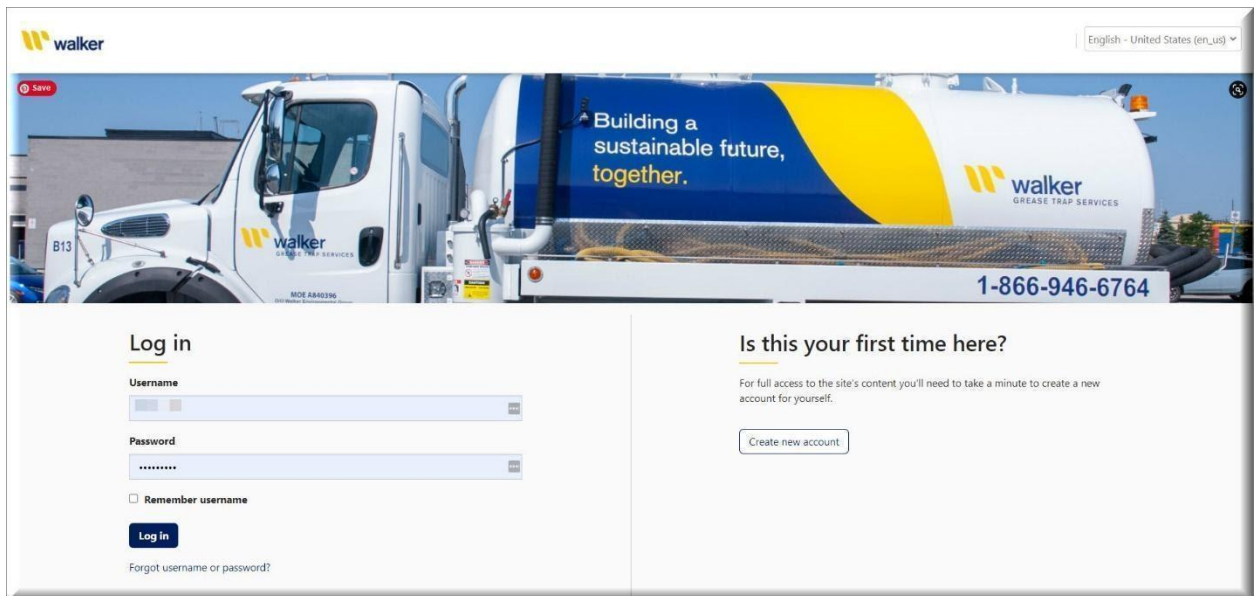


Walker Aggregates & Construction Contractor Safety Course Instructions

Overview: This guide will show you how to:

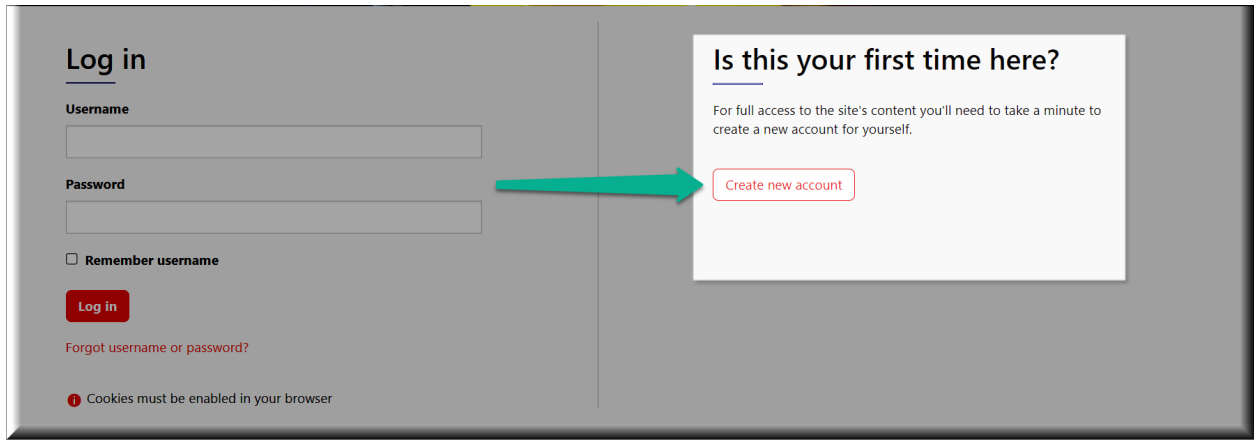
- Access the Totara LMS
- Create an account
- Complete the Walker Aggregates & Construction Contractor Safety Course
- Take the quiz to achieve an 80% passing score
- Receive a certificate
- Log out

1. Welcome. Click this link <https://learn.pcslms.com/WALKCONAGG>
Please ensure you use this full link even if the website is already loaded on your computer. This is especially important if you are using a shared computer in your workplace (e.g. if you and your co-workers are using the same computer to complete the course.)



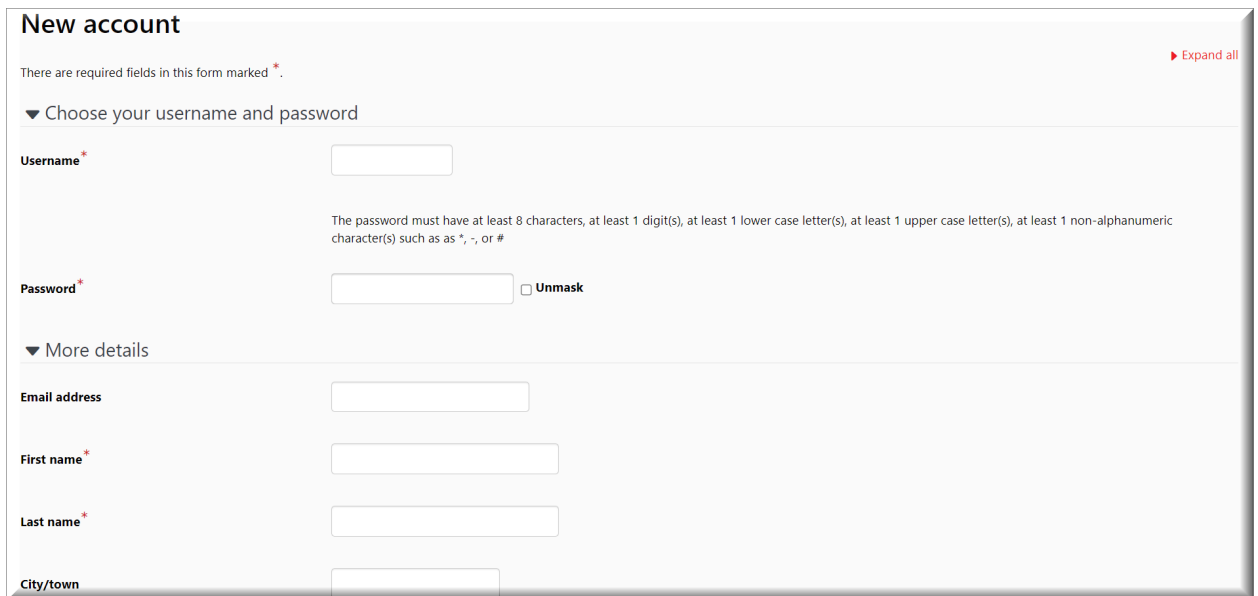
The screenshot shows the login page for the Walker Aggregates & Construction Contractor Safety Course. The page features a banner image of a white Walker truck with a blue and yellow tank. The tank has the text "Building a sustainable future, together." and the Walker logo. Below the banner, there is a "Log in" section with fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. To the right, there is a "Is this your first time here?" section with a "Create new account" button. The page also includes a "Save" button in the top left and a language dropdown menu in the top right.

- To register for an account, select **Create New Account**. (right-hand side of the screen)



The screenshot shows a login interface on the left and a registration prompt on the right. The login section includes fields for 'Username' and 'Password', a 'Remember username' checkbox, a 'Log in' button, and a link for 'Forgot username or password?'. A red notification at the bottom states 'Cookies must be enabled in your browser'. The registration prompt on the right asks 'Is this your first time here?' and explains that a new account is needed for full access. A red-bordered button labeled 'Create new account' is highlighted by a green arrow pointing from the password field area.

- Fill out the New account form. An asterisk denotes a required field. If you don't have an email address, you can leave that field blank. Please remember and/or write down your username and password in case you need to access the course in the future.



The 'New account' form is divided into two sections. The first section, 'Choose your username and password', contains a 'Username*' field and a 'Password*' field with an 'Unmask' checkbox. A password requirement note is displayed below the password field. The second section, 'More details', contains fields for 'Email address', 'First name*', 'Last name*', and 'City/town'. A red 'Expand all' link is located in the top right corner of the form.


- When choosing a location, select "All Walker Agg/Con Locations." Select **Request Account** when you are done.

▼ About My Company

Location*

Contractor Company*

Contractor Company Not Listed



- Please note, if you do not see your "Contractor Company" in the dropdown list select ***NOT LISTED*** from the very bottom of the list and then type your Contractor Company name in the field titled **Contractor Company Not Listed**. PCS will later attach your Contractor Company to your profile.

▼ About My Company

Location*

Contractor Company*

Contractor Company Not Listed*

- From your dashboard, look under Current Learning. Select the **Walker Aggregates & Construction Contractor Safety** course.

The screenshot shows the Walker dashboard. At the top left is the Walker logo, followed by 'Home' and 'Learn' with a dropdown arrow. Below the navigation is a breadcrumb trail: 'Dashboard / Walker'. The dashboard is divided into two main sections. On the left, under 'LAST COURSE ACCESSED', is a card for 'Walker Aggregates & Construction Contractor Safety' with a progress bar at 0%. Below this is a 'MY LEARNING' section with links for 'Learning Plans', 'Bookings', and 'Record of Learning'. On the right, under 'CURRENT LEARNING', is a card for the same course, also at 0% completion, with a 'Certification' button below the progress bar.

- You will now see the Walker Aggregates & Construction Contractor Safety course.

The screenshot shows the course page for 'Walker Aggregates & Construction Contractor Safety'. At the top right, it says 'Your progress' with a progress indicator. On the left is a sidebar menu with the following items: 'Participants', 'General', 'Walker Aggregates & Construction Contractor Sa...', and 'Technical Assistance'. The main content area is titled 'Directions' and contains the following text: 'To access the modules, select the name of the module below. Start with Module 1: Navigation Tips if you want tips on how to navigate this online training. If you feel comfortable taking online training, start with Module 2. You can always return to Module 1 if you need help. After you complete a module, select the **Next Activity** button below the module. If that button doesn't appear, select **Exit Activity** to return to this page. You may also use the navigation on the left to access each module in order.' Below the directions is a list of modules, each with a folder icon and a radio button to its right: 'Module 1: Navigation Tips (Optional)', 'Module 2: Walker Culture and Responsibilities', 'Module 3: General Safety Rules', 'Module 4: Chemical Safety', 'Module 5: Cranes, Hoists, and Slings', 'Module 6: Electrical Safety & Lockout Tagout', 'Module 7: Mobile Equipment, Trenching and Excavations', 'Module 8: Confined Spaces', 'Module 9: Fire Prevention, Hot Work and Welding', 'Module 10: Working at Height & Fall Prevention', 'Module 11: Environmental Reminders & Safety Summary', and 'Quiz'.

8. The course has 11 modules (or sections). If you've never taken web-based training, please start with Module 1 (optional) which will help you learn about how to navigate through the course. If you're familiar with eLearning, you can jump right into Module 2. **You must complete all required modules before starting the quiz.**

WALKER AGGREGATES & CONSTRUCTION CONTRACTOR SAFETY

▶ Participants
▶ General
▶ Walker Aggregates & Construction Contractor Sa...
▶ Technical Assistance

Your progress

Directions

To access the modules, select the name of the module below. Start with Module 1: Navigation Tips if you want tips on how to navigate this online training. If you feel comfortable taking online training, start with Module 2. You can always return to Module 1 if you need help.

After you complete a module, select the **Next Activity** button below the module. If that button doesn't appear, select **Exit Activity** to return to this page. You may also use the navigation on the left to access each module in order.

Walker Aggregates & Construction Contractor Safety

- Module 1: Navigation Tips (Optional)
- Module 2: Walker Culture and Responsibilities
- Module 3: General Safety Rules
- Module 4: Chemical Safety
- Module 5: Cranes, Hoists, and Slings
- Module 6: Electrical Safety & Lockout Tagout
- Module 7: Mobile Equipment, Trenching and Excavations
- Module 8: Confined Spaces
- Module 9: Fire Prevention, Hot Work and Welding
- Module 10: Working at Height & Fall Prevention
- Module 11: Environmental Reminders & Safety Summary
- Quiz

9. Once you have completed a module, click the "Next Activity" button on the bottom right hand corner of the course. If this does not work, you can use the menu on the left hand side of the screen to select the next module.

WALKER AGGREGATES & CONSTRUCTION CONTRACTOR SAFETY

- Participants
 - General
 - Walker Aggregates & Construction Contractor Sa...
 - Module 1: Navigation Tips (Optional)**
 - Module 2: Walker Culture and Responsibilities
 - Module 3: General Safety Rules
 - Module 4: Chemical Safety
 - Module 5: Cranes, Hoists, and Slings
 - Module 6: Electrical Safety & Lockout Tagout
 - Module 7: Mobile Equipment, Trenching and Excavations
 - Module 8: Confined Spaces
 - Module 9: Fire Prevention, Hot Work and Welding
 - Module 10: Working at Height & Fall Prevention
 - Module 11: Environmental Reminders & Safety Su...
 - Technical Assistance

Module 1: Navigation Tips (Optional)

Walker M1 Navigation Tips

MENU

- How to Navigate This Cou...
 - Introduction ✓
 - Focus of this module
 - Navigation Introduction
 - Buttons
 - Navigating the Menu
 - Navigating the Screen
 - Navigating Totara
 - Knowledge Checks
 - Exiting the Module
 - Put your headphones on
 - Module complete

Next activity: Module 2: Walker Culture and Responsibilities

WALKER AGGREGATES & CONSTRUCTION CONTRACTOR SAFETY

- Participants
 - General
 - Walker Aggregates & Construction Contractor Sa...
 - Module 1: Navigation Tips (Optional)**
 - Module 2: Walker Culture and Responsibilities
 - Module 3: General Safety Rules
 - Module 4: Chemical Safety
 - Module 5: Cranes, Hoists, and Slings
 - Module 6: Electrical Safety & Lockout Tagout
 - Module 7: Mobile Equipment, Trenching and Excavations
 - Module 8: Confined Spaces
 - Module 9: Fire Prevention, Hot Work and Welding
 - Module 10: Working at Height & Fall Prevention
 - Module 11: Environmental Reminders & Safety Su...
 - Technical Assistance

Module 1: Navigation Tips (Optional)

Walker M1 Navigation Tips

MENU

- How to Navigate This Cou...
 - Introduction ✓
 - Focus of this module
 - Navigation Introduction
 - Buttons
 - Navigating the Menu
 - Navigating the Screen
 - Navigating Totara
 - Knowledge Checks
 - Exiting the Module
 - Put your headphones on
 - Module complete

Next activity: Module 2: Walker Culture and Responsibilities

10. Once you have completed all 11 modules, you can complete the quiz.

Quiz

Not available unless:

- The activity **Module 2: Walker Culture and Responsibilities** is marked complete
- The activity **Module 3: General Safety Rules** is marked complete
- The activity **Module 4: Chemical Safety** is marked complete
- The activity **Module 5: Cranes, Hoists, and Slings** is marked complete
- The activity **Module 6: Electrical Safety & Lockout Tagout** is marked complete
- The activity **Module 7: Mobile Equipment, Trenching and Excavations** is marked complete
- The activity **Module 8: Confined Spaces** is marked complete
- The activity **Module 9: Fire Prevention, Hot Work and Welding** is marked complete
- The activity **Module 10: Working at Height & Fall Prevention** is marked complete
- The activity **Module 11: Environmental Reminders & Safety Summary** is marked complete

Contractor Safety Certificate

Not available unless: The activity **Quiz** is marked complete

11. Once you have successfully passed the quiz with a score of 80%, select the Contractor Safety Certificate. It will be available to view and download. You can also print the certificate to show to your supervisor or Walker contact.

But you are not quite done- there is one more important step!

Quiz

Not available unless:

- The activity **Module 2: Walker Culture and Responsibilities** is marked complete
- The activity **Module 3: General Safety Rules** is marked complete
- The activity **Module 4: Chemical Safety** is marked complete
- The activity **Module 5: Cranes, Hoists, and Slings** is marked complete
- The activity **Module 6: Electrical Safety & Lockout Tagout** is marked complete
- The activity **Module 7: Mobile Equipment, Trenching and Excavations** is marked complete
- The activity **Module 8: Confined Spaces** is marked complete
- The activity **Module 9: Fire Prevention, Hot Work and Welding** is marked complete
- The activity **Module 10: Working at Height & Fall Prevention** is marked complete
- The activity **Module 11: Environmental Reminders & Safety Summary** is marked complete

Contractor Safety Certificate

Not available unless: The activity **Quiz** is marked complete

CERTIFICATE of ACHIEVEMENT

This is to certify that

Tim Connelly

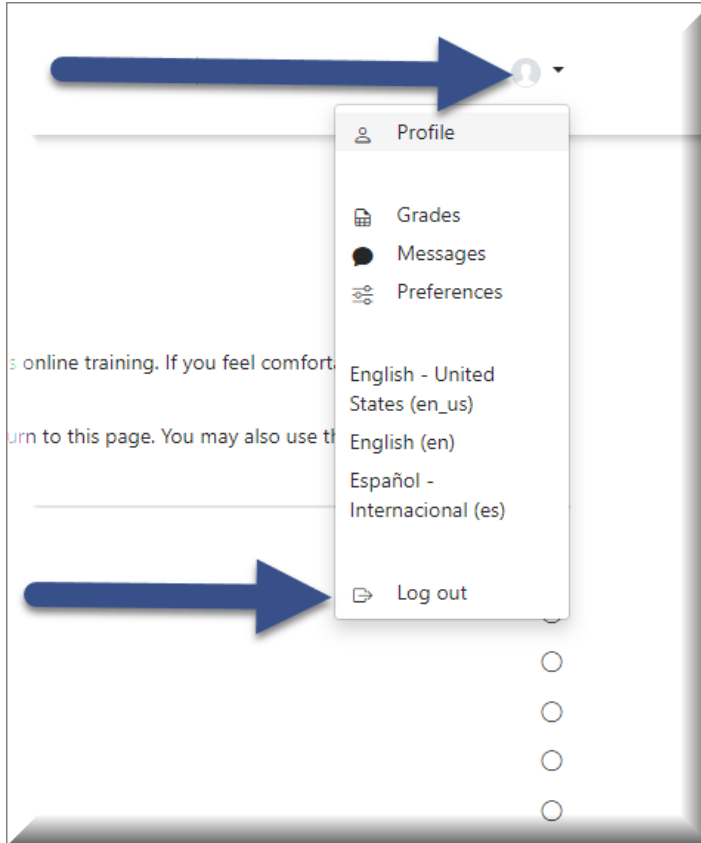
has completed the course

Walker Aggregates & Construction Contractor Safety

August 18, 2023

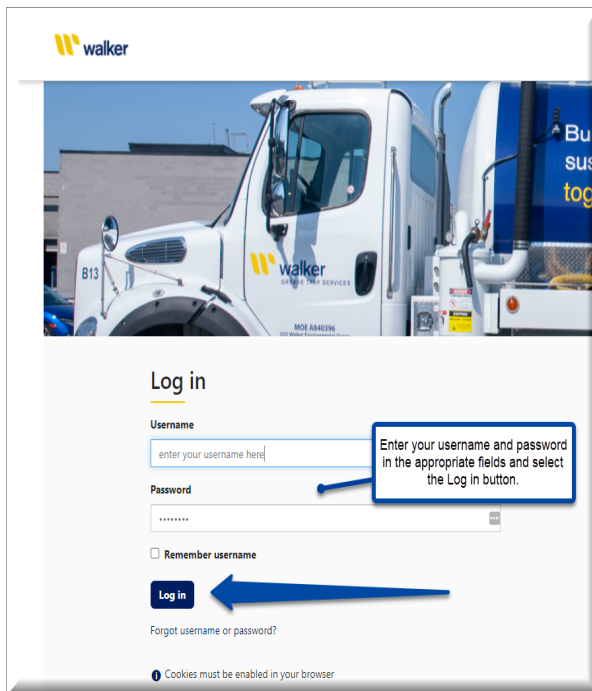
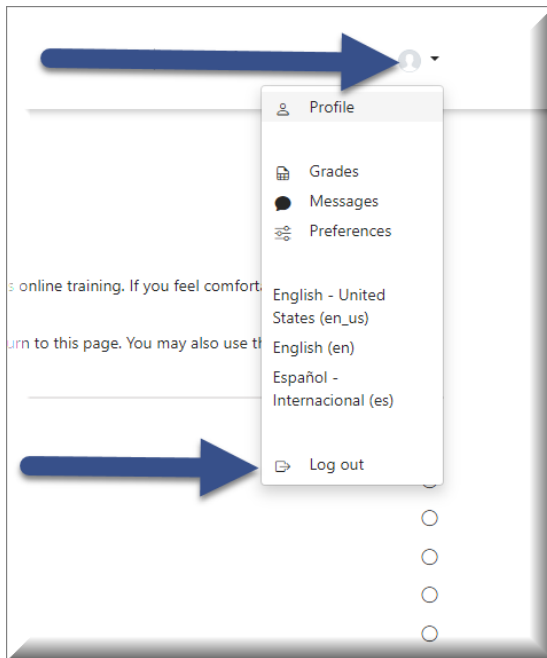
Congratulations on completing the Walker Aggregates & Construction Contractor Safety course!

12. Lastly, you must log out of Totara. On a shared computer, this will allow the next learner to be able to successfully create their account and complete their course. To do this, click on your profile picture or the arrow next to it. Select Log out.



13. You have now successfully completed the Walker Aggregates & Construction Contractor Safety Course!

14. If you need to leave Totara before completing the course, you must log out. Then to continue the course later, login and begin with instructions #5 above. You can only select those modules that are remaining for you.



If you are having difficulties that you can't resolve on your own or by following these step-by-step instructions, please contact Michael Price (mprice@walkerind.com)