



Mercer Peace River Pulp Ltd

MPR Site Specific, Shutdown Orientation & Lockout Awareness Training

MPR, Mercer Peace River Pulp Ltd is committed to providing all team members, contractors and visitors with pertinent site specific information to ensure your health & safety is maintained while working at MPR. All personnel accessing MPR must have a valid MPR Site Specific Training certificate. This certificate is valid for 1 year from completion and must be renewed annually. All personnel using MPR issued Locks must also complete MPR's Lockout Awareness Training.

Note: You will require a valid email address to register a MPR Learning Management System online account. If you do not have a valid email address you will need to find an alternative method to taking the MPR orientation. Please contact MPR Safety Loss for delivery options. Please note any confirmation emails sent from the MPR LMS may end up in your email junk/spam folder, please ensure you check those locations and move them to your email inbox prior to contacting MPR for assistance.

MPR Site Specific Training, Shutdown Orientation and Lockout Awareness can be completed in 3 ways:

1. **Directly offsite (during annual Mill shutdown).** Please refer to your contractor introduction letter for the location and schedule for the shutdown orientations, delivered offsite in Peace River in support of our annual Mill shutdown. Registration with Mill administrative support is required, please contact (780) 624-7494.
2. **Online via <https://lms.mprp.ca>** - MPR offers our MPR Site Specific, Shutdown Orientation and Lockout Awareness training online via our company website. See below for further instructions.
3. **Directly onsite (remainder of year excluding annual Mill shutdown).** When arriving to MPR, please present yourself at our Safety & Loss Control office located on the right hand of the main administrative entrance. An Emergency Safety Technician will provide you with the site specific training.

Please note, MPR Site Specific orientation is a mandatory, base training requirement for all personnel. You may be required to do additional training if your work scope requires. Please consult an Emergency Safety Technician if you are unsure of your training requirements.

How to access MPR Site Specific, Shutdown Orientation and Lockout Awareness Training online

1. Go to <https://lms.mprp.ca>
2. If you have already registered for LMS, log in with your username/email and password.
3. If you are a first time user of the MPR Learning Management System (LMS) click on the "Register" button in the top right corner of the screen

MPR LMS Online Training Instructions

For assistance with MPR's online training, please contact MPR Human Resources at 780-624-7499 Monday to Thursday 7:00 am to 5:00 pm or email chris.schneider@mercerint.com



Login

Log in below to access your courses.

Username or Email Address

Password

Remember Me

LOG IN

[Forgot Password?](#)

4. Fill out the registration information fields, creating your own username and password. Please be as specific as possible in the other fields such as name and company, please don't abbreviate. If you do not have an employee ID please leave the field blank.

Register

Username

Name

First

Last

Email

Password

Enter Password

Confirm Password

Company

Employee ID

SUBMIT

5. Once the registration is submitted by clicking on the "SUBMIT" button, you will receive

a confirmation email set to the email address you specified. The email will look something like this, click on the activation link and you will receive a second email with your login information. **Please check your email spam/junk mail folders in case it was redirected there and move to your email inbox to access the link.**

To activate your user, please click the following link:

https://lms.mprp.ca/?page=gf_activation&key=241d32e119b090b1

After you activate, you will receive **another email** with your login.

6. Use your username and password to login on the main page of the MPR Learning Management System website.



Mercer Peace River Pulp Ltd.

Learning Management System

Login

Log in below to access your courses.

Username or Email Address

Password

Remember Me

LOG IN

7. Once you are logged in to the LMS there are three required courses and corresponding quizzes you are required to successfully complete: MPR Shutdown Orientation, MPR Lockout Awareness Training and MPR Site Specific Orientation. Simply click on the name of the training you wish to complete first.

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Archives: Courses

MPR Shutdown Orientation

[VISIT YOUR PROFILE](#)

MPR Lockout Awareness Training

[VISIT YOUR PROFILE](#)

MPR Site Specific Orientation


This comprehensive course enables MPR contractors complete the required training as part of the annual maintenance shutdown.


[VISIT YOUR PROFILE](#)

8. For these instructions we chose MPR Shutdown Orientation, which is a Power-Point presentation made up of 28 slides and a short quiz. Click on the link indicated by the arrow to download and open the presentation.

Please review the following PowerPoint presentation before proceeding on to the quiz.

 [2019 Mercer Shutdown Orientation](#)



 Lesson Content

Once the content has been reviewed, click on the link “MPR Shutdown Orientation Quiz” indicated by the arrow as seen below.

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MPR Shutdown Orientation

MPR Shutdown Orientation > MPR Shutdown Orientation

COMPLETE

Please review the following PowerPoint presentation before proceeding on to the quiz.

[2019 Mercer Shutdown Orientation](#)

Lesson Content

  MPR Shutdown Orientation Quiz

After the quiz, regardless of the outcome, you will be asked to provide your last name, first name and company name for your training certificate. Once the information has been inputted click the “Finish Quiz” button.

MPR Shutdown Orientation Quiz

INFORMATION

Last Name*	<input type="text"/>
First Name*	<input type="text"/>
Company*	<input type="text"/>

Finish Quiz

- If you are unsuccessful in your quiz attempt, click the “View Questions” button to review the questions and answers from the quiz. At which point you will need to click the “Restart Quiz” button and complete the quiz again. If you successfully complete the quiz click on the “Click Here to Continue” button.

View questions

Restart Quiz

Click Here to Continue

10. You will receive a message “You’ve earned a certificate!” then click on the “Download Certificate” button.

MPR Shutdown Orientation

 You've earned a certificate! [Download Certificate](#)

 100% COMPLETE Last activity on October 18, 2019 9:45 am [COMPLETE](#)

Your access will expire in: 362 Days

[VISIT YOUR PROFILE](#)

You will receive the following certificate of completion. MPR internally tracks everyone who completes the online training, however we recommend you print a hard copy or save an electronic copy (screen shot) for your own personal records.



This certifies that:

Name: Christopher Schneider
Has completed a recognized training program at MPR:

Completed Course: MPR Shutdown Orientation
Completed On: October 18, 2019, 9:45 am
Total Points: 1.00
Percentage: 100.00

The holder of this card is authorized to perform task, or work subject to restrictions set forth as above.

[E-learning via mercerint.com](#)
Signature of instructor.

Signature of card holder.

11. Return to the Courses menu by clicking the “Courses” button on the top right corner of the website.

MPR Shutdown Orientation



You've earned a certificate!

Download Certificate

100% COMPLETE

Last activity on October 18, 2019 9:45 am

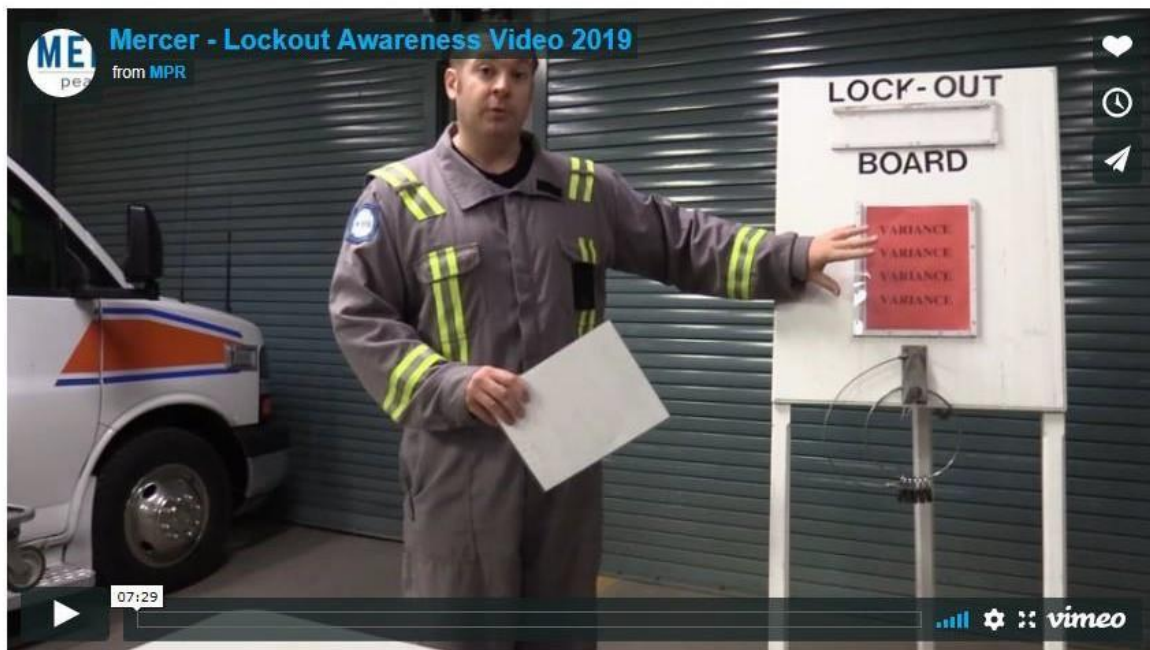
COMPLETE

Your access will expire in: 362 Days

[VISIT YOUR PROFILE](#)

- Repeat steps 6-7 of these instructions for the MPR Lockout Awareness Training, which is made up of a 7 minute video and a short quiz.

Please review the following video material before proceeding on to the quiz.



Please review the entire video before proceeding on the quiz.

- Repeat steps 8-10 of these instructions for the MPR Lockout Awareness Training, to complete the quiz and earn a certificate of completion. Again please print a hard copy or save an electronic copy of your certificates for your own personal records.

- Repeat steps 6-7 of these instructions for the MPR Site Specific Orientation, which is

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made up of a 23 minute video and a quiz.

Please review the following video material before proceeding on to the quiz.



Please review the entire video before proceeding on the quiz.

15. Repeat steps 8-10 of these instructions for the MPR Lockout Awareness Training, to complete the quiz and earn a certificate of completion. Again please print a hard copy or save an electronic copy of your certificates for your own personal records.
16. Once all three courses have been successfully completed and certificates have been printed or save electronically, click on the “LMS Profile” button in the top right corner of the page.



Mercer Peace River Pulp Ltd.

Learning Management System

Courses [LMS Profile](#) Log Out

17. A final confirmation of completion can be done before you Log Out of the MPR Learning Management System. Your screen will look like the screen shot below.

MPR LMS Online Training Instructions

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Edit profile

3

Courses

3

Completed

3

Certificates

0

Points

Your Courses

Search 

 Expand All



MPR Shutdown Orientation



COMPLETE



MPR Lockout Awareness Training



COMPLETE



MPR Site Specific Orientation



COMPLETE



18. Finally you can “Log Out” of the MPR LMS by clicking on the button found in the top right corner of the website.



Mercer Peace River Pulp Ltd.

Learning Management System

[Courses](#)

[LMS Profile](#)

[Log Out](#)

Please ensure you bring your printed training certificate or an electronic copy with you to site. Failure to produce may lead to you having to complete the training again. Thank you for participating in MPR’s Site Specific Orientation, Shutdown Orientation and Lockout Awareness Training programs. Your safety is our priority.

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