

STP

Safety Training Plan

Grif Bond

CenturyLink

- CenturyTel
- Embarq (local telephone company spin off from Sprint)
- Qwest
- Savvis (data hosting company)

- Corporate HQ in Monroe, LA
- Local exchange provider in 37 states
- Nationwide long haul fiber network across the U.S.
- International transport network
- 55 data centers – including 9 international locations
- Approximately 43,000 employees

EHS team at CenturyLink

24 employees on EHS team

- Director
- Manager – EHS Field Operations
- Manager – Safety & Health/Property Protection
- Manager – Disaster Preparedness/Business Continuity
- 2 Lead Environmental Compliance Specialists
- 5 DP/BC Specialists
- 8 Regional EHS Engineers (4 operating regions in U.S.)
- 5 Safety Program Specialists

Safety Training Plan (STP) idea

Idea

Build a Safety Training Plan (STP) tool that enables supervisors to create safety training plans for field personnel that provide a guidance of critical safety training gaps.

The idea...

- JHA/JSA
- PPE hazard assessment
- Training curriculum – EHS spreadsheet & LMS safety catalog
- Employee training history/transcript
- Cover training requirements in 1910.268
- Cover OSHA training standards – one of the old blue books

- What training does my employee need?

Safety training elements

- Fact Sheets
- Safety Bulletins
- Safety Meeting in a Box
- Online computer based training – off the shelf and internal developed
- Vendor delivered “in service” programs
- Company curriculum instructor led programs
- External course attendance

All captured and recorded in LMS



Safety Training Plan (STP) Design

IT group built an application using ASP.net C# with an ORACLE backend. The IT application ties two databases and safety training requirements questions together to form a simple looking application to the end users.

Two databases:

1. Employee information from the SAP database daily
2. Employee safety training record completions loaded weekly from the Learning Management System (LMS)

Safety Training Plan (STP) Design

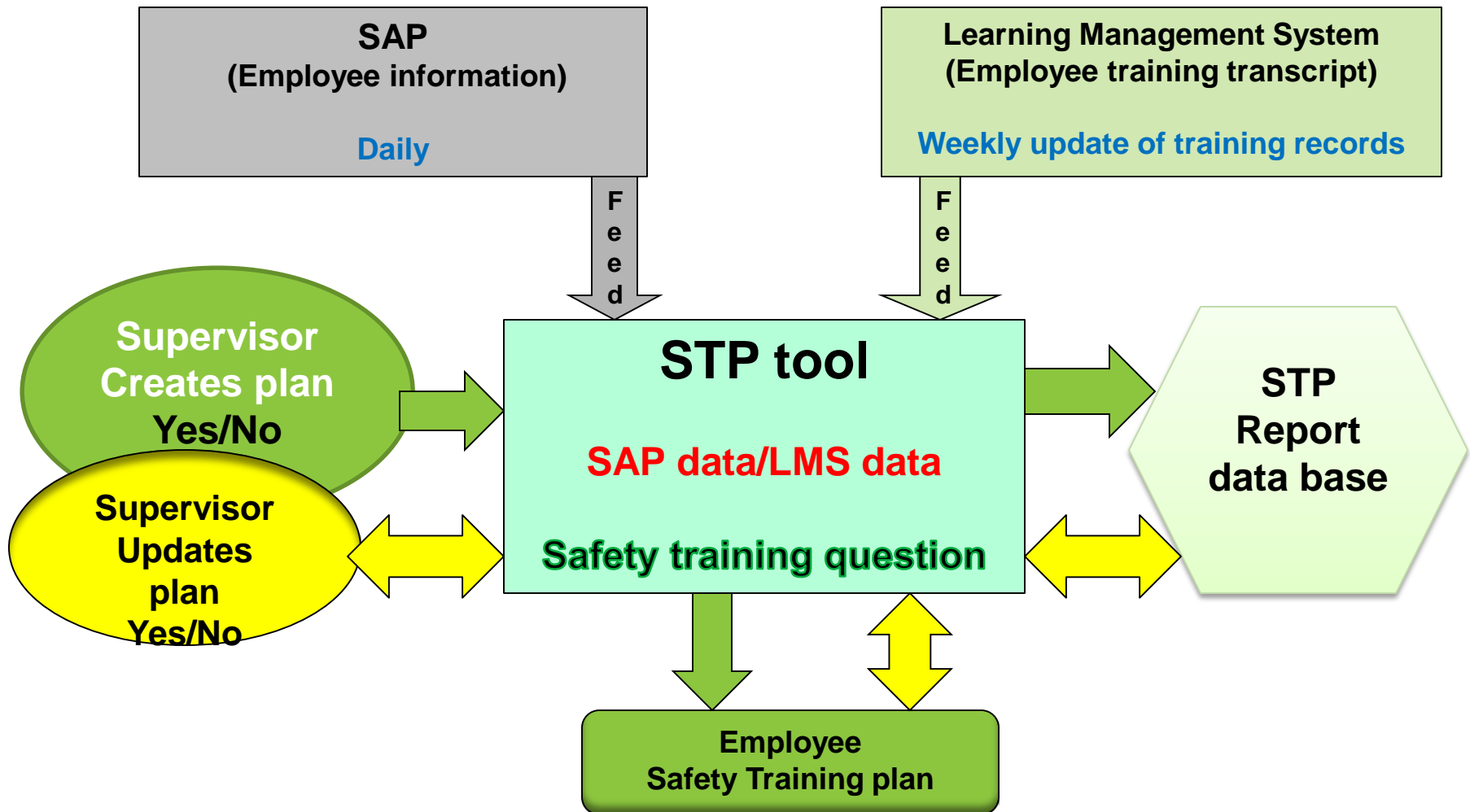
EHS developed safety training questions (yes/no) related to **all** critical safety training requirements.

Yes No Enters a trench or excavation?

Supervisor answers the questions from a table, each **Yes** answer builds a safety training plan for that employee.

This safety training plans data is also available from a regional perspective in reports.

Safety Training Plan (STP) Design layout



Safety Training Plan (STP) Design features

Dynamic design

STP tool is dynamic by design. All databases are updated continually and supervisors can edit questions as tasks and responsibilities change.

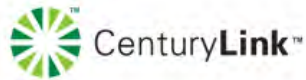
New hires

The on boarding process of new employees include building a safety training plan.

Flexible

STP plans are tied to the employees and move with employees as they move to new positions.

Create or Update a STP plan



Home

Actions ▶

Log Out

Create Plan
Update Plan

STP - Safety Training Plan



The Safety Training Plan (STP) support tool enables supervisors and managers to create safety training plans for employees who have OSHA, State and company safety training requirements. The STP provides guidance for scheduling safety training and recognizes safety training gaps in employees training records.

The STP pulls employee hierarchical data from HR and safety training records from the Learning Center. The STP provides a list of Yes/No questions that are directly related to safety training requirements for each employee work group.

To get started go to the action tab above and click (Create a plan).

To access the Job Aid for guidance on using this Website, [click Here](#).

To report any technical issues, please open a ticket to group SFWAPP-AGILE on [Help Desk](#).

Move your employees to selected

<http://stp/Actions/CreatePlan.aspx>

Employees box to create plans. Plans can be built one at a time or you can group employees with the same responsibilities together creating multiple plans at one time. Plans can be updated once they are created using the Update Plan function in the Actions menu.

Select the type of employees you manage from the drop down box. (Field Technicians)

Answer the questions below the employees boxes (Scroll down if necessary). You must answer each question and click the **(Create Safety Training Plan)** button at the bottom of the page. An excel report will be emailed directly to you as a zip attachment.

Click the attachment file on the email and then click the ZipDIR file to open the Excel file. Save As desired.

Logout option is on the upper right hand side of this page.

Clear Data and Reset the Form

1) For the purpose of creating a Safety Training Plan please select employees that have similar jobs.

Available Employees	Selected Employees
B]; NETWORK TECHNICIAN]; NETWORK TECHNICIAN
E]; NETWORK TECHNICIAN	WORK TECHNICIAN
C]; NETWORK TECHNICIAN	50]; NETWORK TECHNICIAN
C]; NETWORK TECHNICIAN	
D]; NETWORK TECHNICIAN	
D]; NETWORK TECHNICIAN	
G]; CUSTOMER DATA TECHNICIAN	
8]; NETWORK TECHNICIAN	
I]; NETWORK TECHNICIAN	
K]; NETWORK TECHNICIAN	
K]; CUSTOMER DATA TECHNICIAN	
N]; NETWORK TECHNICIAN	
70]; NETWORK TECHNICIAN	
TWORK TECHNICIAN	
]; NETWORK TECHNICIAN	
22]; CUSTOMER DATA TECHNICIAN	
]; NETWORK TECHNICIAN	
WORKMAN, JAMES [00108881]; CUSTOMER DATA TECHNICIAN	

2) What type of employees are in this group? Select...

3) Answer the following questions about this group of employees:

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Select the type employee - Field technician

Select the type of employees you manage from the drop down box. (Field Technicians)

Answer the questions below the employees boxes (Scroll down if necessary). You must answer each question and click the **Create Safety Training Plan** button at the bottom of the page. An excel report will be emailed directly to you as a zip attachment.

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[Clear Data and Reset the Form](#)

1) For the purpose of creating a Safety Training Plan please select employees that have similar jobs.

Available Employees	Selected Employees
	931]; NETWORK TECHNICIAN ETWORK TECHNICIAN 65]; NETWORK TECHNICIAN 9]; NETWORK TECHNICIAN 06260]; NETWORK TECHNICIAN 54]; NETWORK TECHNICIAN 50]; NETWORK TECHNICIAN 15]; NETWORK TECHNICIAN 2]; NETWORK TECHNICIAN 14]; CUSTOMER DATA TECHNICIAN 488]; NETWORK TECHNICIAN 13]; NETWORK TECHNICIAN 9]; NETWORK TECHNICIAN CUSTOMER DATA TECHNICIAN 3370]; NETWORK TECHNICIAN NETWORK TECHNICIAN 02]; NETWORK TECHNICIAN 5022]; CUSTOMER DATA TECHNICIAN 56]; NETWORK TECHNICIAN 881]; CUSTOMER DATA TECHNICIAN

2) What type of employees are in this group?

3) Answer the following questions about this

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Questions to answer

http://stp/Actions/CreatePlan.aspx

File Edit View Favorites Tools Help

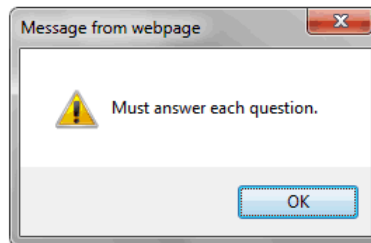
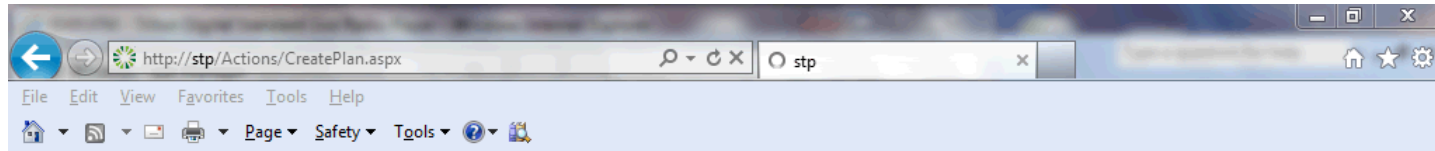
Page Safety Tools

<input type="radio"/>	<input type="radio"/>	Performs generator routines/monthly visual inspections of petroleum storage tanks governed by a Site Spill Prevention and Control (SPCC) Plan (Typically total aboveground fuel storage capacity on-site of greater than 1320 gallons (660 gallons in Colorado)?
<input type="radio"/>	<input type="radio"/>	Works with batteries or generators?
<input type="radio"/>	<input type="radio"/>	Works with lead sheathed cable?
<input type="radio"/>	<input type="radio"/>	Enters trenches/excavations which are 4 feet or greater in depth?
<input type="radio"/>	<input type="radio"/>	Enters any depth trench or excavation?
<input type="radio"/>	<input checked="" type="radio"/>	Operates a forklift?
<input type="radio"/>	<input checked="" type="radio"/>	Has the potential to disturb suspect asbestos containing material (i.e, transite siding or floor tile at a company or cutomers location)?
<input type="radio"/>	<input checked="" type="radio"/>	Can be exposed to electrical hazards such as energized electrical panels, circuit breakers and transfer switches?
<input type="radio"/>	<input checked="" type="radio"/>	Works in or around power supply locations? (i.e., power substations, generation facilities, wind or solar farms, etc.)
<input type="radio"/>	<input checked="" type="radio"/>	Climbs poles?
<input type="radio"/>	<input checked="" type="radio"/>	Operates a snowcat or ATV in a remote winter environment?
<input type="radio"/>	<input type="radio"/>	Operates a hoist or crane?
<input type="radio"/>	<input type="radio"/>	Works in or around railroad equipment facilities and/or properties with RR personnel. (typically Fiber technicians)
<input type="radio"/>	<input type="radio"/>	Works along the right of ways of roads or highways?
<input type="radio"/>	<input checked="" type="radio"/>	Works in cell sites and/or around antennas?
<input type="radio"/>	<input checked="" type="radio"/>	Works outside in a cold climate?
<input type="radio"/>	<input checked="" type="radio"/>	(Florida)Works in, set up or flag in Florida DOT Roadways?
<input type="radio"/>	<input type="radio"/>	(Virginia)Works in, set up or flag in Virginia DOT Roadways?
<input type="radio"/>	<input type="radio"/>	(Washington and Oregon) Performs flagging in the Washington or Oregon?
<input type="radio"/>	<input checked="" type="radio"/>	(North Carolina)Performs flagging in North Carolina?
<input type="radio"/>	<input type="radio"/>	(Nevada)Works in Nevada?
<input type="radio"/>	<input checked="" type="radio"/>	(Nevada)Enters construction sites in Nevada?














Create Safety Training Plan

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Answer all the questions



STP emails a zip file for each EE to supervisor

Name	Type	Compressed size	Password ...	Size	Ka
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	16 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18
 .xlsx	Microsoft Office Excel Wo...	15 KB	No	19 KB	18

STP Excel report

Safety Training Plan								
PM								
For the Following Employee:								
Personnel Number		Name						
00078931		AVILA, FREDERICK L						
Question: Required for all technicians.								
Title	Learning Center #	Target Audience	Duration(hrs)	Driver	Refresh Cycle	Delivery Method	Notes	Date Taken
First Aid/CPR	SAF14033	Employees who work in crews or topside of a utility hole as an attendant.	6	OSHA	Every 2 years following completion of instructor led SAF14033 First Aid/CPR	Instructor led - Enroll Through LMS	All employees are required to have First Aid Training. A subset of those employees require CPR in addition to First Aid if they work in permanently assigned crews or topside of a utility hole as an	10/13/2010
Personal Protective Equipment	esh_sah_a17_sh_enus	All employees who utilize, hard hats, safety glasses, safety shoes, and/or	2	OSHA	One time	Web - Enroll and launch through LMS		
Respecting Current	SAF30020	All employees	0.5	OSHA	One Time	On-line Video and printed material - Enroll and launch through LMS		
MIB Heat Stress	108818	All Employees	.25	OSHA	Annual	Supervisor Led Safety Meeting	Supervisor records safety meeting in the Safety Meeting Reporting System (SMRS)	05/06/2014
MIB GHS Safety Data Sheets	120906	All Employees	.25	OSHA	One time	Supervisor Led Safety Meeting	Supervisor records safety meeting in the Safety Meeting Reporting System (SMRS)	
MIB GHS Labels and Pictograms	120905	All Employees	.25	OSHA	One time	Supervisor Led Safety Meeting	Supervisor records safety meeting in the Safety Meeting Reporting System (SMRS)	

Update STP plans

Update A Safety Training Plan

Welcome **Supervisor's name**

Instructions:

The update Safety Training Plan allows you to edit any plan that had previous been created.

Select the employee you want to change by clicking the select box by their name. Edit questions and click the Update Safety Training Plan at the bottom of the page.

A window opens to allow you to open, save or save as the excel report. The STP will save your changes. (Only one plan at a time can be edited.)

Logout option is on the upper left hand side of page.

The following people have plans created.

Select the one that you want to update/change:

Select	Name	Personnel #	Job Type
<input type="checkbox"/>			Field Technicians
<input type="checkbox"/>			Field Technicians
<input type="checkbox"/>			Field Technicians
<input type="checkbox"/>			Field Technicians
<input type="checkbox"/>			Field Technicians


Regional STP reports

Some of the reports...

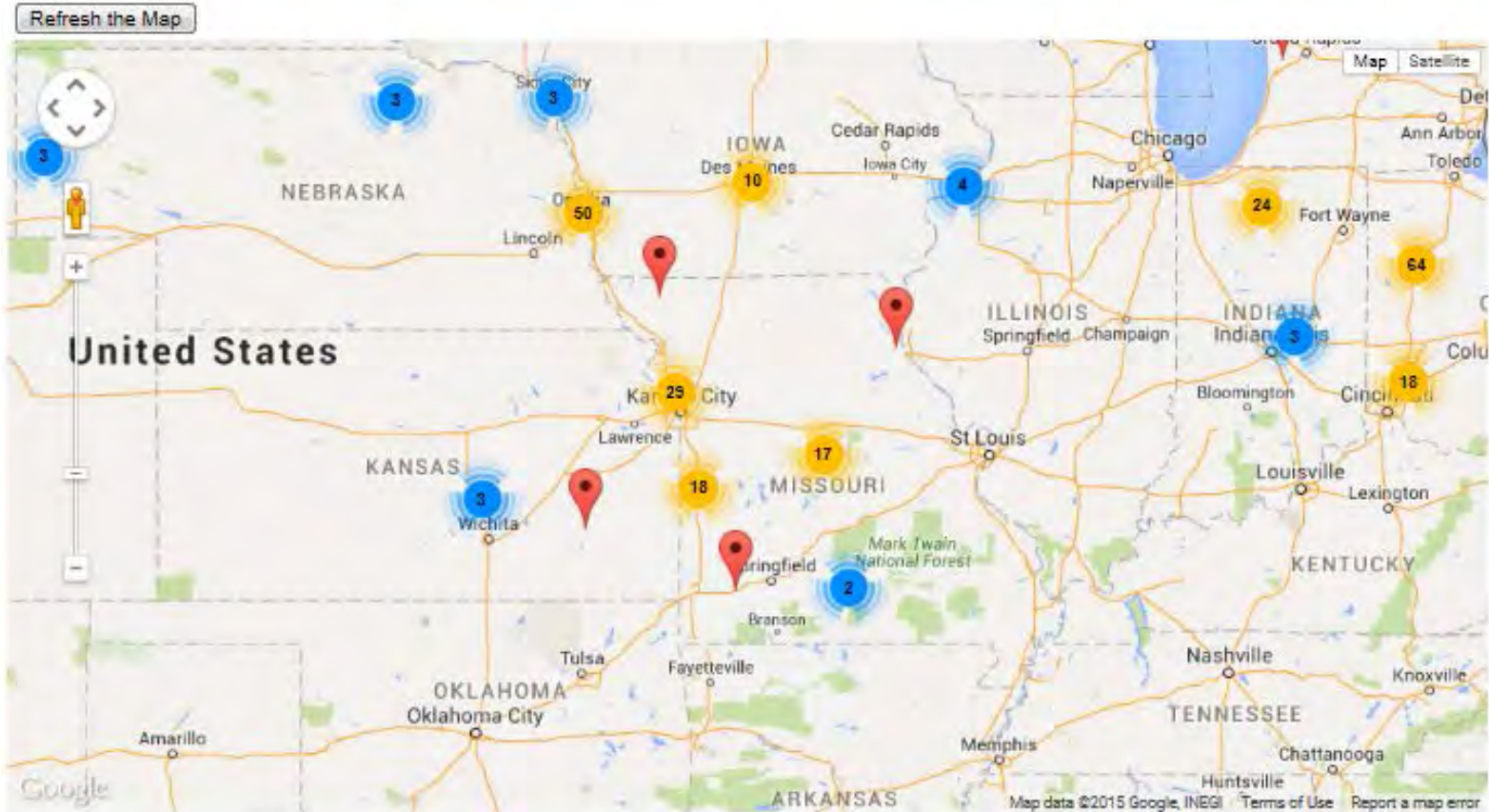
1. Instructor led **gap** reports (Google maps for scheduling)
2. All safety training course **gaps** (web, safety meetings and ILT) in Excel
3. All required, **shows totals** of everyone that was marked yes (completed training or not) in Excel
4. STP completed dates – used to track supervisor's STP completions (Excel)

Reports STP ITL map

Required Before:

 Export to Excel

Zoom in to get more detail



Reports STP Excel examples

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Name	Title	Service	Address	City	ST	Zip	Dept ID	Duratio	Course Title	Delivery Method	Supervisor	Manager 1	Manager 2	Manager 3	Manager 4
2		NETWORK TECHNICIAN							0.25	MIB Asbestos Awareness (SMRS)	Supervisor Led Safety Meeting					
3		CUSTOMER SERVICE SPECIALIST							0.25	MIB Asbestos Awareness (SMRS)	Supervisor Led Safety Meeting					
4		COMMUNICATIONS TECHNICIAN							0.25	MIB Asbestos Awareness (SMRS)	Supervisor Led Safety Meeting					
5		COMMUNICATIONS TECHNICIAN							0.25	MIB Asbestos Awareness (SMRS)	Supervisor Led Safety Meeting					
6		COMMUNICATIONS TECHNICIAN							0.25	MIB Asbestos Awareness (SMRS)	Supervisor Led Safety Meeting					
7		COMMUNICATIONS TECHNICIAN							0.25	MIB Asbestos Awareness (SMRS)	Supervisor Led Safety Meeting					
8		BUSINESS SYSTEMS TECH							0.25	MIB Asbestos Awareness (SMRS)	Supervisor Led Safety Meeting					
										MIB Asbestos Awareness (SMRS)	Supervisor Led Safety Meeting					

Highlights of tool

STP tool was built using existing data bases feeds into an and IT ASP.net C# with an ORACLE backend.

Supervisor requires only about 30 minutes to create Safety training plans and less time to update.

STP tool reports provide direct feedback to area supervisors on safety training requirements.

Regional reports provide real time tracking of all safety related training (budgets and compliance).



STP tool activity

- STP currently rolled out to three of the four regions - should have 4th by end of year.
- STP plans will be updated annually by supervisors or when responsibilities change.
- STP plans are being implemented into the on boarding of new employees to capture new employees day one.
- Currently working on building STP plans for Engineering and CTS (data centers)
- Adding new functions like highlighting refresher training gaps on STP plans (Orange)

CenturyLink contact

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Questions?