

# **Kennecott Utah Copper Contractor Control Sheet Training**

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## Introduction

To work on KUC property contractors are required to provide MSHA training (if applicable for the site where the work is being completed), KUC Orientation, site specific training, and drug testing.

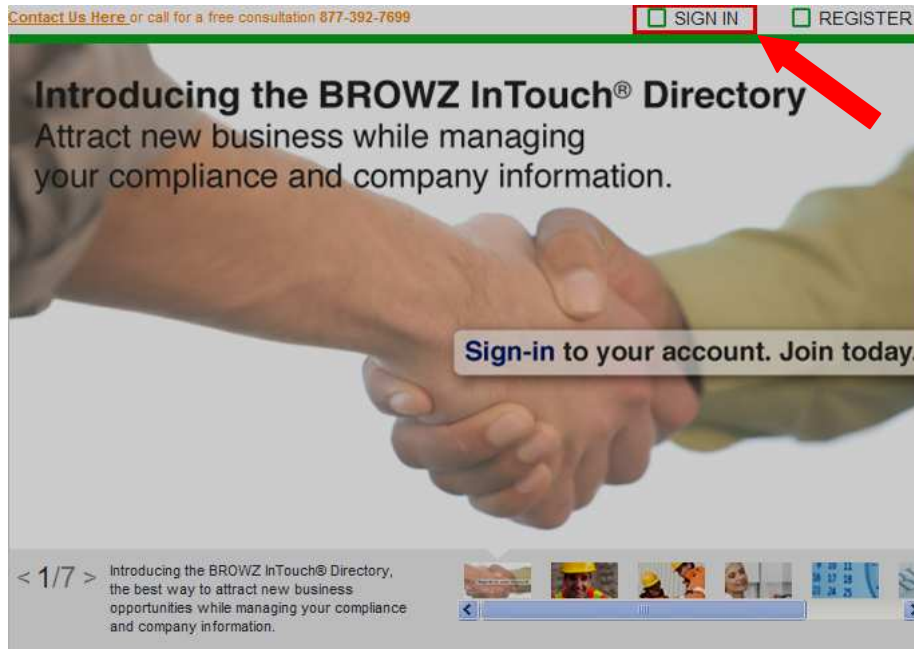
Going forward tracking of this training (except site specific which will not be tracked in the BROWZ system at this time) and the creation of Contractor Control Sheets will be maintained electronically in the BROWZ system. Managing this function in BROWZ provides contractors with a means to track their employee training with a proactive reminder notification system for expiring employee training.

This document will walk the contractor through setting up their employees in BROWZ and identifying key information to manage employee training using BROWZ. It will also provide instructions to create new Contractor Control Sheets.

## Log in to the BROWZ System

Follow the steps listed below, to log in to the BROWZ Risk Application® software and access your supplier database:

1. From your PC or Mac, open an Internet browser, and go to the following address [www.browz.com](http://www.browz.com)
2. Click on **Sign In** on the top right of the screen



3. On the following screen, enter the **Organization ID**, **Username** and **Password** in the appropriate sections, and select **Submit**.

Contact Us Here or call for a free consultation 877-392-7699

Home > Sign in

### Sign in

Please enter an Organization ID

\* Organization ID  [Lost your Organization ID?](#)

\* Username  [Lost your username?](#)

\* Password  [Lost your password?](#)

Remember me on this computer

4. For additional support with logging to the Website, please contact your compliance agent directly. The contact information for the assigned Compliance Agent can be found on the main menu of your account

Contact Information
<b>BROWZ Compliance Agent</b> <ul style="list-style-type: none"><li>Jane Doe</li><li>Phone: 1-888-276-9952</li><li>Email: jane.doe@browz.com</li></ul>
Notification Center
<b>No Notifications</b>

## My Account

On the main menu page select the **My Account** option.

### **My Account**

Track your company's compliance information

### **Compliance Center**

View my Compliance Center

### **Payment Information**

View payment information or make a payment



### **InTouch Profile**

View InTouch Profile

View PDF

\*\* For more information regarding the other options on the main menu please contact your compliance agent.

The **My Account** menu option consists of a library of questions requested by Kennecott Utah Copper and any other clients assigned to the account. In order to complete the Contractor Control Sheet the employees section will need to be completed first.

1. Select the **Employees** section in the menu on the left of the screen. This will provide an editable list of employees.
  - a. Select Add to enter new employee information
  - b. Mark the box on the left and select **Edit** to change employee information.

*My Account*

Introduction  
Overview  
Getting Started  
Registration  
FAQs  
Download Forms  
Company Information  
Contact Information  
Government Identifier List (Tax ID, etc.)  
Service Areas  
Industry Codes  
Products & Services  
Users / Contacts List  
**Employees**  
Create Contractor Control Sheets

Cancel & Go Back Save & Finish Later Save & Continue ▶

### Employees

In this section provide data specific to each employee. This section can be used to track various training and certifications for each employee as well. Use the buttons to Add, Edit or Remove Employee records and the specific Training & Certifications for each employee.

Select	Family Name	Given Name(s)	Employment Start Date	Employment End Date	Employee ID / Badge #
<input type="checkbox"/>	Heap	Matt	6/27/2007		42959 11739844-1
<input type="checkbox"/>	Neve	Shane	5/22/2012		124957352
<input type="checkbox"/>	Taylor	Stephanie	2/13/2010		75224938224

Add Edit Remove

Cancel & Go Back Save & Finish Later Save & Continue ▶



# Employee Information

1. Push **Add** to create a new employee profile.
2. Enter employee information – Please see descriptions below for required fields.

## Employee

Family Name (Last)

Given Name(s)

Gender  
 Male  
 Female

Date of Birth

Drivers License Number


Drivers License State of Issue

Employment Start Date

Employment End Date

Employee ID / Badge #

Photo - Click the 'Documents' icon to upload a photo

  
Documents (0)

Home Address

City

State

Zip


Emergency Contact Name

Emergency Contact Phone

Contact Methods  
Click Add to select ways to contact this person.

View Archived Items

Method	Details	Comments
<		

 Required information

This is required information but KUCC can only see the month and date of birth not the year. This is used as an employee identifier only.

Kennecott is requesting that contractors provide a photo of all employees onsite. This will not prevent compliance but it is strongly encouraged to be included in the employee profile. **All employee photos need to be on a blue background.**

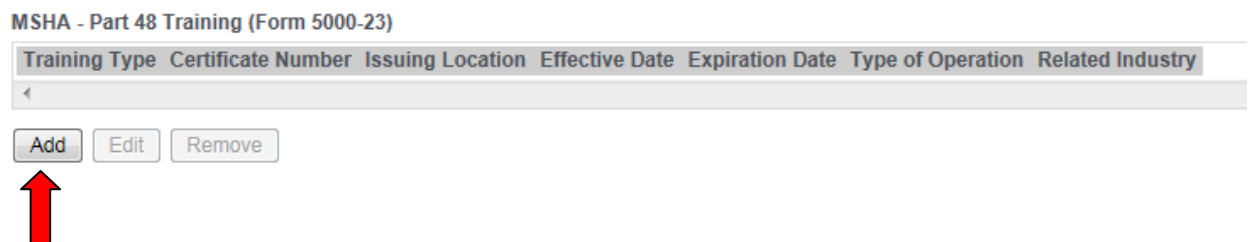
If this employee is tasked with creating ERM Timesheets and Payment Requests an email address is required here.

## Entering Employee Training

Below are instructions for data entering employee information.

Follow these steps to add MSHA training information:

1. Towards the bottom of the page push the Add button in the MSHA – Part 48 training (Form 5000 – 23) section.



2. Enter the information as requested in the profile. **(NOTE: If the account is assigned to more than one client all clients will be listed on this screen select any that request this training type but Rio Tinto – or “All Clients” - must be selected.)** – See below for a screenshot of this information.
  - a. Add the training type
  - b. Certificate number
  - c. Country and state
  - d. Training effective and expiration dates
  - e. Type of operation
  - f. Related Industry
  - g. Upload the document

## MSHA – Part 48 Training (Form 5000-23) (Taylor, Stephanie)

Mark the Clients you want to allow to see this Training / Certification. If you want All Clients to see it, then check the following checkbox:

All Clients



Client(s)	Site(s)
<input type="checkbox"/> Rio Tinto	Select Client to choose Site(s)

Click on the document icon below to upload a copy of the training certificate(s).



Documents (0)



### Training Type

- Annual Refresher
- Experienced Miner
- Hazard Training
- New Task
- Newly Employed/Inexperienced Miner
- Site Specific



### Certificate Number

### Issuing Location

Select a Country...

### Effective Date

### Expiration Date

### Type of Operation

- Surface
- Construction
- Underground
- Shaft & slope



### Related Industry

- Coal
- Metal
- Nonmetal

**NOTE:** The actual 5000-23 MSHA training document is not required at this time for KUC. Only the current training dates are required. Also, this program is a contractor managed program meaning that unless your account is compressed with another client who requires MSHA training all employee training information will have to be data entered by the contractor. BROWZ cannot data enter this information on your behalf.

Follow these steps to add Drug Testing information:

1. Towards the bottom of the page push the Add button in the Drug Testing section.

View Archived Items

Date of Testing

←

Add Edit Remove



2. Enter the information as requested in the profile. **(NOTE: If the account is assigned to more than one client all clients will be listed on this screen select any that request this training type but Rio Tinto – or “All Clients” - must be selected.)** – See below for a screenshot of this information.
  - a. Indicate the client
  - b. Date of Testing


**Drug Testing (Taylor, Stephanie)**

Mark the Clients you want to allow to see this Training / Certification. If you want All Clients to see it, then check the following checkbox:

All Clients

Client(s)	Site(s)
<input type="checkbox"/> Rio Tinto	Select Client to choose Site(s)

Click on the document icon below to upload a copy of the training certificate(s).



Documents (0)

Date of Testing

**NOTE:** A document is not required for the drug testing but if a document is uploaded be sure that is just verification that the testing is complete not a pass/fail document.

## Creating the Contractor Control Sheet

Once all the employees are entered into the database a control sheet can be created and sent to the site where work is being completed.

1. Select the **Create Contractor Control Sheets** option on the menu on the left side of the screen.
2. Select the **Add** button to create the Control Sheet.
3. Creating the Contractor Control Sheet.

- a. Control Number – this number is auto generated and sent to KUC when the control sheet is complete.

Control Number

CS1144

- b. Site where work will be completed

Select the site the selected employees will be working at

- Concentrator
- KOS North
- KOS South
- Land
- Map
- Mine
- Power Plant
- Refinery
- Smelter
- Tailings

**NOTE:** If working at more than one facility a contractor control sheet does not need to be created for each site. Rather one control sheet needs to be created for the “Home Site.” KUC will use the sheet to schedule KUC Orientation Training.

- c. Confirmation and Verification of Data (**This box must be marked or the control sheet will not be validated.**)

Confirmation and Verification of Data

By checking this box the contractor verifies that within the last twelve (12) months the contractor has performed all required medical surveillance examinations, respirator fit test, and substance abuse tests (data provided above) and that the documents will be on-site for verification. This also certifies that each employee selected has, where required, received all MSHA / OSHA training. Documentation of their training will be on site and available for audit by KUCC or regulatory personnel. Personnel selected are legitimate employees and are 18 years of age (20 for work at the smelter) or older.

- d. Select Employees who will be working. It is clear who does not need Orientation Training.

**Select Employees**

- Heap, Matt - Orientation Expiration Date: 8/8/2013
- Jensen, David - Contact Email is required
- Neve, Shane
- Smith, John
- Taylor, Stephanie
- Thomas, Michael
- Young, Brent - Orientation Expiration Date: 8/8/2013

4. After all these items have been completed push the Save & Continue button. Pushing Save & Continue sends an email to the site selected advising them that a control sheet is available and needs review. If the sheet is approved they will forward it to the KUC employees who will work with you to schedule KUC Orientation and assign an SAP number which will be provided upon Orientation training.

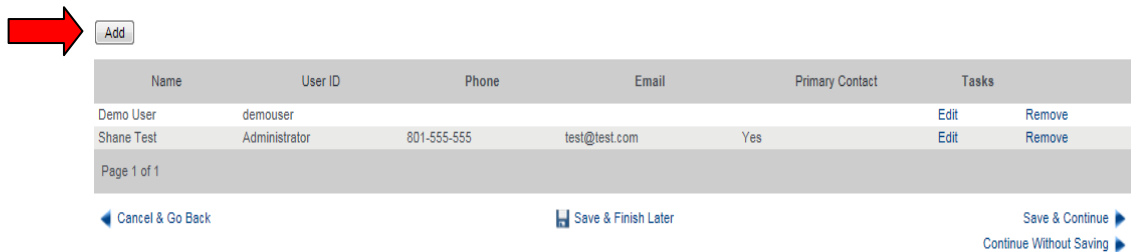
## User Notifications

Notifications are a very powerful tool for you as they will proactively advise you of when training certificates are expiring. You can create up to 6 total notifications for any user in the system. This section will provide instructions to create a user and set up notifications.

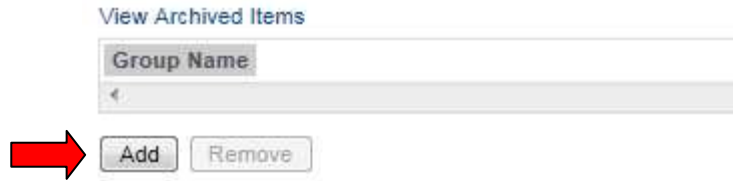
1. Creating a new user and setting up notifications.
  - a. Select the **Users/Contacts List** on the left menu.



- b. Push the **Add** button.



- c. Provide the following information:
    - i. Family Name
    - ii. First Name
    - iii. Answer the question if the person is allowed to log into BROWZ. (Must be answered **yes**)
    - iv. Create a username and password
  - d. Providing permissions or a **Group Name**
    - i. Select the **Add** box in the **Group Name** section.



- ii. Select the **Permission Group** and push **Save & Continue**.

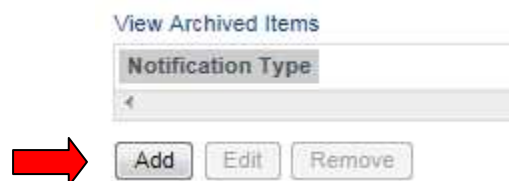
### Permission Groups

Select a permission group for this person.

Select	Name	Permissions
<input type="radio"/>	Administrator Group (Supplier)	<ul style="list-style-type: none"> <li>➤ Add Data</li> <li>➤ Administrator</li> <li>➤ Edit Data</li> <li>➤ Manage Company Profile</li> <li>➤ Manage Notes</li> <li>➤ Manage Users</li> <li>➤ Remove Data</li> <li>➤ Supplier User</li> <li>➤ View Compliance Center</li> </ul>
<input type="radio"/>	Basic User Group (Supplier)	<ul style="list-style-type: none"> <li>➤ Add Data</li> <li>➤ Edit Data</li> <li>➤ Manage Notes</li> <li>➤ Remove Data</li> <li>➤ Supplier User</li> </ul>
<input type="radio"/>	View Details User Group (Supplier)	<ul style="list-style-type: none"> <li>➤ Add Data</li> <li>➤ Edit Data</li> <li>➤ Manage Notes</li> <li>➤ Remove Data</li> <li>➤ Supplier User</li> <li>➤ View Compliance Center</li> </ul>

- e. Scroll all the way to the bottom of the screen where the final option is **Notification Type**.

- i. Select the **Add** button in the **Notification Type** section.



- ii. The drop down list indicates the notifications available. Administrative users usually request All Notifications but other users can be set up to receive only specific notifications (i.e.



MSHA – Part 48 training, drug test expirations, etc.). Select the type of notification requested.

### Notification Settings

Select the item for which you wish to be notified:

Drug Testing Expirations	▼
All Notifications	
BROWZ Subscription Expirations	
Canadian Workers Comp Certificate and Letter Expirations	
Commercial Drivers License (CDL) Expirations	
Crane Operator Certification Expirations	
Forklift Operator Certification Expirations	
HSE System Registration Expirations	
Insurance Expirations	
License Expirations	
<b>Drug Testing Expirations</b>	
KUC Orientation Training Expirations	
Medical Examiners Certificate Expirations	
MSHA - Part 46 Training	
MSHA - Part 48 Training (Form 5000-23)	
Other Training/Certification Expirations	
Monthly Safety Statistics Update Reminder	
Problem Notifications	
Quality System Registration Expirations	
Screening Event Notifications	
Ontario Safety Statistics Expirations	
WSIB Rate Group Expirations	

- iii. The User will automatically be notified on the day of expiration and up to three will be notified before the expiration and up to twice after but 6 notifications are not required. To set up the desired intervals of notifications select the boxes on the left and the days before or after the expirations.

By default you will always be notified on the day of expiration.

Select When Notifications Occur # Days Before/After Expiration

Select	When Notifications Occur	# Days Before/After Expiration
<input checked="" type="checkbox"/>	Pre-Notification 1	30
<input checked="" type="checkbox"/>	Pre-Notification 2	10
<input type="checkbox"/>	Pre-Notification 3	
<input checked="" type="checkbox"/>	Day of Expiration	0
<input checked="" type="checkbox"/>	Post-Notification 1	5
<input type="checkbox"/>	Post-Notification 2	

- iv. Push **Save & Continue**

2. Creating notifications for an existing user.

- a. On the **Users/Contacts List** select the **Edit** button on the right side of the screen.

Name	User ID	Phone	Email	Primary Contact	Tasks
Demo User	demouser				<a href="#">Edit</a>
Shane Test	Administrator	801-555-555	test@test.com	Yes	<a href="#">Edit</a>
Stephanie Taylor	sbtaylor				<a href="#">Edit</a>

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- b. See instructions above for instructions to add **Notifications** (letter “e” on page 17) to the user profile.