



## Online HAZCOM Training Through the GCADA SAFE Program

As dealers know, HAZCOM training is required prior to an employee starting their position, and each employee must complete a refresher test annually thereafter. Dealership employees may complete all training online at [www.gcada.org](http://www.gcada.org).

The online HAZCOM training system is built according to dealership employee personnel categories that are designated in the employee's profile at [www.gcada.org](http://www.gcada.org). For this reason, as well as the fact that all employee compliance is recorded in the dealership Compliance Report, it is imperative that all dealership employees have a GCADA profile created for them.

Employees are required to watch HAZCOM training videos that pertain to their jobs, then complete the test that follows the videos. The following is a list of available videos:

- Hazard Communication
- Fire Extinguishers
- Lockout Tag-out
- Office Safety and Ergonomics
- Personal Protective Equipment
- Emergency Action Plans
- Respiratory Protection

After completing the test, the employee's compliance status will then be marked "In Compliance" or "Out of Compliance" depending on the test score (80% is required to pass). All employee compliance will be recorded in the dealership Compliance Report at [www.gcada.org](http://www.gcada.org). Any listed dealership administrator is able to retrieve the Compliance Report.

Any dealership employee may submit questions they have from the HAZCOM training videos via email to [safe@gcada.org](mailto:safe@gcada.org).

The GCADA S.A.F.E. Program is committed to offering effective and efficient HAZCOM training and employee compliance tracking. If you have any questions, or for more information on HAZCOM Training or the GCADA SAFE program, please contact Joel Kincannon at 440-746-1500 or by email at [jkincannon@gcada.org](mailto:jkincannon@gcada.org).



### **Administrative Directions to Create/Edit Dealership Employee Profiles at [www.gcada.org](http://www.gcada.org)**

You will need to be marked as an Administrator in our database in order to edit and create profiles. Please contact Joel Kincannon at [jkincannon@gcada.org](mailto:jkincannon@gcada.org) if you are unsure of your administrative status.

1. Go to [www.gcada.org](http://www.gcada.org)
2. Login using your specific username and password.
3. Once you're logged in, you will see some options on the left-hand side of our home page. Click "User Management". A list of your dealership employees who already have profiles will appear.
4. To **create a new profile**, click "New User" and complete each of the required fields. Please note the following:
  - Usernames and passwords must be unique for each employee and should not be shared with other employees.
  - Dealership-issued email addresses are strongly recommended.
  - Choose only one personnel category that best describes the employee's primary position at the dealership. The system determines which HAZCOM training modules are required based on the person's personnel category.
5. To **edit an existing profile's information** (including the password), click on the person's last name. You can change any of the fields as necessary. Then click "Save User" at the bottom to retain the changes.
6. To **deactivate a profile**, click on the person's last name. Change the person's Account Status to "Cancelled". Then click "Save User" at the bottom to retain the changes.
7. At this point the employee may log in to [www.gcada.org](http://www.gcada.org) and complete their online training.



## **Employee Directions to Complete SAFE Online HAZCOM Training**

1. Go to [www.gcada.org](http://www.gcada.org)
2. Login using your specific username and password.
3. On the left-hand side of the [www.gcada.org](http://www.gcada.org) home page, click **"Employee Compliance"**.  
A page will pop up with your personal compliance listed.
4. Click on the small yellow notepad under the "View" column.
5. If this is your first time completing the training, or if it has been over one year since your last training, you will be shown a series of video modules specific to your job.

If you are completing your annual refresher test, and it has been less than a year since your last test, you will be provided with a link to our written study guide.

6. After viewing all the videos in their entirety (or reviewing the study guide) click "Take Test" at the bottom of the page.
7. Once you have successfully passed the test your personal Employee Compliance page will show "In Compliance". A score of 80% or better is required to pass.
8. If you have any questions on the material presented in the videos please submit them via email to [safe@gcada.org](mailto:safe@gcada.org) and your question will be answered.
9. You will need to refresh your HAZCOM training online within one year of your initial training.