

MONTHLY SAFETY TRAINING PROCESS

IMPORTANT! Training must be completed by the end of the second week of the month and rosters must be uploaded in Workday. DAPSM completes their training audits the third week of the month and will follow up with store leaders, if necessary.

1. Click your Workday Bell Icon > Locate your store's Monthly Safety Training Attendance Roster > Click the PDF link > Click Download > Click Print. *All Store Leaders (i.e., SMs, ASMs and CSMs) are sent the monthly safety training attendance roster on the 1st of the month.*

2. Gather all available team members at a designated time to watch the month's Safety Training Video.

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., 12:00p.m., 2:00 p.m., 4:00 p.m., and 6:00 p.m.

3. 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.

Note: If a team member's name had to be written at the bottom of the roster, ensure that the name is readable.

IMPORTANT! New hires and transfers to your store will not appear on the training attendance roster if they are hired or transferred after the first of the month. Transfers must write their names at the bottom of the printed roster. New hires do not need to be listed on the roster since the Computer-Based Training (CBT) will be included in their onboarding training.

4. Repeat Steps 2-3 until all team members (including managers) have completed the training.

IMPORTANT! 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.

5. Once all team members have completed the training and signed the roster, scan the printed roster and send it to your work email address.

6. Convert the document to a PDF and title it with the store number, "Safety Training Attendance Roster" and the month and year. For example, "Store 109 Safety Training Attendance Roster June 2026".

7. Save the document on your computer in an easily accessible place and email a copy to every manager in the store.

8. Store the paper copy of the completed roster in a safe place as part of the annual safety audit.

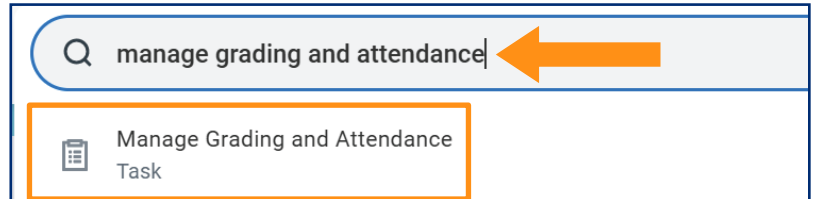
IMPORTANT! The original paper copies of the rosters must be retained for 12 months.

9. A member of management must submit the Safety Training Completion in Workday by completing the process on pages 2-4.

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Note: Once all team members (including managers) have completed training, a manger must submit training completion and upload the training roster in Workday. Training completion and submission in Workday must be completed by the end of the second week of the month.

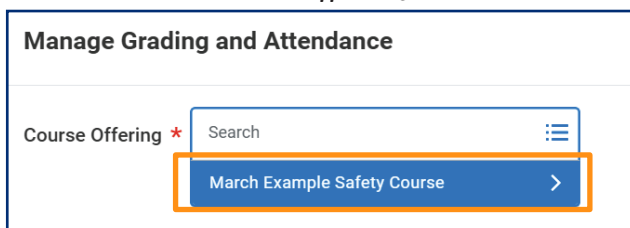
1. Log in to Workday > Type "Manage Grading and Attendance" in the *Workday Search Bar* > Select the Task



manage grading and attendance

Manage Grading and Attendance Task

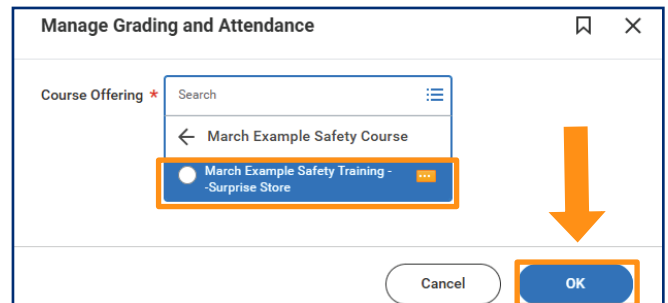
2. Click the *Course Offering Field* > Click the appropriate training topic for the month/year > Click the *Course Offering* > Click **OK**



Manage Grading and Attendance

Course Offering * Search

March Example Safety Course



Manage Grading and Attendance

Course Offering * Search

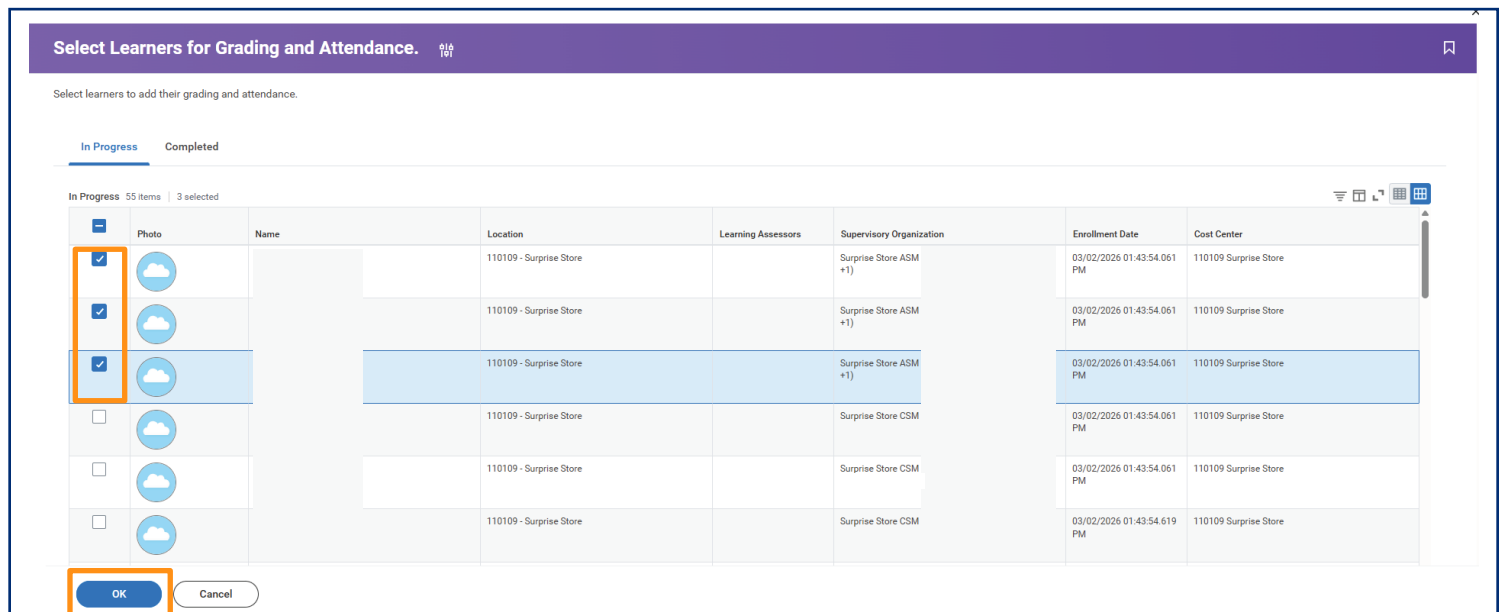
March Example Safety Course

March Example Safety Training - Surprise Store

Cancel OK

3. Scroll down the list of team members > Select the checkbox next to each team member's name if they have completed the training > Click **OK**

IMPORTANT! Team Members who have not completed the training should **NOT** be selected.



Select Learners for Grading and Attendance. 5/16/2021

Select learners to add their grading and attendance.

In Progress Completed

In Progress 55 items | 3 selected

	Photo	Name	Location	Learning Assessors	Supervisory Organization	Enrollment Date	Cost Center
☒			110109 - Surprise Store		Surprise Store ASM +1)	03/02/2026 01:43:54.061 PM	110109 Surprise Store
☒			110109 - Surprise Store		Surprise Store ASM +1)	03/02/2026 01:43:54.061 PM	110109 Surprise Store
☒			110109 - Surprise Store		Surprise Store ASM +1)	03/02/2026 01:43:54.061 PM	110109 Surprise Store
☐			110109 - Surprise Store		Surprise Store CSM	03/02/2026 01:43:54.061 PM	110109 Surprise Store
☐			110109 - Surprise Store		Surprise Store CSM	03/02/2026 01:43:54.061 PM	110109 Surprise Store
☐			110109 - Surprise Store		Surprise Store CSM	03/02/2026 01:43:54.619 PM	110109 Surprise Store

OK Cancel

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4. Scroll down and confirm that only team members who completed the training are listed.

IMPORTANT! If Team Members who have **NOT** completed training are listed, Click **Cancel**.

5. Select the checkbox for "Mark all as Attended".

6. Select the checkbox for "Mark all as Completed on" > Enter the current date and time.

7. Select the checkbox for "Mark all as Assessed by" > Click the blank field > Select the appropriate name(s) from the list. Multiple managers can be selected.

8. Click the question mark icon and review the Acknowledgment Statement.

9. Click **Manage Attachments** next to each manager's name > Upload the training attendance PDF file.

10. Confirm that attendance file has been attached to each manager's name.

11. Click **OK** > Click **Done** on the next screen.

Overall Grade

Mark all as Attended ☒ 5

Mark all as Completed on ☒ 03/02/2026 02:00:00 PM 6

Mark all as Assessed by ☒ 7

Acknowledgment

By selecting this acknowledgment, I confirm that the training listed was conducted in person by management and that the attendance information submitted is accurate and complete. I understand that submitting inaccurate or falsified information may result in corrective action, up to and including termination.

3 Items

Photo	Name	Attendance	Date Completed	Assessors	Comments	Attachments 10
		Attended	03/02/2026 02:00:00 PM			Store 109 Safety Training Attendance Roster March 2026.pdf
		Attended	03/02/2026 02:00:00 PM			Store 109 Safety Training Attendance Roster March 2026.pdf
		Attended	03/02/2026 02:00:00 PM			Store 109 Safety Training Attendance Roster March 2026.pdf

9 Manage Attachments

11 OK Cancel

12. To view a list of team members who have completed their training, Repeat steps 1-2 > Click the **Completed** tab.

Select Learners for Grading and Attendance.

Select learners to add their grading and attendance.

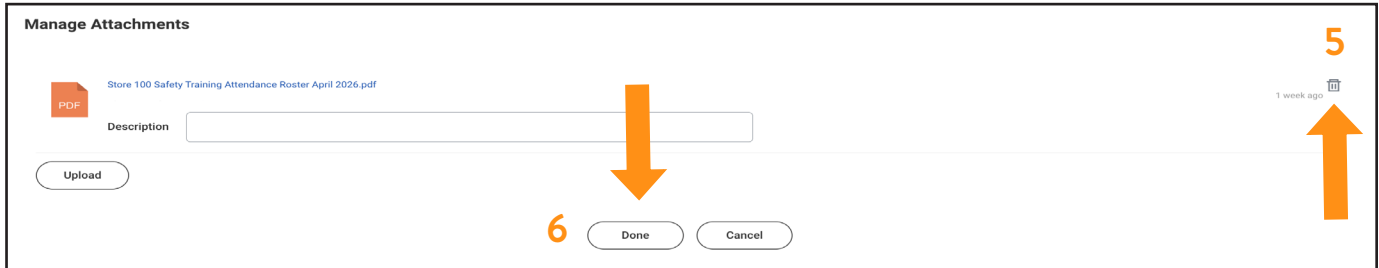
In Progress **Completed**

Completed 3 items | 0 selected

	Name	Location
☐		110109 - Surprise Store
☐		110109 - Surprise Store
☐		110109 - Surprise Store

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1. Access the "manage grading and attendance" task for the appropriate safety topic.
2. Click the "Completed" tab.
3. Click the checkbox next to the managers' names with the attached roster. Multiple managers can be selected at once.
4. Click "Manage Attachments" next to a manager's name.
5. Click the trash can icon to delete the old roster attachment.



6. Upload the updated roster > Click **Done** to save.
7. Repeat steps 3-6 until all roster attachments are updated.