What is NobodyGetsHurt.com?

The site is intended to enhance and increase communication to our craft employees, while still offering valuable safety information, videos, photos, online training and more. This next generation of KiewitSafe.com is built for craft ownership and engagement with a strong focus on safety. Although the tool is craft-focused, it is available to all employees throughout the company.

Some benefits include:

- Providing an access point to voluntary, online safety training modules that can be tracked, along with other company learning events, certifications and employee information via Talent Navigator.
- A continued partnership with Sportex, allowing eligible employees to redeem reward points for completed trainings via the eStore.
- An upgraded platform for distributing company-focused campaigns, like “Mission Possible”.
- New functionality and refreshed look that will help reduce the administrative responsibilities of the districts, including the elimination of manually registering/managing users.
- Lower maintenance fees and increased cost savings will be seen as the new site will be hosted internally, also allowing for the ease of site editing.
- Ability to leverage existing tools and technology (ex: Talent Navigator), allowing employees a centralized location for all training experience, certifications, etc.

Ultimately, our goal is to eliminate all incidents and create an injury-free workplace. The best way to accomplish this is to come together as one team and engage our employees at all levels. We are excited to bring you the next generation of KiewitSafe.com and look forward to your continued support.
CONTENTS

A. GENERAL USER ACCESS

B. HOME PAGE

C. OUR COMMITMENT

D. CRAFT OWNERSHIP

E. MISSION POSSIBLE

F. CRANES

G. VIDEOS

H. PROJECTS

I. HELP

J. TRAINING LOG IN PROCEDURES

K. E-STORE
A. GENERAL USER ACCESS

www.NobodyGetsHurt.com

*NOTE: The term “organization” refers to the branded theme pages outlined in this document.

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Personal Login Information:

This login works for both Talent Navigator training and Sportex e-store shopping.

SAP PERNER / EMPLOYEE ID #: _______________________________________
This is usually an eight (8) digit number, including zeros (ex: 00123456).

TALENT NAVIGATOR PASSWORD: ______________________________________
B. HOME PAGE

The home page offers the user many opportunities to hyperlink to other areas throughout the site. The tabs across the top and the descriptive banner text all serve as hyperlinks, routing users to a respective page within the site (ex: Nobody Gets Hurt, Craft Ownership, Mission Possible, etc.).

Arrows beneath the banner allow for scrolling.
C. OUR COMMITMENT

This header tab links users to a description of “Our Commitment” and “Nobody Gets Hurt”.

NOBODY GETS HURT

“Nobody Gets Hurt” means just that — no incidents and no injuries, no matter how seemingly minor. We all have family and friends who care about us and want us to stay safe at work. We also care about our co-workers and the traveling public. We take seriously our responsibility to keep each other and the public safe on our jobs. Nothing is more important.

Our safety vision defines us and sets us apart. This responsibility rests on everyone’s shoulders — we all have to take accountability for ourselves, our co-workers, project partners and the public surrounding our job sites. Each employee — regardless of job or location — has the responsibility to speak up when they see anything that causes a safety concern. That, combined with employee engagement, management commitment and embracing the tools we have readily available, sets the foundation for Nobody Gets Hurt.

Employee Engagement at all Levels

We’re passionate about safety. Every person, every level is authorized — and expected — to speak up when they see someone or something that concerns them or if something isn’t in line with our safety standards. When it comes to protecting our employees, collaboration between our craft and staff is expected and necessary to prevent safety incidents.

Active Commitment by Management

Leaders have a special responsibility when it comes to safety. Every leader we have is intensely committed to safety — seen not only through words, but actions. Leaders create the proper environments where people can’t help but do the right thing every time.

The Tools We Use

Our tools empower employees to take an active role in creating a safe workplace. Safety training, observation programs and job hazard analyses are just some of the tools and procedures we use companywide to keep everyone involved incidents from ever occurring.

Embrace your safety mindset. Nobody Gets Hurt.
D. CRAFT OWNERSHIP

This header tab links users to a description of “Craft Ownership”, which is geared towards engaging the user and is focused on them.
The Craft Ownership box provides valuable information to users based on their organization.

“The Lineup” provides information and materials for the entire company (source content is chosen by the Corporate Safety Department). This category can be found within every organization’s Craft Ownership page.

“Crush Points” provides information and materials for the entire company. This category can be found within every organization’s Craft Ownership page.

“Information from the Districts” provides information and materials from Kiewit-branded districts, specifically for the users of other Kiewit-branded districts. This category will only be found within the Kiewit organization’s Craft Ownership page.

“Traffic Safe” provides a website link to Traffic Safety information to assist in efforts to set up a project traffic control plan.

“Training” provides a link to Talent Navigator – home of the “Safety Training Modules”. This category can be found within every organization’s Craft Ownership page. Directions on how to log on for training will be provided in Section J.

“Sportex E-Store” provides a login page to shop the eStore. Reward points (from the Safety Training Modules) can be redeemed for swag. This category can be found within every organization’s Craft Ownership page. Instruction on how to log into the Sportex eStore will be explained in Section K.
E. MISSION POSSIBLE

This header tab links users to a description of “Mission: Possible”, which is encompasses system-wide Safety campaigns to heighten awareness for specific topics. This page and its subpages are only available within the Kiewit organization.

The “lineup” provides hyperlinks to various Mission: Possible videos and resources based on safety campaigns. Specific titles serve as hyperlinks to subpages (ex: Listen Up / Speak Up, Why I Work Safe, Subcontractor Safety, Dropped Objects, etc.).
F. CRANES

This header tab links users to informational crane safety videos.

G. VIDEOS

This header tab links users to informational safety videos. This page and its subpages are only available within the Kiewit organization.
H. PROJECTS

This header tab links users to a descriptive project page.

Users are able to read descriptions about the listed projects. By clicking “Read More” users are navigated to www.Kiewit.com, which is maintained by Kiewit’s Corporate Communication Department and is currently only available within the Kiewit organization.
I. HELP

This header tab links users to a help page.

The “lineup” provides links to:
• NGH@kiewit.com email for questions about the website
• “NobodyGetsHurt.com” User Reference Guide for how-to’s on navigating the website, completing trainings, earning points, etc.
J. TRAINING LOG IN PROCEDURES

This section will help users navigate to trainings available via Talent Navigator. Please note that different access points are available and are dependent on whether the user is a craft or staff employee.

Navigate to the Craft Ownership page and select “Training” from the Craft Ownership box.

This page provides access to the trainings via a link to Talent Navigator. Dependent on whether the user is craft or staff, accessing Talent Navigator varies.

For purposes of this guide, craft access instructions will be shown first, followed by staff access instructions.
Craft Access Instructions:

1. From the “Training” page, CRAFT will access Talent Navigator by clicking on the top “Access Talent Navigator Here” link.

   ![Talent Navigator Access](image)

   **For CRAFT (you have no Staff Active Directory Account and Company Email)**

   [ACCESS TALENT NAVIGATOR HERE](link)

   First Time Talent Navigator Users: Make sure you have your PERNR number (also known as an employee # or SAP #) before accessing Talent Navigator. Your PERNR number will be your User Name and Password (to start). If you do not know your PERNR number, please contact your Safety Manager.

   **For Staff (you have a Staff Active Directory Account and Company Email)**

   [ACCESS TALENT NAVIGATOR HERE](link)

   Make sure you have VPN’d into the network, you can also access Talent Navigator through the Kiewit Network portal/home page. You may be prompted to enter your credentials the first time you access the link.

2. Users will then be directed to a “Log In” screen.

   ![Log In](image)
Users will need to enter the following information to gain access to Talent Navigator:

- **Company ID**: Kiewit (“Kiewit” will always be the company ID, regardless of a user’s company affiliation – ex: Kiewit, TIC, Cherne, Aero, etc.).
- **Username**: User’s PERNER Number (This is usually eight (8) digits, including zeros – ex: 00123456).
- **Password**: First time users will use their PERNER number; returning users will use the password they create.

**NOTE - Changing Passwords**: First time users will be prompted to change their password (returning users will not see this step). Follow the “Password Change” instructions and press “Save” when finished.

3. Users will be directed to their personal home page within Talent Navigator. From this page, simply click the “Nobody Gets Hurt” tile to access the NGH Modules.
4. Once the preferred training has been identified, there are two (2) ways to begin a course: “Assign to Me” and “Start Course”. 

“Assign to Me” will place the selected training item(s) on a user’s learning plan, which can then be started at a later time. A user’s learning plan appears on their home page, under the “To Do” section, and on their learning page, under the “My Learning Assignments” section.

“Start Course” will launch the training directly, allowing the user to begin training immediately. When selecting this option, please make sure the computer’s pop-up blocker is turned off.

**NOTE:** If a user is unable to complete the selected course in one sitting, the user can continue the course at a later time by accessing it via their learning plan.
Staff Access Instructions:

1. From the “Training” page, STAFF will access Talent Navigator by clicking on the bottom “Access Talent Navigator Here” link.

   **Access Talent Navigator Here**
   
   Our goal is to eliminate all incidents and create an injury free workplace. Talent Navigator is full of additional training opportunities and information. Access Talent Navigator by clicking your respective link below.

   **For CRAFT** (you have no Staff Active Directory Account and Company Email)

   First Time Talent Navigator Users: Make sure you have your PERNR number (also known as an employee # or SAP #) before accessing Talent Navigator. Your PERNR number will be your User Name and Password (to start). If you do not know your PERNR number, please contact your Safety Manager.

   **For Staff** (you have a Staff Active Directory Account and Company Email)

   Make sure you have VPN’d into the network, you can also access Talent Navigator through the Kiewit Network portal/home page. You may be prompted to enter your credentials the first time you access the link.

2. Users will then be directed to a “Log In” screen.
3. Users will be directed to their personal home page within Talent Navigator. From this page, simply click the “Nobody Gets Hurt” tile to access the NGH Modules.

4. Once the preferred training has been identified, there are two (2) ways to begin a course: “Assign to Me” and “Start Course”.

“Assign to Me” will place the selected training item(s) on a user’s learning plan, which can then be started at a later time. A user’s learning plan appears on their home page, under the “To Do” section, and on their learning page, under the “My Learning Assignments” section.

“Start Course” will launch the training directly, allowing the user to begin training immediately. When selecting this option, please make sure the computer’s pop-up blocker is turned off.

**NOTE:** If a user is unable to complete the selected course in one sitting, the user can continue the course at a later time by accessing it via their learning plan.
Alternate Staff Access Instructions:

For STAFF employees, Talent Navigator can also be accessed via the Kiewit Network home page.

1. From the Kiewit Network home page, select the “Career & Life” tab.

2. Under “Career & Life”, select “Talent Navigator”.

**NOTE:** Due to single sign-on, staff will automatically be logged into Talent Navigator when accessing it in this manner. Staff will land on their home page and can proceed with selecting / completing specific trainings.
K. E-STORE

The e-Store is available to both employees and non-employees and can be used to purchase additional merchandise.

For Employees:

1. From the Craft Ownership box on the Craft Ownership page, select “Sportex E-Store”.

2. Log into the point warehouse by entering the user’s PERNR / PRNR (Employee ID) number and birthdate (mm/dd/yyyy), then click “Log In”.

![Diagram of Craft Ownership page with Sportex E-Store highlighted.]

![Diagram of point warehouse login screen with PRNR and birthdate fields.]

3. If the user’s organization has opted-in to participate in the e-Store, the user will be prompted with their total points available and a link to “Go to the Sportex Store”.

If the user’s organization has opted-out of participating in the e-Store, the user may still proceed. In this case, the user will not have award points to redeem and will need to use a credit card or gift certificate that has been provided by supervision.

4. The user can shop for items using the search field or navigating throughout the site.

5. When ready, the user can place their item(s) in their “bag” and / or “view cart” to see what has already been selected.
6. When all items have been selected, the user can “checkout”.

7. If there are award points to redeem, the user selects “use all credit”.

If there are not award points to redeem, the user selects “proceed to checkout” and will begin the checkout process, as indicated on the site.
For Non-Employees:

Non-employees do not have access to the Kiewit e-Store at Sportex. Non-employees may access Sportex directly via www.sportexsafety.com.

Non-employees can then complete steps 4 through 7. For step 7, non-employees would “proceed to checkout” and follow the checkout process as indicated on the site.

**NOTE:** For both employees and non-employees, gift certificates / codes can be acquired from Sportex by the safety manager and distributed accordingly. They can then be redeemed during the checkout process.
NobodyGetsHurt.com

Nothing is more important.