UPM safety orientation

Note! This document is meant for UPM's partners only, not for UPM's internal users.

What is it about?

UPM's safety orientation provides you with an overview of the operating methods that will ensure occupational safety at UPM.

If you are working or providing a service in UPM facilities, you should complete the following safety orientation modules:

- UPM's general safety orientation, which covers UPM's global occupational safety topics.
- Unit-specific orientation, which covers local safety instructions.
- Contractor's safety training, which covers UPM safety standard requirements applicable to contractors (a requirement for some of UPM's business units).

If you are a heavy-traffic driver employed by a Finnish transport company or provide a transport service as a subcontractor for a Finnish transport company, you should complete the heavy-traffic driver's safety orientation module. In case of Lappeenranta Biofuels, the factory has own additional training to this orientation.

Getting started

In order to start the training, please register at https://register.gimletlms.com/upmsafety
Select the language from the top right-hand corner.

Registration

What is registration needed for?
In order to complete an online course, you will need to register in the system. Registration and login will identify your performance.

This helps UPM to check that each of the partner's employees has completed the required online courses.

What information do you need to provide during registration?
The information entered in the registration form depends on the country in which your production facility is located and your role (contractor, driver or visitor) when visiting the production facility in question.

Generally speaking, you must always enter your basic information, such as your first name, last name and employer. The other fields vary depending on the country and role. Finnish contractors need to enter their last name, the name of their employer and their tax number, on the basis of which the contractor's right to enter the production facility is verified.

What is my personal information used for?
The student only needs to enter personal information in the registration form required to identify the student. This information is only used for monitoring the course performances.

Studying

What if I want to continue the course later?
You can log in directly to the online course portal at https://upmsafety.portal.gimletlms.com using the credentials that you received when you registered in the system.

What if I forgot my password or username?
If you gave your e-mail address when you registered, you can restore your password using the 'Forgot your password?' function on the login page of the course portal. The instructions to restore your password will be e-mailed to you. In this case, your username is your e-mail address.
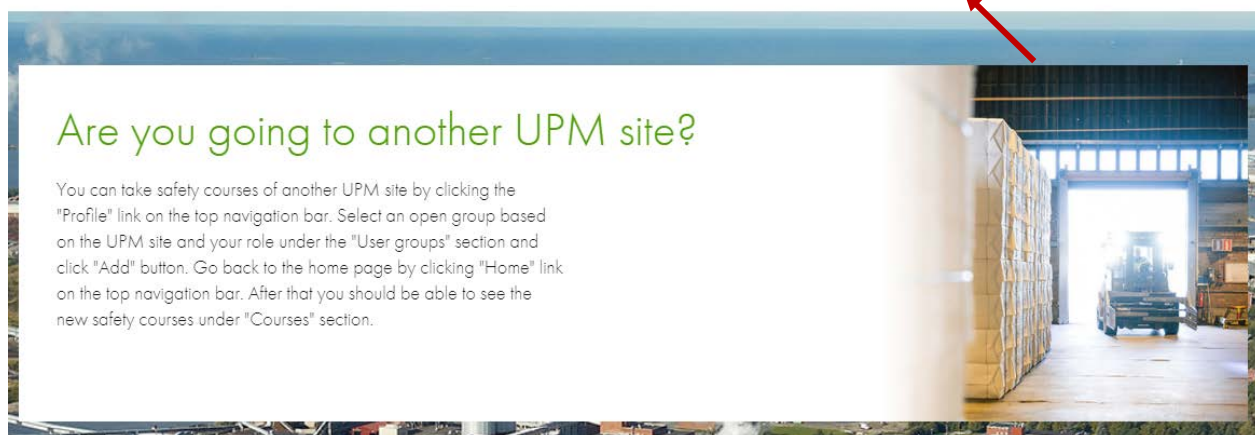
If you did not give an e-mail address when you registered, send a description of the problem as well as your name and your employer's name via e-mail to helpdesk@prewise.fi, and we will restore your password for you.

What if I want to complete the safety orientation courses of other production facilities?
If you are already registered, you can add the safety orientation course of another production facility on the portal's 'Profile' page. On the 'Profile' page, select the production facility from the drop-down menu in the 'Open Groups' section and click 'Add'. When you return to the home page you can see the potential safety orientation courses for the different production facilities on your course list. If necessary, click 'Show All' in the 'Courses' section on the home page. You can access the home page and the profile pages via the links in the top menu.

![UPM - The Biofore Company]

User groups

Your groups
You are a member of the following user groups. You will see the portal content based on these groups.

UPM Alholma - Contractor

UPM Alholma - Driver

UPM Changshu - Contractor

Add open groups
Here you can add yourself to other open groups. You are then able to see the content targeted to these groups.

| Select open group(s) | | Add |

UPM Safety   Home   Profile   Diploma   Language   Log out

Are you going to another UPM site?

You can take safety courses of another UPM site by clicking the "Profile" link on the top navigation bar. Select an open group based on the UPM site and your role under the "User groups" section and click "Add" button. Go back to the home page by clicking "Home" link on the top navigation bar. After that you should be able to see the new safety courses under "Courses" section.

Courses

UPM Safety Induction ✔		UPM Kalson Turvallisuusperehdytys ✔
FINISHED: 12/12/2018	EXPIRES: 12/11/2021	Open
FINISHED: 2/19/2019	EXPIRES: 2/18/2022	Open

How do I know if there is a separate safety orientation course for the production facility I am going to?

By adding yourself to the user group of another production facility (see question: "What if I want to complete the safety orientation courses of other production facilities?"). Once you have added yourself to a user group, you can see the courses for that facility on your course list. If the course list remains unchanged, there is no separate safety orientation course for that facility.

I have accessed the course list – what should I do now?

Click the name of the course to open the course page on which you can open the course itself.

What do the course studies involve?

Studying in the courses is easy and straightforward. The rule of thumb is that you can proceed using the arrow buttons in the course window. Complete all exercises and tasks and read any potential additional information. Follow the instructions for each page.

What else does the safety orientation involve in addition to the online courses?

The online courses do not cover all of the orientation requirements. In addition, you must always complete a task-specific safety orientation in the production facility area.

Passing

When is a course deemed passed?
In order pass a course you will need to complete it and pass the final test. You can redo the test if you are not successful the first time around. Study, don't guess!

Do I receive a course certificate?
Once you have completed a course or courses, you can print out a course diploma in PDF format by clicking the 'Diploma' link in the top menu of the course portal. If you want, you can also send the diploma to yourself or your supervisor by entering the recipient's e-mail address and clicking 'Send'.

First and foremost, the diploma is a quick and easy way to prove that you have completed the course. However, a record of your completing the course is also added to UPM's system, i.e. not having a printed out diploma does not prevent you from accessing the production facility area.

Does the certificate expire?
Yes. Completed orientations are valid for a maximum of three years. However, the period of validity may vary between different units or if the content of the orientation changes materially.

Technical requirements

Both the portal and the online courses work in all of the latest browsers. See the updated list below:

Minimum browser version (desktop):
- Chrome - 64/ 55
- Safari - 11/ 10 (OSX)
- Edge - 16/ 14
- Internet Explorer - 11/ 11
- Firefox - 58/ 50
- Opera - 50/ 42

Minimum browser version (mobile):
- Safari & Chrome iOS - 11.2/ 10.2
- Android chromium 62/ browser 4.4.4
- Chrome Android - 64
- Firefox Android - 57
- Samsung Internet - 6.2/ 5

Pop-up windows: Enabled

Connection speed (minimum): 200 kbps

Can the courses be completed without a network (Internet) connection?
No. You need to be connected for the entire duration of the course.

What if my connection breaks during the course?
Log in using the same information or username as previously. Your progress so far is saved and you can continue the course from where you stopped the previous time.

The course won't open because pop-up windows don't open on my computer. What to do?
If pop-up windows are not enabled on your computer, change your browser settings. Open the 'Tools' menu, find the pop-up window settings and enable them.

Do the courses use sounds? Do I need to use loudspeakers or headphones?
No. Sounds are not used in the courses.

Addresses

Language-specific addresses of the registration form:
- Finnish – https://register.gimletlms.com/upmsafety?lng=fi
- English – https://register.gimletlms.com/upmsafety?lng=en
- Swedish – https://register.gimletlms.com/upmsafety?lng=sv
- German – https://register.gimletlms.com/upmsafety?lng=de
- Chinese – https://register.gimletlms.com/upmsafety?lng=zh
- French – https://register.gimletlms.com/upmsafety?lng=fr
- Russian – https://register.gimletlms.com/upmsafety?lng=ru

Language-specific addresses of the portal:
- Finnish – https://upmsafety.portal.gimletlms.com/fi
- English – https://upmsafety.portal.gimletlms.com/en
- Swedish – https://upmsafety.portal.gimletlms.com/sv
- German – https://upmsafety.portal.gimletlms.com/de
- Chinese – https://upmsafety.portal.gimletlms.com/zh
- French – https://upmsafety.portal.gimletlms.com/fr
- Russian – https://upmsafety.portal.gimletlms.com/ru