

## Safety

### **District 303 Workplace Safety Committee**

*The purpose of the District 303 Workplace Safety Committee is to discuss and recommend new or revised policies, procedures and practices associated with prevention of and response to work-related injuries (including light-duty and return-to-work issues). The committee is also involved with development and distribution of employee communications to encourage injury avoidance. The committee meets regularly and is comprised of administrators, HR/benefits representatives, union representatives and third-party risk management consultants.*

### **Safety Training 2014-15 Global Compliance Network (GCN)**

Each year, district employees are required to complete safety training on various topics. To complete this mandated training, the district uses an online training program called **Global Compliance Network (GCN)**. This program is designed for online training to be completed at your convenience. You'll watch a video tutorial and complete a short quiz for each required course. Each tutorial and quiz takes approximately 20 minutes to complete. In order to complete the course, you must view each tutorial in its entirety and complete the quiz. Besides the required tutorials, you are welcome and encouraged to use the links on the site to take any of the optional safety training courses provided by GCN.

#### **How to log in to the online GCN training program:**

1. Using your web browser, go to the web page <http://www.gcntraining.com>
2. Log in as an existing user, enter your Organization ID: **100116d** Press Submit
3. Enter your personal ID which is your **district email** - example: [Jane.Doe@d303.org](mailto:Jane.Doe@d303.org) Press Submit
4. Do not change your email address, just Press Submit
5. The Welcome Page will appear and the required list of tutorials is to the left.
6. To choose a tutorial, press view. Click on continue tutorial. An instructions slide will explain the selection buttons on each page. If a slide does not have audio, you will see an icon indicating that on the screen. Just read the screen and press the slide button to continue with the training module.
7. After you complete a tutorial, return to the Main Menu. Please **DO NOT** print out your Certificate of Completion. Your record has been saved. You can either complete all tutorials at one time or return at a later date to complete all the required tutorials.

If you have any questions or problems with the site, please contact your supervisor or

Donna Knox – Human Resources  
[Donna.Knox@d303.org](mailto:Donna.Knox@d303.org) or (331) 228-4912

## **Thank you and have a safe year!**