

METRO-NORTH RAILROAD CONTRACTOR SAFETY TRAINING

Key Facts and Frequently Asked Questions

Metro-North Railroad (MNR) has changed its approach to delivering required safety training to contractor employees who will be working on our right of way. The following questions and answers summarize the changes and explain how to obtain the required training in the future.

What has changed about this training?

MNR has changed the method of delivery for this training. Previously, MNR Contractor Safety Training was delivered in person, by MNR employees. Effective immediately, the required training will be available only online, through a web-based module. Each contractor employee who will be on or about the MNR right of way must complete the training independently, using the online module, and must carry the required documentation of the training at all times when on MNR property. The MNR module is available through the contractororientation.com web site – the same site used for similar training by many other passenger and freight railroads.

What are the benefits of this change?

With this system, the required MNR Contractor Safety Training is available on demand for each employee. Contractors do not need to wait for the next class to qualify additional employees. The training is automatically documented in a database available to MNR, and each employee receives a photo ID card and sticker to document the training.

Has the required timing or frequency of the training changed?

No. As always, each contractor employee must complete MNR Contractor Safety Training before reporting to work on or about the MNR right of way, and must refresh the training annually.

What documentation of the training must Contractor employees present or carry?

Upon completing the online training, each employee will be able to print a temporary certificate of completion. The temporary certificate will be valid only until the employee receives his or her photo ID card and sticker by mail (in 7-10 business days). Until the ID card and sticker arrive, the employee must carry the temporary certificate and be prepared to present it at all times while on MNR property. Upon receipt, the employee must display both the sticker (on his or her hard hat) and the photo ID (in the front pocket of the safety vest or jacket if possible) at all times while on MNR property. When it is not feasible to display the ID in that manner, the employee must carry it and be prepared to present it.

Is a site orientation with MNR still required?

Yes. A site orientation is still required. **IMPORTANT: Each employee MUST present appropriate documentation of this training (either the temporary certificate or the ID card) to MNR during the site orientation. Employees who are required to complete OSHA 10 training will also be required to present that documentation at the site orientation. Employees who do not have the required documentation will not be allowed on site.**

How do employees complete the online training?

The employer creates an account on the contractororientation.com web site and enrolls the individuals employed by their company who need to complete the training. There is a fee of \$20 per person to complete the training. Employers can make a payment on the web site to cover fees for individual employees. Once the employer has created the login for an employee, the employee may log on and complete the training at any time. Training may be completed on desktop computers, laptops, or tablets with an Internet connection. Additional information provided by the web site administrator is provided on the next page.

Does the previous (instructor-led) training remain valid until the original expiration date?

Yes. But when the training expires, employees must refresh the training using the online module.

Can Contractors request instructor-led training instead of the online module?

No. To ensure consistency of training and record-keeping, this required training is available only through the online module.

**Instructions from ContractorOrientation.com
for MTA Metro-North Railroad Contractor Safety Training**

To register a company for the MTA Metro-North Railroad contractor safety training, please follow these simple steps:

1. Go to the website www.ContractorOrientation.com.
2. Click on "REGISTER >" in the upper right corner of the screen.
3. Input your company name in the field in the lower left corner of the screen then click "Submit".
4. Read and follow the instructions on this page. You may have to search for your company several times to be sure it is not already registered.
5. When you are sure your company is not already registered click on the words "Click here to register a new company".
6. Fill out the form as completely and accurately as possible then click on "Submit". If your company has multiple locations include the location in the name. (Example: Bobs widgets – Seattle, Bobs widgets – Boston)
7. Verify your information. If it is incorrect click on "Go Back" to change it. If it is correct click on "Submit".
8. You should see a confirmation page and you should get an email with instructions on how to proceed. You will be able to log in, register employees to your account, pay for training, take the appropriate course, and more. Most of your tools are in the Administration tab at the top of the screen once you log in.

If you have any questions you can contact ContractorOrientation.com by using the On Line Chat , calling (866) 599-2482, or emailing to Support@contractororientation.com

To log in to Contractororientation.com for training as an employee, you have to be registered by your company administrator. The administrator is the person in your company that runs the account. If you don't know who that is please contact us. We can give you the name of your administrator.

Once you are registered by your administrator they will tell you what your user name and password are. **You must use your own user name and password only.**

1. Go to the website www.ContractorOrientation.com.
2. Click on "LOGIN HERE >" in the upper right corner of the screen.
3. Enter your user name and password in the pop up form. Passwords are case sensitive. Then click on "LOGIN" at the bottom of the form.
4. Confirm that you are logged in by finding your name in the upper right corner of the screen. **If it is not your name you are not logged in and will not get the badge with your name on it.**
5. Once logged in you can do several things.
 - You can pay for a course using the payment options at the bottom of the Home page.
 - Upload a photo if one is required for the course.
 - Choose the right course for the railroad you will be working on or near.