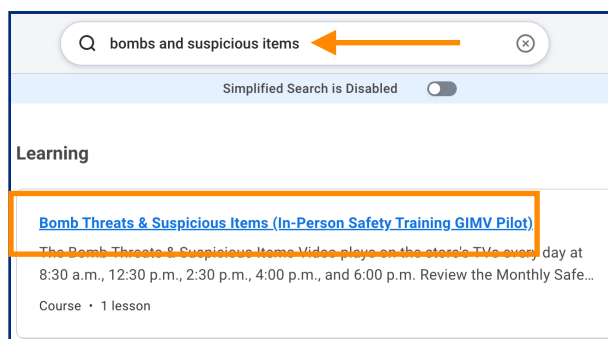


SAFETY TRAINING BEST PRACTICES

Note: The monthly safety training videos play on the store's TVs every day at 7:00 a.m., 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., and 6:00 p.m. The training video can be accessed at any time in Workday by searching for the training topic, clicking the course, and then clicking the link to the training video in the course description.



Bomb Threats & Suspicious Items (In-Person Safety Training GIMV Pilot)

The [Bomb Threats & Suspicious Items Video](#) plays on the store's TVs every day at 8:30 a.m., 12:30 p.m., 2:30 p.m., 4:00 p.m., and 6:00 p.m. Review the [Monthly Safety Training Process PDF](#) for instructions on the training process. The video and PDF can also be found in the course training materials.

This training will discuss the steps to take if there is a bomb threat or a suspicious item at your location.

TRAINING COMPLETION GUIDELINES AND EXPECTATIONS

- ➔ Training must be completed by the end of the second week of the month, AND rosters must be uploaded to Workday.
- ➔ Gather all available team members at a designated time to watch the month's safety training video on the TV.
- ➔ Instruct each team member to sign their name next to their printed name on the roster to confirm that they have completed their Safety Training.
- ➔ DAPSM completes their training completion audits during the third week of the month.
- ➔ DAPSM will follow up with store leaders as needed (e.g., missing rosters, incomplete training).

MAKE UP TRAINING EXPECTATIONS

- ➔ Team Members who did not complete their training within the first 2 weeks of the month must complete their training and sign the roster by the end of the 4th week.
- ➔ Managers/Team Members can access the training topic video at any time in Workday.

UPDATE AND MAINTAIN A SINGLE TRAINING ROSTER

- ➔ Managers need to maintain and upload a single roster.
- ➔ The physical paper copy of the roster must be retained for 12 months in a safe place as part of the annual audit
- ➔ When makeup training is completed, managers will need to delete the previous roster in Workday and re-upload and re-attach the updated roster to each manager's name.
- ➔ If a team member is on leave of absence (LOA) or has been terminated, document their status in the appropriate signature line of the roster.

REPORT TECH ISSUES IMMEDIATELY

- ➔ Immediately submit a [ticket to IT](#) if there are any technical issues or Mood Media issues that prevent the team from completing the safety video training.
- ➔ Copy your DAPSM on the IT ticket for visibility