**Andersen Construction Safety Orientation:**

**Welcome to Andersen Construction!**

In the interest of presenting a consistent safety message across all jobsites and streamlining the process of bringing new workers on site, Andersen Construction is excited to provide an online orientation for our trade-partners and their employees.

Before any team-member can enter an Andersen Construction job-site, they must complete the Andersen Construction Safety Orientation. This tutorial outlines the policies and expectations established for all projects.

* The online orientation can be accessed at the following address:
	+ Andersen Construction – English Orientations:
		- <https://launch.comevo.com/andersen-const/928>
	+ Andersen Construction – Spanish Orientation:
		- <https://launch.comevo.com/andersen-const/1214>
	+ The orientation can be completed using a computer, tablet or smart-phone
	+ Emergency contact and company information will be collected, this information will be securely stored and accessed in the event of an emergency
	+ Upon completion of the course a certificate will be generated, each employee should print or save a copy of the certificate and present the certificate to Andersen Construction Staff
* New workers must check-in at project office immediately upon arrival, they will receive a site-specific orientation and must provide the following before entering the jobsite:
	+ Completion certificate from online orientation
		- All questions regarding policies should be addressed with Andersen representatives prior to starting work
	+ Proof of negative drug test
	+ All required certifications and training records (if applicable)
* After meeting with the project team, new workers will be issued a site-specific hardhat sticker and released to perform work on site.
* The online orientation certificate is valid for one year from the completion date.
	+ Workers on the same project for longer than one year will not be required to re-take the orientation. They will be expected to re-take the orientation before beginning work on a different project

If you have any questions regarding this program, please contact a member of The Andersen Construction Team.