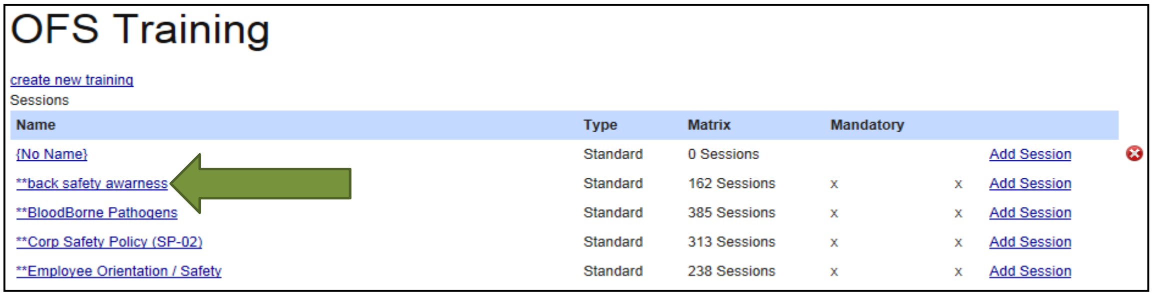
5.4 Manage Training

1 Training is recorded via Topics and Sessions.
    a. Topic: The specific name for a training event. A Training Topic may have multiple sessions.
    b. Session: the specific training event including date, duration of training (recorded in minutes) and the training instructor. Sessions also record the employees who attended the training.

2 Record a Training Event
    a. First review the existing list of Training Topics to determine if a topic matches your training event.
        i. You can view the list from the home page banner line and SELECT Training.'

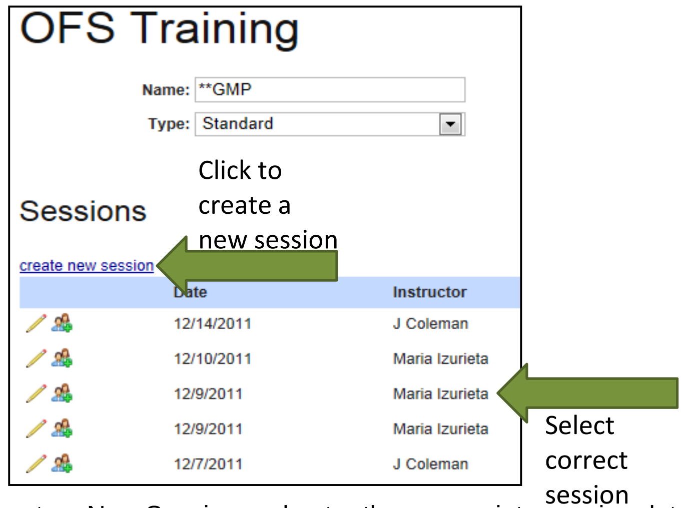
        ii. Once you CLICK on 'Training' a list of all training topics will appear after a few brief moments while the list complies.

iii. Find the topic you desire and CLICK on the name to enter your session data.

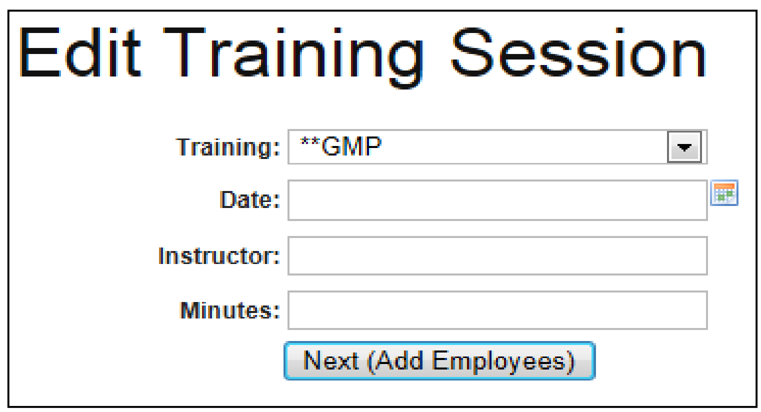


iv. Enter or update session data

1 To update an existing session find the right date with the right instructor - OR -



2 Create a New Session and enter the appropriate session details



3 Once you have reached the proper session (new or existing) you are ready to ADD Employees or Remove them from that Training Session.

NOTE: Employees to the LEFT will NOT be listed as part of the Training Session and employees on the RIGHT WILL be listed as part of the training session.

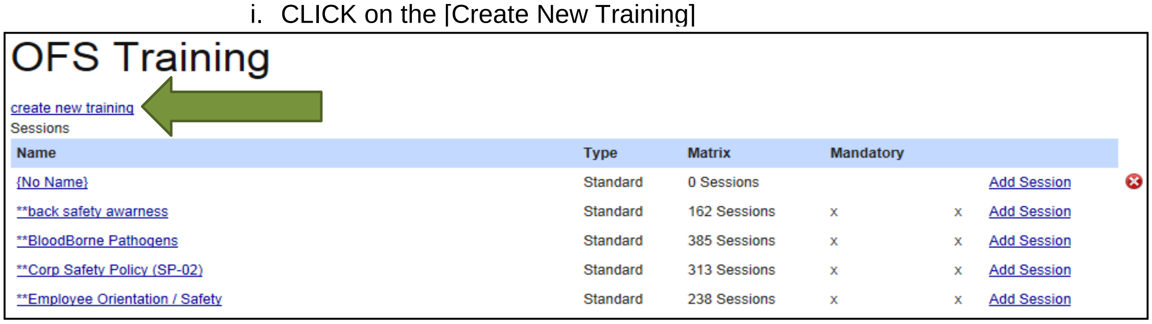
4 To ADD an employee CLICK on the empty box to the left of their name. Once you have selected all the employees then CLIC the [Add>>] button.

5 To REMOVE an employee CLICK on the [<<] to the left of the employee's name - it will move them back over to the left side of those employees that have NOT had the training.

6 CLICK [Done} when you have finished. Every employee you moved to the right side as having that training will have their individual training records updated as well as the site matrix.

a. If you were unable to find your training topic you will need to CREATE a NEW topic and subsequent session as well. To create a new topic:

i. CLICK on the [Create New Training]

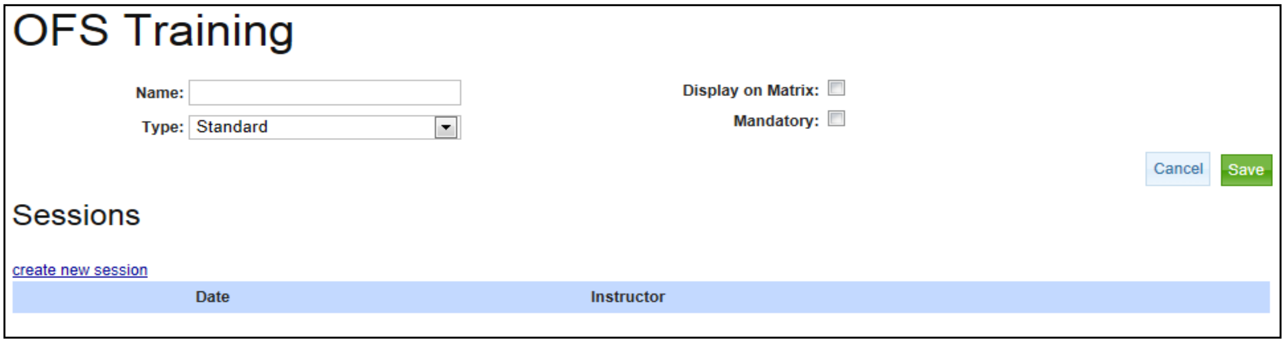


ii. Enter the topic name

iii. Select Type:

a. Standard = all normal training
b. Toolbox = only the pre-shift safety reviews. Normal safety training would be listed as standard - including all pre-hire.
c. Select "Display on Matrix" for ALL topics other than toolbox
d. Select "Mandatory" only for those topics that every employee must have - typically pre-hire training topics.
e. CLICK [Save] when finished.

f. You are now ready to enter your first training session. Follow the steps in sections 5.4.2.iv above.



5.5 Support

For additional support or to set up a web-base OR site training on how to utilized the OFS Training Net please contact OFS IT Department at 248.395.1185

~ END PROCEDURE ~