

Safety courses are part of company-wide training

Have you taken your first required safety course online? All SPRWS employees were assigned to take the AWAIR training online during the month of April.

The training should take about 20 minutes. However, the main focus this month was making sure that everyone was able to get logged in to the UL Safety Training site and was able to navigate the system.

Each work unit will be assigned different training based on their safety needs as well as based on schedules designed with each manager. Most employees will be assigned one to three training topics at the beginning of each month to be completed during their down time that month.

Emails will be sent out when assignments are made, however, every employee is responsible for logging into the UL Safety Training site each month to check on their assignments and complete those assignments when they are free.

Each training topic requires you to click through a presentation as well as pass an exam (70 percent or better). You must take the exam as many times is needed in order to pass.

Once you have completed each component of a training (presentation, quiz, and sometimes additional documents such as a SPRWS policy review) the portal will move that topic to completed training.

This new online system allows us the ability to train employees on a variety of topics including safety, human resources, driving, and supervisory skills.

Your supervisor decided that any training that has been assigned to you is applicable to you. Each employee has a mandatory responsibility for completing the assigned training in a timely manner.

The Mississippi Room (located right next to the gym in the treatment plant) is available for use for those employees who do not have a computer.



This example of Right to Know training shows how the presentation portion of the training video can be controlled by the user. You can restart the presentation, pause or move forward or back. The program also has sound. Safety training headsets are available to borrow from Racquel Smrz if you don't have a pair of your own to use.

You can find the UL Safety Training website in the computer favorites under UL Safety Training. In order to log in, you will need the company name (SPRWS), your user name, and a password.

If you are having trouble accessing the site, or cannot remember your user name or password, please contact Debbie Szulim at 266-6263. Remember, the password is case sensitive.

If you are having questions or concerns about the material, please contact your supervisor or Racquel Smrz at 266-6815.

Make sure to check your junk mail box for an email from PureSafetySupport@support.ul.com if you have not gotten started yet.

With or without new emails it is a good idea to log in to UL Safety Training at least monthly to check the site yourself for new coursework at <https://ulworkplace.puresafety.com>.

Seasonal temps return to work at water utility



Mark Coulter



Tom Longendyke



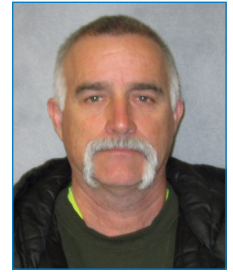
Leap Pak



John Pope



Mike Sherman



Bill Strouts

The water utility has called back seasonal temporary workers to get started on the spring construction season as of April 6.

Returning to SPRWS are Mark

Coulter, Tom Longendyke, Leap Pak, and Mike Sherman, all water utility workers.

Also returning are John Pope and Bill Strouts, cement finishers.

Please welcome all of the returning seasonal temps back to the water utility.

Make sure you earn your \$900 in VEBA money for 2016

Have you completed the Healthy Saint Paul program for this year yet?

Everyone completing all four segments of the Healthy Saint Paul Well Being program will earn \$75 a month in their VEBA account in 2016. This money can be used for medical expenses and accumulates from year to year if you don't spend it. No one wants to leave \$900 of free money on the table when your employer is willing to give it to you.

If you completed your biometric screening either here or at your doctor's office before February 28, you are still eligible to complete the program. What are the next steps?

Log onto www.healthpartners.com/wellbeing and complete the Know It! component of the program. This is a health assessment that will take about 15 minutes and is a survey about your health lifestyle.

Then, attend a Learn It! session here at SPRWS. We have a few sessions coming up in May in the lunchroom. If you have already attended a session, you must log it on www.healthpartners.com in order for it to count. To log your class into the website you will need to know the class you went to, the date, and share something that you learned.

Last, you need to complete the Do It! component. This is the activity portion for which many people complete the 10,000 steps challenge or sign up to

Fill out the form on the Learn It! section of the Health Partners wellbeing site to get full credit for your Learn It! section of the wellbeing program.

talk with a health coach on the phone. Most Do It! activities take two months to complete and need to be done before July 31. If you haven't already started, now is the perfect time to Do It!

Once you've completed all four components of the program, your Health Partners page will show all green check marks indicating that you are done.

Please contact Racquel Smrz at 266-6815 if you have any questions.