

Accessing and Taking the OSHA 10 and OSHA 30 Online Courses

The Joint Industry Board recently created an online training course for members required to take an OSHA 10 hour and /or OSHA 30 hour construction safety class. Individuals required to take the course were notified by letter. **If you did not receive a letter regarding the online course, disregard this document.**

1. **Please read through this document in its entirety before starting the course.** If you click the links immediately, this window will close and you will not be able to see the remainder of the instructions. Generating a printed copy of this document so that you can refer to it after you have started the course is also advisable.
2. Go to the course website by clicking on the following link or by typing it into your web browser's address bar <http://www.jibe.org/lms.html>.
3. Enter the nine (9) digit code that you received, as your "username". **DO NOT change your nine (9) digit user name code!** Your temporary password is "osha30hr". Once this information is entered please click on the "Login" button. You will be prompted to change your password. Please make sure your new password has numbers and letters and is at least eight (8) characters long.
4. After you change your password, the system will do a "browser check". Click on the continue button to start the browser check. Once it completes, you will be at the "My Courses" page. On this page you will see whether you have to take either the OSHA 10, OSHA 30 online class, or both.
5. Click on the underlined link for either the 10 hour or 30 hour course, and follow the instructions from there.
6. **Please keep in mind...**
 - A. You have six (6) months to complete the course and the **MANDATORY** survey at the end of the course. Failure to do so will result in you having to re-take the course to get your DOL OSHA card.
 - B. Do not **FAIL** any part of the course more than three (3) times. If you do, you will be locked out of the course, and will have to take the course through an outside vendor. The Joint Industry Board will not pay for you to take the courses through an outside vendor.
 - C. At the top right hand corner of the screen you will see a blue button that says "save and close window". When ever you must step away from your computer for more than fifteen (15) minutes, make sure you click on that button to save your progress in the course.

If you have any questions please call the Joint Industry Board's support desk at 718 591-2000 ext-1499