

**Project: XL Construction Projects**

**Notification of Online Contractor Safety Training Initiative**

XL Construction and ClickSafety have partnered to create a web-based Contractor Safety orientation course for all XL Construction projects. All contractors requiring access to this project must complete this orientation-training course online through ClickSafety. This course addresses site-specific safety expectations/requirements that you and your employees are expected to understand and comply with while working on the premises.

XL has also created Current Good Manufacturing Practices (cGMP), Good Documentation Practices (GDP) and Infection Control training programs, which address additional training requirements for those types of projects.

**Project Requirements:**

ClickSafety is the leading provider of web-based safety and risk management systems for the Construction Industry. ClickSafety will be providing the online training and tracking system used to deliver safety orientation. You will be required to have **ALL** your employees successfully complete the online Contractor Safety orientation course through the ClickSafety system prior to their arrival onsite. The average employee should take **30 - 45 minutes** to complete the training for each course. **Some of the courses are available in English and Spanish.** SSP training is good for one year.

Depending on the type of project, you might be required to take some or all of the additional courses outlined above. All mandatory courses for your project will be included on the Invitation to Bid Document. Please refer to the Invitation to Bid Document to see which courses will be required for each project.

**Project Fees:**

The fee structure for ClickSafety services is ..... **\$68.00/Employee**

In addition, your company will be required to accept ClickSafety's Users Agreement upon registration.

**ClickSafety Account Setup, User Registration and Implementation:**

- Step 1: Go to the XL Construction portal at [www.clicksafety.com/xl](http://www.clicksafety.com/xl)
- Step 2: Create a company account. Click on the 'Company' tab above the 'User' Step 1 on the home page.
- Step 3: Prepay for employee training with a credit card.
- Step 4: Direct all employees to the project page to self-register and complete training prior to arrival at the jobsite.

A ClickSafety representative will be available to answer any of your questions about this program. The ClickSafety program administrator is:

Christina Parkin  
Account Manager  
ClickSafety.com, Inc.  
Phone: 925.208.2618  
Email: [cparkin@clicksafety.com](mailto:cparkin@clicksafety.com)

For general information about ClickSafety, you can visit their web site at: [www.clicksafety.com](http://www.clicksafety.com).

Should you have specific questions regarding the project or safety requirements, you may contact:

Michael Popp  
Health and Safety Director  
XL Construction  
(408) 240 - 6407  
Email: [mpopp@xlconst.com](mailto:mpopp@xlconst.com)

We appreciate your attention in this matter and look forward to a continuing and successful business relationship.

**Disclaimer:**

ClickSafety and XL Construction make this training material available with the understanding that users exercise their own skill and care with respect to its use. It is the duty of each employer as specified in the Occupational Safety and Health Act of 1970 (P.L. 91-596) to furnish to each of his employees employment and a place of employment which is free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees and must comply with the applicable occupational safety and health standards adopted for his / her type of work. In addition, each employee must comply with occupational safety and health standards and all rules, regulations, and orders which are applicable to his or her own actions and conduct.

### XL Construction Online SSP Training Program Instructions

1. Go to [www.clicksafety.com/xl](http://www.clicksafety.com/xl).
2. Click on “Register for Training” square button on right.
3. Complete “First Name”, “Last Name” and both “Last 4 digits of SSN” fields.
4. Select your preferred language.
5. Select your employer from the drop down menu. If your employer is not listed or if you did not receive an access code from your employer, please contact your office Administrator to complete company registration information.
6. Enter your company access code. This can be received from your company Administrator.
7. Select the Training Courses that you are assigned to take. Highlight the course and click the right arrow button so that it will be added to your selected courses to take. If you need to add additional tests, continue to select the course from the left and click on the right arrow button. When you are finished adding courses, click Continue.
8. Confirm your First Name, Last Name, Last 4 digits of your SSN, Language Preference, Employer name and Training Courses Selected. Click Next.
9. You will next be sent to an activation page. Click “Login”.
10. You will automatically be sent to the beginning of the course or to your main user screen. If you need to log-out for any reason, you can go back to [www.clicksafety.com/xl](http://www.clicksafety.com/xl) and enter your username and password. The course will keep your place. Your username will be your first initial, your entire last name. Example: John Smith = jsmith Your password will be the last 4 digits of your SSN.
11. Click the red arrow to begin the course.
12. You must answer all quiz questions correctly to move to the next section of the course. There are 4 sections total.
13. If you come to a screen that has graphics in the lower right hand corner, please wait until the pictures move to the left before advancing to the next screen.
14. When you have completed the course, click “Return to the Control Panel”.
15. Scroll down to “Assigned Courses” and double click on the certificate icon to the right of the completed course.
16. Print the certificate and bring it to the job trailer headquarters to receive your hard hat sticker allowing you access to the jobsite.
17. Please contact your company Administrator or Foreman if you are having any difficulty completing this course on your own.
18. If you are required to take additional courses, you can then select them from the control panel.