

# CompWest Safety Learning Center Training Administrator Guide

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# CompWest Safety Learning Center Training Administrator Guide

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## Welcome to the CompWest Safety Training Center

CompWest Insurance Company understands the importance of controlling work related accidents and injuries in providing a safe workplace. We are excited to provide you, our policyholder, with access to high quality safety training programs.

## Simple Administration and Use

The CompWest Safety Training Center is easy-to-use for both you and your employees. There are no time-consuming service setup, or multiple hoops for your employees to jump through to take training. After completion of a simple online registration form, you immediately receive access to the training library and can begin employee training almost instantly.

The CompWest Safety Training Center includes access to 70 - employee safety training courses, including key courses in both English and Spanish.

<ul style="list-style-type: none"><li>• Back Safety</li><li>• Bloodborne Pathogens</li><li>• Confined Spaces</li><li>• Electrical Safety</li><li>• Forklift Safety</li><li>• Hazard Communication</li></ul>	<ul style="list-style-type: none"><li>• HazMat Transportation</li><li>• Lockout/Tagout</li><li>• Machine Guarding</li><li>• Respiratory Protection</li><li>• Scaffolding</li><li>• And More</li></ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

You can set up custom libraries containing only appropriate training topics you want your employees to take. This feature will allow you to set up different libraries for different groups of employees. You will send an e-mail invite to the individuals with the same link to each employee directing them to the general library or your custom library.

Once they take the course and pass the test, they simply enter their name and this documents completion of the course. You can log in at any time to run training reports and print completion certificates.

That's it – easy and straightforward – and we think you'll come to value the simplicity and efficiency of the service.

# CompWest Safety Learning Center Training Administrator Guide

**You Will Receive Both an On Line Confirmation and Follow Up E Mail Confirmation Containing Your Administrator and Employee Links**



## IMPORTANT: Sample

Please print this web page, or manually record the following information, and store it in a safe and secure location (do not place links/access codes where accessible by the public).

CompWest Insurance Company provides our clients with access to the CompWest Safety Training Center service. This valuable service provides a variety of online training courses, and we're confident that it will enhance your employee training program and assist you in meeting the responsibilities imposed by federal and state regulations.

As the training administrator for your firm, please use the following Login Page Link and Access Code for the service. After access, you will be able to (1) view an online narrated presentation which provides more information on the service, (2) print employee training completion certificates for documentation purposes, and (3) run employee training reports.

**Training Administrator Login Page Link:** <http://compwestcom/tadmin/login.cfm>

**Training Administrator Access Code:** XXZ55ZZ (SAMPLE)

For training purposes, each and all of your employees will use the following Login Page Link and a single Employee Access Code to take training courses:

**Employee Login Page Link:** <http://compwestcom/login.cfm?dp=49>

**Employee Access Code:** ZZ9OXXX5 (SAMPLE)

Please remember that you must NOT publish these links and access codes in a publicly accessible location.

Your Service Sponsor: CompWest Insurance Company

Your Account Information:

CompWest Safety Training Center Demo  
3 Hutton Centre Dr  
Santa Ana , CA 92707

**Training Administrator Name:** John Jones

**Training Administrator Email:** [JOHN.JONES@compwestinsurance.com](mailto:JOHN.JONES@compwestinsurance.com)

**Training Administrator Phone:** XXX-YYY-ZZZZ

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**Remember Place a Copy of Your Confirmation in A Safe Place**

# CompWest Safety Learning Center Training Administrator Guide

## Accessing the Training Administrator Login Page

Point at the **Training Administrator Login Page** Link: <http://compwest X/login> and hit Control Enter  
Enter the TA Access Code

### Training Administrator Login

Please enter your Training Administrator Access Code below. If you encounter difficulties, please check your service registration confirmation documentation and try again.

TA Access Code:

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### Training Administrator Tools

[Training Administrator Tutorial](#) Before using this service for the first time, and when you have questions after, access this brief, online, narrated presentation for directions and additional information.

#### Completion Certificates

- [Print Completion Certificates](#) Select this option to print employee training certificates.
- [Certificate Search](#) Search utilities designed to target individual employee training certificates.
- [Certificate Generation](#) Create completion certificates after group instruction

#### Course Libraries

- [Create Custom Libraries](#) Create custom course libraries and generate access codes for your students.
- [View Custom Libraries](#) View your current listing of custom libraries.

#### Reports

- [Run Training Reports](#) Select this option for employee training activity reports.

Customer Support Questions? Contact your service provider:  
CompWest Insurance Company  
Sarah Pinkerton | [spinkerton@compwestinsurance.com](mailto:spinkerton@compwestinsurance.com)  
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# CompWest Safety Learning Center Training Administrator Guide

## Training Administrator Tools

Before using this service for the first time, access this brief, online, narrated presentation for directions and additional information. Revisit the Tutorial anytime you have questions or need a refresher session.

[Training Administrator Tutorial](#)

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A Safety Service of CompWest Insurance Company

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### Table of Contents

- Introduction**
  - Slide 3 Service Overview
- Employee Training**
  - Slide 4 Notify/Direct Trainees

Slide Title	Duration
T.A. Tutorial	00:19
Table of Contents	00:34
Overview	00:42
Notify Trainees	00:16
Step 2	00:32
Step 3	00:12
Completion Certificates	00:17
Step 2	00:32
Training Reports	00:11
Step 2	00:35
Customer Support	00:17

3 Minutes 46 Seconds Remaining

Slide 2 / 11 | Playing 00:21 / 00:34

# CompWest Safety Learning Center Training Administrator Guide

Sign in as an Employee to see all Available Training Topics



Please enter your Employee Access Code below to continue

Employee Access Code:

By clicking the "Submit" button, you agree that you've read, understand and agree to be bound by the Terms and Conditions of Use

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## Shows all 70 Current Training Topics



### Safety Courses

Click on the name of the course you'd like to take.

Place your cursor on a Spanish course name to see the English translation.

Abuso de sustancias en el lugar de trabajo - Lo que los empleados deben saber  
Acident Investigation  
Aerial Lift Safety  
Arc Flash Safety (Qualified Persons Working on or Near Energized Equipment)  
Back Safety  
Bloodborne Pathogens - General  
Bloodborne Pathogens - Healthcare Workers  
Cierre/Etiquetado - Empleado autorizado  
Cómo prevenir los resbalones tropiezos y caídas - Guía para empleados  
Compressed Gases  
Comunicación de riesgos  
Conducción a la defensiva - Para conductores no comerciales  
Conducir a la defensiva - Vehículos comerciales motorizados  
Crane Rigging  
Defensive Driving - Commercial Vehicles

### Supported OS, browser, and additional requirements

Microsoft® Windows Vista® Home Basic, Home Premium, Ultimate, Business, or Enterprise (32-bit edition)

- Microsoft Internet Explorer 7 or Later
- Mozilla Firefox 2
- Adobe Flash® Player 8 or later

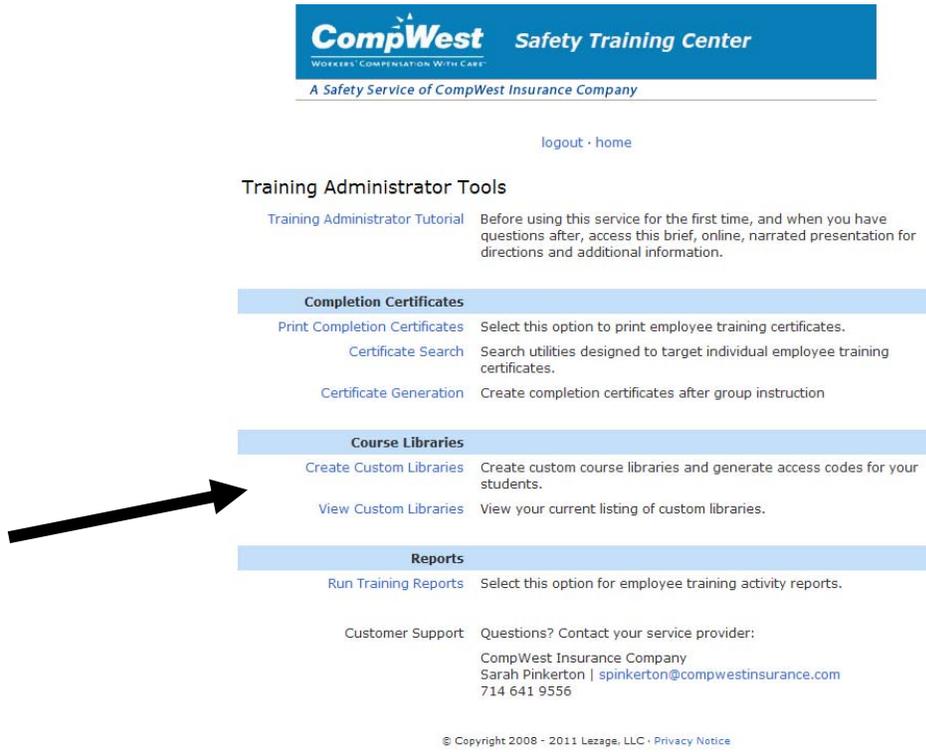
Microsoft Windows® XP Professional or Home Edition with Service Pack 2

- Microsoft Internet

You will need to specify the course your employee must take  
See Page 13 Sample Employee Notification

# CompWest Safety Learning Center Training Administrator Guide

## Creating a Custom Library – Restrict the Course to Your Company Training Needs



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WORKERS' COMPENSATION WITH CARE  
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### Training Administrator Tools

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**Certificate Generation** Create completion certificates after group instruction

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**Course Libraries**

**Create Custom Libraries** Create custom course libraries and generate access codes for your students.

**View Custom Libraries** View your current listing of custom libraries.

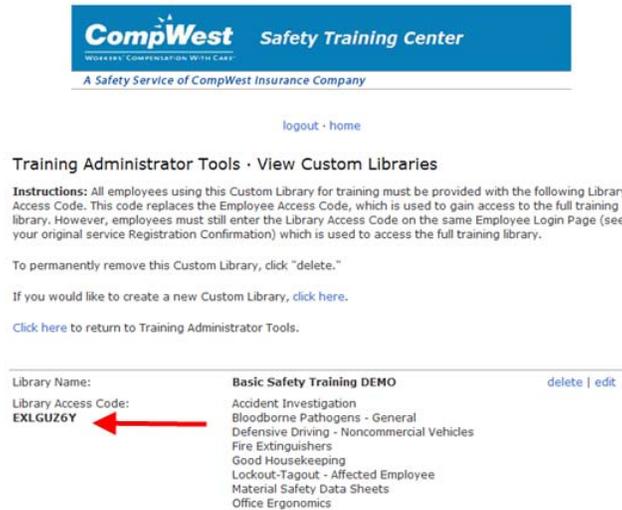
---

**Reports**

**Run Training Reports** Select this option for employee training activity reports.

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### Training Administrator Tools · View Custom Libraries

**Instructions:** All employees using this Custom Library for training must be provided with the following Library Access Code. This code replaces the Employee Access Code, which is used to gain access to the full training library. However, employees must still enter the Library Access Code on the same Employee Login Page (see your original service Registration Confirmation) which is used to access the full training library.

To permanently remove this Custom Library, click "delete."

If you would like to create a new Custom Library, [click here](#).

[Click here](#) to return to Training Administrator Tools.

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Library Name:	<b>Basic Safety Training DEMO</b>	<a href="#">delete</a>   <a href="#">edit</a>
Library Access Code:	Accident Investigation Bloodborne Pathogens - General Defensive Driving - Noncommercial Vehicles Fire Extinguishers Good Housekeeping Lockout-Tagout - Affected Employee Material Safety Data Sheets Office Ergonomics	

## Each Library Creates a Unique Library Access Code – Use this Code to log in the Student Training Page

**Instructions:** All employees using this Custom Library for training must be provided with the following Library Access Code. This code replaces the Employee Access Code, which is used to gain access to the full training library. However, employees must still enter the Library Access Code on the same Employee Login Page (see your original service Registration Confirmation) which is used to access the full training library.

# CompWest Safety Learning Center Training Administrator Guide

## Sample Employee Trainings Session

Eye Protection

Outline

Slide Title	Duration
Eye Protection	01:03
Session Objectives	00:27
Eye Injury Statistics	00:40
Eye Hazards	00:29
Flying Object Hazards...	01:09
Dust Hazards and Pro...	00:50
Chemical Hazards an...	01:04
Heat Hazards and Pro...	00:47
Welding Hazards and ...	00:57
Sunlight Hazards and ...	00:33
Use Proper Protective...	00:50
Eyewear Standards	00:42
Choosing Eye Protecti...	00:50

15 Minutes 34 Seconds Remaining

BLR

Slide 1 / 22 | Playing 00:00 / 01:03

### Quiz

If you'd like to review the course before taking the quiz, click the pause (||) button at the bottom of this window. Then use the Outline on the left side of the screen to navigate the course. When you're ready to start the quiz, click the Quiz slide in the Outline, and then click the arrow below to start the quiz.

If you pass the quiz, please complete the process by following the instructions to record your results.

If you don't pass the quiz, follow the directions to log-off. You may log-in again anytime to retake the course and quiz.

[Click to start the quiz](#)

Slide 20 / 22 | Playing 00:11 / 00:33

### Quiz

Accuracy	70%
Number of Quiz Attempts	1

Congratulations, you passed the quiz!  
Please click "Continue" and follow the instructions to finish.

Continue

© Pearson & Lead Research, Inc. 2016 00:00 / 00:00

# CompWest Safety Learning Center Training Administrator Guide

Sample Employee Training Session Cont.

A screenshot of the Lezage Training Center registration form. The header is blue with the text "Lezage | Training Center" and "Provided by: CompWest Insurance Company". Below the header, there is a form with two input fields: "Your First Name:" with the value "Trained" and "Your Last Name:" with the value "employee". A "Submit" button is below the last name field. To the right of the form, there is a red note: "IMPORTANT: Properly capitalize your first and last name". At the bottom, there is a copyright notice: "© Copyright 2008 - 2011 Lezage, LLC - Privacy Notice".A screenshot of the Lezage Training Center "Course Complete" message. The header is blue with the text "Lezage | Training Center" and "Provided by: CompWest Insurance Company". Below the header, the text "Course Complete" is displayed. Below that, there is a message: "If you would like to take another course, click here to enter your Employee Access Code and view the available course list." and "If you're finished, you may close this window." At the bottom, there is a copyright notice: "© Copyright 2008 - 2011 Lezage, LLC - Privacy Notice".

The Employee Can Log Out or Re Enter the Library Again To Take a Second Course  
If The Employee Does Not Pass the Test They Will Need To Log Out Of the Web Page  
and Return for a New Session

# CompWest Safety Learning Center Training Administrator Guide

## Printing Completion Certificates



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# CompWest Safety Learning Center Training Administrator Guide Printing Certificates Cont.



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## Training Administrator Tools · Print Certificates

### INSTRUCTIONS

**New Certificates:** To print all new training certificates, click the "Submit" button at the bottom of the page. Note: Only certificates which have not been printed are displayed when you access this tool, and all these certificates are automatically checked for printing.

**Warning:** If you click "Submit", and the certificates are not printed for any reason (e.g., printer failure), the certificates will be "unchecked". See "Re-Print Certificate" instructions following.

**Re-Print Certificates:** To reprint certificates for select students (e.g., when printing fails, certificates are lost, etc.), first, print all new certificates. Then, click the "display printed certs" link, identify the certificates to be reprinted and check the box next to each student's name and desired course, and click the "Submit" button.

**Edit / Correct Student Name:** If a student's name is misspelled or miscapitalized, click the "wrench" next to the name and follow the editing instructions.

**IMPORTANT PRINTING NOTES:** The printer associated with your browser is used to print the certificate(s). The following Page Setup directions for Internet Explorer 7 should yield good print results with most printers.

**Internet Explorer 7:** Use the File command and choose Page Setup from the drop down menu. In the resulting dialog box:

- Use your mouse to select any header and footer information and delete it.
- Set your orientation to landscape.
- Set your left AND right margins to .75 inches.
- Click "OK" to close the dialog box. Use the File Command and choose Print Preview from the drop down menu to ensure a single certificate appears on each page and the appearance is satisfactory (if not, adjust your Page Setup parameters).
- Print the certificate(s) (you may print from the Print Preview feature).

**Other Browsers:** Adjust Page Setup parameters (delete header/footer information and modify margins and orientation) to achieve optimal results.

[display printed certs](#) | [display unprinted certs](#)

Student Name	Course Name	Printed?
<input checked="" type="checkbox"/> <a href="#">employee, Trained</a>	Eye Protection	no
<input type="checkbox"/> <b>Select / Unselect All</b>		

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# CompWest Safety Learning Center Training Administrator Guide

## Reviewing Training Records



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### CompWest Safety Training Center Demo · Course Report

Use the drop-down box to select the desired training records to display.

If you want to "sort" the data by course name or pass date, please click the "Download CSV File" link at the bottom right of this web page. This link will download the selected records so you can utilize Excel's "Data/Sort" feature to arrange the data as desired.

Past 30 days

Employee	Course	Pass Date	Certificate Printed?
employee, Trained	Eye Protection	03/04/2011	YES

Past 30 days

[Download CSV File](#)

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# CompWest Safety Learning Center Training Administrator Guide

## Training Administrator Tools

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Training Administrator Tutorial

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3 Minutes 46 Seconds Remaining

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- Slide 3 Service Overview

**Employee Training**

- Slide 4 Notify/Direct Trainees

Slide 2 / 11 | Playing 00:21 / 00:34

# CompWest Safety Learning Center Training Administrator Guide

## Sample Employee Notification

(Example Company) has set up an online series of Safety Training Programs. Each program will take between 30 and 45 minutes. You will access the training session online by computer.

Please Login to: **Insert Employee Login Page Link** (<http://compwestlezeage.com/lo =49>)

And enter the "Employee Access Code ZY9OPAV5" – (Access code for the Selected Training Library)

Select ("Topic") i.e. Accident Investigation

Start the program and take notes if you like

Take the short Quiz at the end

A Passing Grade of 70% will complete the course

If you do not pass you will have to exit the program and log on again to review the course material and retake the test

Enter your name (**IMPORTANT: Properly capitalize your first and last name**)

Exit the program

# CompWest Safety Learning Center Training Administrator Guide

## Group Training Guide for CompWest Online Safety Center

The CompWest Online Safety Center can be used for group training as well as for training individuals. The following suggestions are offered to improve the efficiency of the training session.

### Plan Ahead

To use the safety center in a group setting, you should have the equipment prepared in advance. Some electronic equipment to consider includes:

- PC or Laptop with an internet Connection. The programs run directly from the internet and a clear connection is essential.
- Monitor, Projector and Screen or other visual device to view the presentation
- Speakers to hear the narrative. The programs have sound and speech. They are designed to be entertaining and informative.
- Prepare an effective assembly area with good lighting and proper seating
- Distribute Pencil and Paper for notes

Before the meeting, please prepare as if you are providing a traditional training seminar. Some items to have on hand:

- Sign In Sheet-you need to document the attendees.
- Log In to the system and prepare the presentation.
- Pencil, Paper and/or other note taking material should be distributed.
- Print the test, located at the end of the presentation, from the CompWest website prior to the class.

Allow approximately 45 minutes for the online course, giving time to assemble, watch the presentation, take the test, correct it and discuss any answers.

Have supervisors distribute the tests

- take the test online with group
- allow for time to discuss the answers and correct any problems
- Focus on getting the information correct, check for understanding

Enter the information in the system to print a certificate of completion

- By department (maintenance, drivers, office)
- By supervisor (welding supervisor, receiving manager)
  - First Name: Shipping and Receiving
  - Last Name: John Jones

File the Test and Sign in Sheet to completed recordkeeping and documentation requirements

