

G-P Northwest Contractor Training Instructions

Dear G-P Northwest visitor or contractor,

Georgia-Pacific believes that safety is a “Core” value shared by all employees and contractors. In an effort to strive for Safety Excellence, we have systems and processes in place to manage risk to both the environment, and the safety and health for all employees, visitors, vendors, and contractors. Georgia-Pacific prides itself on our commitment

Before arriving at G-P Camas, G-P Halsey, or G-P Wauna, you must complete the Visitor Orientation. In addition to the Visitor Orientation, contractors performing work must complete the “G-P NW Core” Training module that covers safety expectations for all three G-P NW facilities.

To view and complete these training modules, follow the steps below:

1. Go to <http://gpnw.contractortrainingonline.com>.
2. Click the yellow “Register” button to self register.
3. Complete the registration process by selecting your company and entering your information in the required fields. (**Note: Your company name must be entered into this online training database by Georgia Pacific before you can register**)

To complete, “Who you are with,” click the  button. That will take you to the Select Company screen. Find your company name, click the checkbox to the left of your company’s name, and click the  button in the top left corner.

To complete, “Your information,” you must fill out all fields labeled in red. When creating a password for yourself, create a password that has at least one number and one letter.

4. Complete “Page 2 of 3” and click Next at the bottom of the screen.

To complete, “Where will you be visiting,” click the  button. That will take you to the Select Facilities screen. Find the names of the G-P mills you will be visiting in the “Available Records” table on the left and click in the checkbox to the left of each mill name. Once you have selected all mills that you will be visiting, click the  button to move those mill names to the “Selected Records” table on the right. Then, click the Save button in the top left corner.

To complete, “Which orientations do you need to take,” click in the checkbox next to the orientation you will need to take. All Visitors are required to take the Visitor orientation for a specific mill. In addition, Contractors must take the Contractor Orientation.

5. Review the information on “Page 3 of 3” and click the Done button. This will log you in to the Training Plan tab, where you can take your training.

Note: When you return to this site in the future, use the Username and Password you created to log in.

6. Click the  button next to each orientation you have been assigned and complete the orientation(s). Note that each orientation has a test that you must pass before you can enter the mill(s).
7. After completing your orientations, look for the Action column on the Training Plan tab. There will be a printer icon for each orientation. Click the printer icon to print out your certificate of completion. Take your certificates with you when you visit the mill(s).



Please contact your G-P Mill Contact if there are any questions about the training process.

Contractors

If your organization would like to conduct group safety orientation training:

1. Register at least one company employee using the instructions provided
2. Utilize a computer projector with sound
3. Step through the training with the group.
4. Administer hard copy tests
5. Complete an attendance roster
6. Return the attendance roster and completed tests to the Georgia Pacific North West Site that your organization will be working at.

We appreciate all of your efforts to maintain and improve safety excellence while visiting or working with Georgia-Pacific, and we look forward to a safe and successful relationship.

Sincerely,

Georgia-Pacific Northwest Safety Team

John Pettit – GP Camas

Joe Kelley – GP Halsey

Chase Parmenter – GP Wauna