



Coronavirus (COVID-19) Remote New Hire Orientation

In order to ensure that each region is fully staffed and Miller Pipeline is able to keep quality candidates, we are providing an alternative to the full-day, in-office orientation while dealing with the COVID-19 virus. This may be the best option for the health of office and field staff until social distancing requirements are no longer necessary.

1. The new hire(s) arrives at the office to complete all essential paperwork (i.e., PAN form, tax forms, union enrollment, etc.). Use the *Visitor Screening Guide* when scheduling orientation and when the new hire(s) enters the facility. If more than one new hire is arriving at the facility, ensure that there is a 6-ft. space between them during orientation, they are not using the same pens, and all work areas are disinfected between uses.
2. While the new hires are in the office, take a headshot and send to Compliance, as you normally would.
3. Instruct new hires(s) to watch the safety and SMITH driving videos at home. Login information is attached to this document and can be given to the new hires.
4. The remaining new hire paperwork can be completed at home and returned as soon as possible (i.e., background and drug/alcohol authorizations, acknowledgments, hand-held device policy).
5. Enter 8 orientation hours in WINS for bullets 1, 2, 3 and 4.
6. The new hire will be required to complete the driving/ride-along portion in the field with a safety representative.

When this should be an option:

- You need a candidate right away so the work can continue.
- The candidate has already left their previous job and is now unemployed.

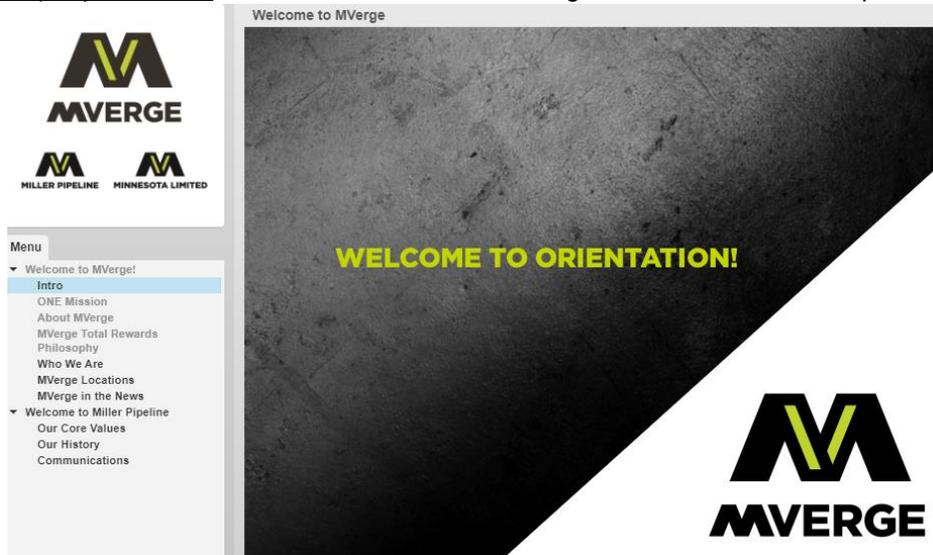
This is completely up to you and your regional managers, but the corporate task force believes this to be the best option for the health of office and field staff until we hear more regarding the COVID-19.

Miller Pipeline Company Introduction and Safety Videos

Open the internet browser to www.MillerPipeline.com. Point to Login and click Employees. You may set up your own login (see instructions in the new hire packet) or log in with username **mporient** and password **welcome**.

On the Miller Hub, click Departments > Human Resources > Orientation Program. Click either "Gas Construction", "Municipal Services", or "Office" depending on the job (warehouse, shop or mechanic positions can go to "Office").

Watch the Company Overview. Start with the Intro, then navigate to each additional topic.



Return to the Miller Hub and begin the safety training videos listed below the Company Introduction. Please go through each one and complete the quiz at the end. You may use your workbook to take notes and for help during the quizzes.

MILLER PIPELINE **Company Overview**
AN MVERGE COMPANY

Safety Training
Please complete each of the modules listed below and follow along in the safety orientation workbook provided in your new hire orientation folder. Take good notes because each module concludes with a test during which you may reference the notes you take in the workbook.

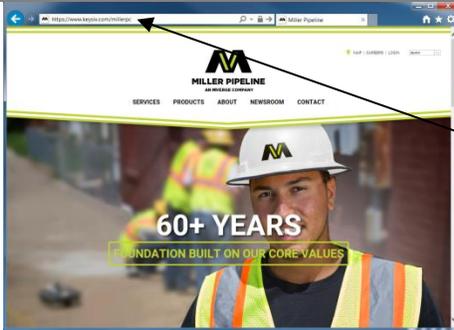
MUST VIEW IN GOOGLE CHROME. Don't have Google Chrome? Click [here](#) to download it.

Section 1
Safety Program Overview

Section 2
Injury Prevention

Section 3A
Compliance Training

①



Open up a web browser and type in (or copy and paste) the link to begin your training:

<https://www.keysix.com/millerpc>

②

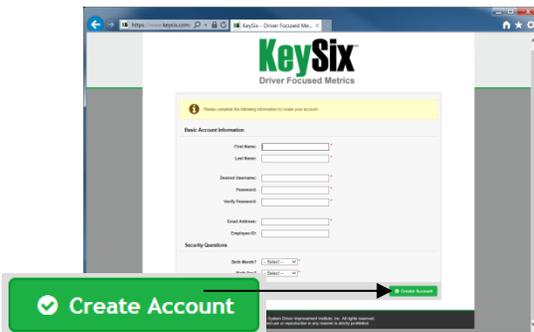
Click on the "Register New Account" link

Register New Account



③

First step is creating an account, follow the steps to the right:



- Type in your legal **First and Last Name** found on your paperwork (*no nicknames*)
- Create your own username and password
- Type in this exact email address (*not your Miller or personal address*)
Email address:
drive@millerpipeline.com
- Type in **last 4 digits of your SSN** for the Employee ID number section
- Click the "Create Account" button

④

This is the Smith System home page
Top right will show you are logged into the Miller Pipeline section

Click the "Course Catalog" tab



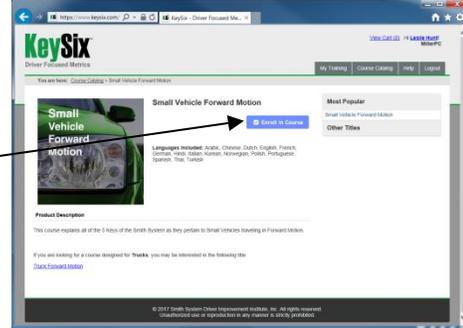
⑤



Select the "Small Vehicle Forward Motion" photo

6

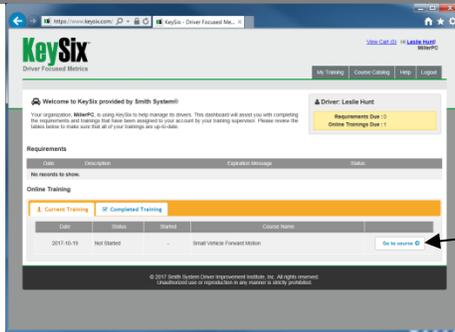
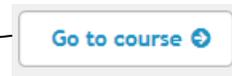
Click the "Enroll in Course" link



7

From the tab "Current Training"

Click the "Go to course" link



8

Click the "Launch Course" link



9

A new window will open

Click to Begin

Select "Click to Begin"

Once you complete the training module and test, the system will update the list of users who have completed the training

You may choose to print the certificate but it is not a requirement



10

Congratulations!
You completed the training

Questions?
Contact the Safety Department at
safety.department@millerpipeline.com

317-653-5290

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