



VSM PROGRAM

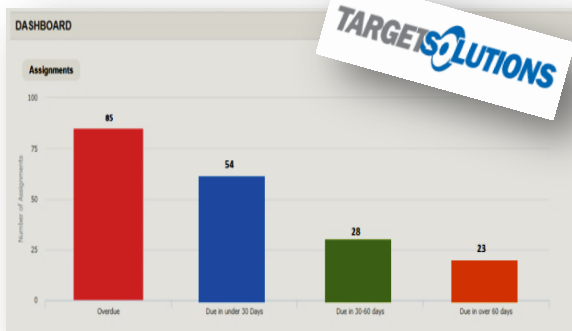
...It's More Than On-line Training

Virtual Safety Manager

The Virtual Safety Manager (VSM) Program is a valuable tool that provides agencies with a grouping of resources to facilitate and administer a robust training program.

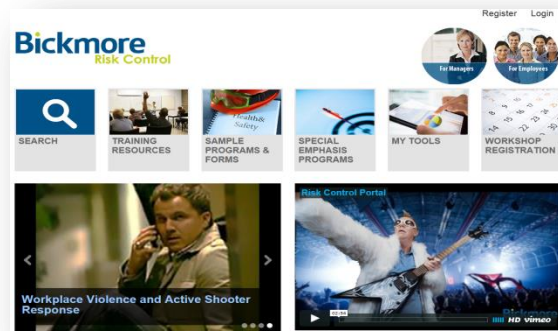
The VSM Program utilizes a variety of Bickmore safety training resources, Target Solutions (TS) web-based courses, and the TS learning management system. Bickmore staff partners with agencies to:

- Identify Cal/OSHA training requirements for all employees
- Assign training to employees throughout the year based on the agency's desired frequency
- Maintain the LMS, which includes documenting:
 - Assigned training
 - On-the-job and class room training
 - Program and policy employee acknowledgements
- Provide management status and progress reports



Administration & Support

- Bickmore provides ongoing customer service and support for both employees and management
- Detailed management reports are developed on a monthly basis and/or as requested by the agency



Program Set-Up

- Meet with agency leadership to provide an overview of the program and to discuss the direct benefits to the agency.
- Work with Target Solutions to develop the agency's customized TS website.
- Employee data will be collected and entered into the TS Learning Management System (LMS) on behalf of the agency.
- Employee job classifications and workplace exposures will be obtained to assist with identifying Cal/OSHA training requirements.
- Training courses will be selected for the year based on the agency's desired training frequency. An annual training calendar will be provided.

Training

- An orientation will be conducted for managers and employees (On-line meetings, webinars, in-person).
- Managers will also be trained on the additional tracking features available and how they can be integrated into the VSM program:
 - Document on-site training (tailgate talks, on-the-job training, etc.)
 - Document employee program and policy acknowledgements
- Ongoing training will be conducted for new employees and managers