

How to Submit Safety Trainings

Purpose:

Provide employees the basic steps to use and complete submission of required safety trainings

Prerequisite:

- JRE account and password

Who's Responsible:

- All employees

Process:

- How to View Safety Trainings
 - Navigate to [Safety Trainings](#) app on Our Current, located on the Safety page
 - Click on View Safety Trainings button



- Safety trainings that need to be completed are listed under All Safety Trainings
NOTE: The topic column will indicate Field, Warehouse, or Office. You only need to complete the trainings for your area (i.e. office employees only need to complete trainings identified with Office in the topic name)
- The trainings that have been completed will indicate that the training has been "Submitted" in the Submitted column
- You can complete, review or amend a training by selecting the "View" button

All Safety Trainings

Topic	Week Of	Due Date	Submitted	View
Field and Warehouse - Hazardous Gases	8/25/2025	8/29/2025		View
Warehouse - Housekeeping	8/18/2025	8/22/2025		View
Field - Excavation, Trenching, & Shoring	8/18/2025	8/22/2025		View
Field Only- Rigging	8/11/2025	8/15/2025		View
Warehouse Only- Forklift	8/11/2025	8/15/2025		View
Field & Warehouse - Slips, Trips, and Falls	8/4/2025	8/8/2025		View
Office - Slips, Trips, and Falls	8/4/2025	8/31/2025	Submitted	View
Field & Warehouse - Arc Flashes	7/28/2025	8/1/2025		View
Field & Warehouse - Ladders	7/21/2025	7/25/2025		View
Field & Warehouse Employees - Scaffolds	7/14/2025	7/18/2025		View
Office - Incident Investigation	7/7/2025	8/1/2025	Submitted	View



- How to Complete a Safety Training
 - Navigate to the safety training you wish to complete, view or amend by clicking on the "View" button

All Safety Trainings

Topic	Week Of	Due Date	Submitted	View
Field and Warehouse - Hazardous Gases	8/25/2025	8/29/2025		View
Warehouse - Housekeeping	8/18/2025	8/22/2025		View
Field - Excavation, Trenching, & Shoring	8/18/2025	8/22/2025		View
Field Only- Rigging	8/11/2025	8/15/2025		View



- At the top of the page, click the topic title link or the Attachment link to view the associated training

Click the Topic Title to View: [Warehouse - Housekeeping](#)

Topic Warehouse - Housekeeping	Week Of 8/18/2025	Due By 8/22/2025	Attachment Warehouse - Housekeeping.pdf
Job Number Job	Lead By	Date Completed 08/25/2025	

- Cover the information in the training document
- Once done, close the training document



Warehouse – Housekeeping

Good housekeeping standards is an essential part of work activities. A clean and tidy working environment helps to provide a safe work environment and prevent injuries. Good housekeeping is the responsibility of all employees and is a continual process that everyone has a part in maintaining.

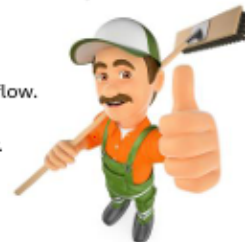
Good Housekeeping and Sanitary Practices

- Attempts should be made to keep the work area clean and tidy with thorough housecleaning.
- General work areas must be kept clean and free of unnecessary debris.
- Equipment will be kept clean, avoiding buildup of fluids, grease, materials, etc.
- Each person is accountable for making sure that their work area remains clean and well-kept.
- Restrooms should be serviced, cleaned, and stocked as needed for sanitation purposes.
- Walking-working surfaces and storage areas, including racking, must be maintained in a safe condition that is free from hazards.
- Stack materials and supplies orderly and secure accordingly so they won't tip.
- Stacked materials cannot exceed the rated capacity of racking or shelving units that they're placed on.
- Discarded packing material or scrap will not be allowed to accumulate in working areas.
- The work area should be adequately lit with all overhead lighting functioning properly.
- Remove protruding nails and other sharp objects or hammer them flat to prevent someone from stepping on them or snagging themselves.
- Areas around hot surfaces must be kept free from combustible materials (dust) to prevent ignition.
- Floors will be swept or mopped to prevent accumulation of combustible materials and fall hazards.
- Flammable liquids must be stored in an approved container.
- Bulk flammable liquids will be placed in a grounded flammable liquid cabinet.
- Spilled flammable and combustible materials will be cleaned up immediately, employees should refer to the chemical's SDS for more information and guidance.
- Designated "NO SMOKING" areas will be observed. Smoking and open flames will not be permitted around flammable substances.
 - Flammable substances should be marked with a warning label like the ones shown below with a picture of a flame, the term "flammable," or a number notated in the top red section of the NFPA diamond indicating the flammability classification.




Waste Disposal

- Trash and waste containers must be emptied frequently to prevent overflow.
- Remove all trash, accumulations of scrap, and unused materials.
- Oil- or chemical-soaked rags will be discarded in an approved container.



- Select job number, PREFAB, SAFETY, OFFICE, PREFAB WAREHOUSE, or WAREHOUSE from the Job Number selection list
- LEAD BY and Date Completed will be filled out automatically
- For office and warehouse employees, check the box indicating that "I am not an active foreman for this week"
- Sign your name in the signature box
- For any crew members that were a part of the safety training, select their names from the "Employee" selection box. You can enter a partial name or title to filter the selection **NOTE:** You can optionally upload a scan of a sign-in sheet
- Check the box to certify that everyone listed was in attendance
- Click "Submit" button

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Click the Topic Title to View: [Warehouse - Housekeeping](#)

Topic Warehouse - Housekeeping	Week Of 8/18/2025	Due By 8/22/2025	Attachment Warehouse - Housekeeping.pdf
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Job Number OFFICE	Lead By	Date Completed 08/25/2025
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I am not an active foreman for this week

Signature



Crew Members Attending

Crew Members
Employee

Upload Sign In Sheet (If Preferred)

Choose Files

Choose Files

I certify that all people listed above were in attendance for this safety training meeting

Troubleshooting:

- For technical issues submit a ticket to IT support@jranck.com
- For process questions send email to safety@jranck.com

Revision #8

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