



# Training Your Staff in the Technology Age

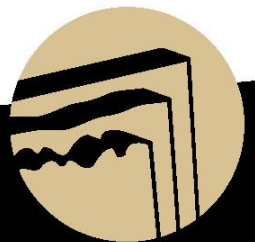
The Natural Stone University

[naturalstoneinstitute.org](http://naturalstoneinstitute.org) | [#usenaturalstone](https://twitter.com/usenaturalstone)



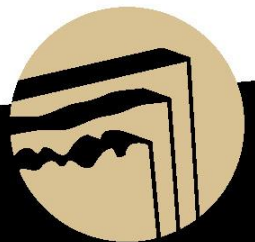
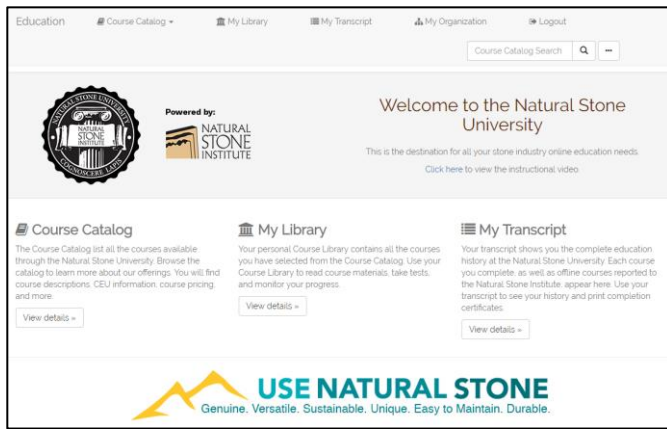


- **Is scheduling time for education a challenge?**
- Try the Natural Stone University. This online platform provides on-demand training for stone industry professionals. Each class contains course materials and exams. Whether you want to explore safety training for your staff or gain more knowledge in a certain area, try the Natural Stone University today.
- Visit [www.uofstone.com](http://www.uofstone.com) for more information.



# Natural Stone University Goals

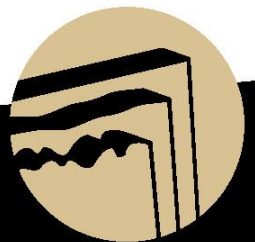
- Provide baseline training on stone industry specific topics.
- Allow employees and employers to track progress.
- Integrate with other mediums to create one comprehensive educational experience.  
(On-site/ Online/ Documents)



# Natural Stone University Goals




- Opened in November 2016
- 158 classes
- 1904 unique users
- 9276 courses downloaded
- Majority of courses are focused on safety




# Access Natural Stone University Courses

[Education](#) [Course Catalog ▾](#) [My Library](#) [My Transcript](#)

Course Catalog Search




Powered by:



## Welcome to the Natural Stone University

This is the destination for all your stone industry online education needs.


[Click here](#) to view the instructional video.



### Course Catalog

The Course Catalog list all the courses available through the Natural Stone University. Browse the catalog to learn more about our offerings. You will find course descriptions, CEU information, course pricing, and more.


[View details »](#)



### My Library

Your personal Course Library contains all the courses you have selected from the Course Catalog. Use your Course Library to read course materials, take tests, and monitor your progress.


[View details »](#)



### My Transcript

Your transcript shows you the complete education history at the Natural Stone University. Each course you complete, as well as offline courses reported to the Natural Stone Institute, appear here. Use your transcript to see your history and print completion certificates.

[View details »](#)

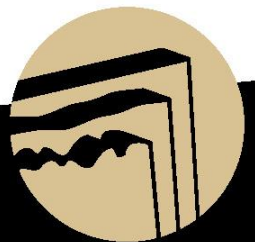


## USE NATURAL STONE

Genuine. Versatile. Sustainable. Unique. Easy to Maintain. Durable.

To access **Course Catalog**, click on “**View Details.**”

NATURAL STONE INSTITUTE



# Review Course Descriptions

Education [Course Catalog](#) [My Library](#) [My Transcript](#) [My Organization](#)

Course Catalog Search

## Course Catalog

Online Training

[Toolbox Talks](#)

### Miscellaneous Courses

#### [Architect and Designer-ANSI/NSC 373 Sustainable Stone From Cradle to Gate](#)

Course Code	Available Until	Course Type	CEUs
AD100	N/A	Online Training	1.0

In the 1990s, "design thinking," a method of using synthesis to analyze complex problems, was used to generate solutions to the growing problems from climate change. Architects like William McDonough began to rephrase the questions surrounding the degradation of natural resources and pollution as a design problem. In his seminal book *From Cradle to Cradle*, he introduces what has now become a tidal wave of life-cycle analysis (LCA) environmental initiatives that document where and how materials are sourced, produced, transported, and reused. Today, architects, landscape architects, engineers, contractors, building owners, managers, and the public are driving a building revolution that encourages the design and construction of healthy spaces. These projects give to rather than take from the environment from design through construction practices, including the choice of sustainable building materials.

#### [Safety- Basics of OSHA Compliance for the Natural Stone Industry](#)

Course Code	Available Until	Course Type	CEUs
OA101	N/A	Online Training	0.5

#### Course Description

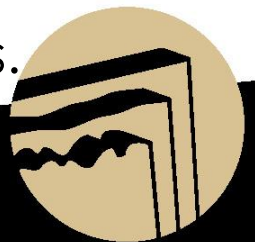
The Occupational Safety and Health Act, which was passed in 1970, is a nationwide program established by the federal government to protect workers from physical harm on the job. This module will discuss the history of the program and what to expect if an OSHA compliance officer visits your facility.

Target Audience: United State Based Fabricators

#### [Safety- Overview of Installation Safety](#)

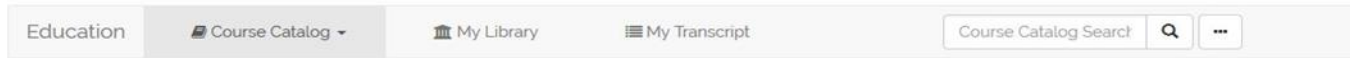
Click on the blue hyperlinks to view full course descriptions.

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# How to Add A Course



## Safety- Overview of Stone-Related Accidents



**Course Details**

CEUs: N/A  
Available Until: 12/8/2020  
Non-Member Price: FREE

[Add to My Courses](#)

**Course Bundle**

This course is part the following course bundle:

[MIA•BSI Safe Slab Handling Course Bundle](#)

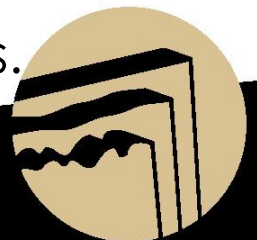


The Safe Slab Handling Series was created by the MIA•BSI Safety Committee in order to create safe working environments for employees and customers. This 8 part series will provide employers with the ability to review safety policies, provide education and prepare employees for work situations.

Learning Objectives: After reviewing these safety slab handling videos, participants will be able to:

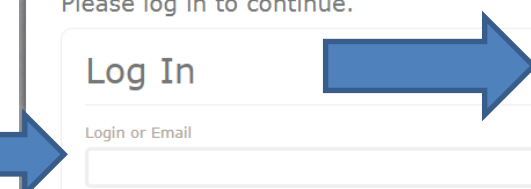
1. Understand the importance of a slab's physical properties: size, weight, & center of gravity
2. Identify safety precautions that should be taken when moving a slab including the number of people that should be involved, number of slabs that can be moved at one time, and the importance of the fall shadow.
3. Recognize a number of hazards that can occur and how to avoid them – including: slip/fall, crushing, wind and others.
4. Understand what equipment you will use / what you will wear / inspection


Click on the blue hyperlinks to view full course descriptions.



# Log In to the Natural Stone Institute System

- If you are not currently logged in to the Natural Stone University system, you will be prompted to log in.
- If you have a Natural Stone University username and password, enter it at this point.
- If you forgot your Natural Stone University username, click "Forgot Password" to generate a new one.
- If you have not created an Natural Stone University password, click "Create Account."



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INSTITUTE

Please log in to continue.

**Log In** [Forgot Login/Password?](#)

Login or Email

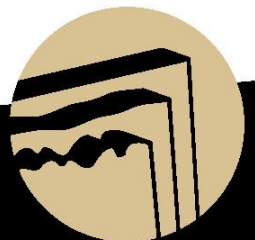
Password

**New User**

Don't Have an Account?

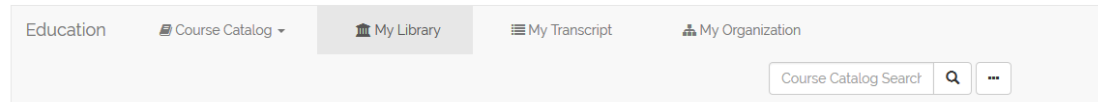
©2018 Natural Stone Institute  
380 E. Lorain Street  
Oberlin, OH 44074  
T: 440-250-9222 F: 440-774-9222

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TCS Software





# Access Course Manager Documents



## Safety- Safe Slab Handling

**Course Materials**

### Step 1: Review Learning Objectives

**Prerequisite:** Introduction to Workplace Safety Module

In learning the basics of slab handling in virtually any stone shop, warehouse, or stone storage yard, it is important to understand the dynamics of the stone slab and why they can be unwieldy and extremely dangerous if not handled properly. Stones such as marble, granite, limestone, travertine, and others are quarried out of the ground in blocks and then are shipped to a facility to be slabbled, or cut into slices that are usually (5' x 10' and 1-3/16") thick. A typical slab will weigh between 800 and 900 pounds, although many exceed 1,000 pounds. When grouped together in a bundle of five or six slabs, the weight goes up to 5,000 pounds or more.

**Learning Objectives:**

1. Understand the importance of a slab's physical properties, including: size, weight, and center of gravity.
2. Identify safety precautions that should be taken when moving a slab, including: the number of people that should be involved, number of slabs that can be moved at one time, and the importance of the fall shadow.
3. Recognize a number of hazards that can occur and how to avoid them, including: slip/fall, crushing, wind, and remnants.
4. Understand the importance of and requirements for PPE.
5. Understand that there is no place for complacency in the stone industry.

**Target Audience:** Fabricators, Installers, Stone Distributors, Quarriers

### Step 2: Watch Video

2. Slab Handling - Full

**Manager Materials**

[Safety- Safe Slab Handling \(Video\)](#)  
Web Page

[Safety- Safe Slab Handling \(Print and Distribute\)](#)  
File Upload

[Safety- Safe Slab Handling \(Hardcopy Question to Test Competency\)](#)  
File Upload

[Safety- Safe Slab Handling \(Hardcopy Exam Key\)](#)  
File Upload

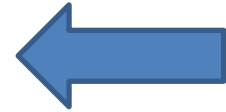
**Course Transcript**

**Passed**

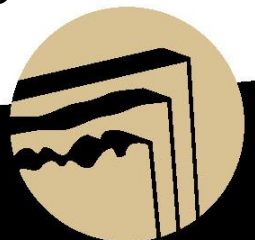
March 11, 2016

[Print Certificate](#)

**My Library Details**



All Education Manager resources will be available under the Manager Materials section. To access documents, double click on each link.



# Taking a Course

## Safety- Material Loading and Unloading

### Course Materials

#### Step 1: Review Learning Objectives

##### Course Description

Preplanning the placement of materials at a jobsite is one of the best ways to secure a safe environment. This module will discuss the best practices for material loading and unloading.

##### Learning Objectives:

At the close of this course, you will be able to:

1. Create a plan for loading and unloading materials based on specific jobsite hazards.
2. Review procedures for loading and unloading materials on a truck.
3. List safety measures needed.
4. Understand that there is no place for complacency in the stone industry.

#### Step 2: Watch Video



### Course Transcript

No transcripts

### My Library Details

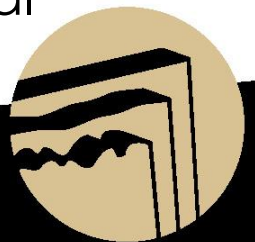
Date Added to Library:  
October 27, 2016

### Course Details

CEUs: 0.50

[See in Catalog](#)

Each course includes three steps: Learning Objectives, Video, and Reading Materials. Some courses also include additional required resources. You will not be able to complete the course until you have downloaded all resources.



# Taking the Competency Exam

### Step 4: Additional Resources

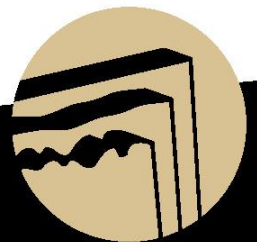
<a href="#">Natural Stone Institute- Accreditation Program Webpage</a> <small>Web Page</small>	<a href="#">View</a>
<a href="#">Natural Stone Institute- Accreditation Program Handbook</a> <small>Web Page</small>	<a href="#">View</a>
<a href="#">Natural Stone Institute- Accreditation Program Application Request Form</a> <small>Web Page</small>	<a href="#">View</a>

### Information Request

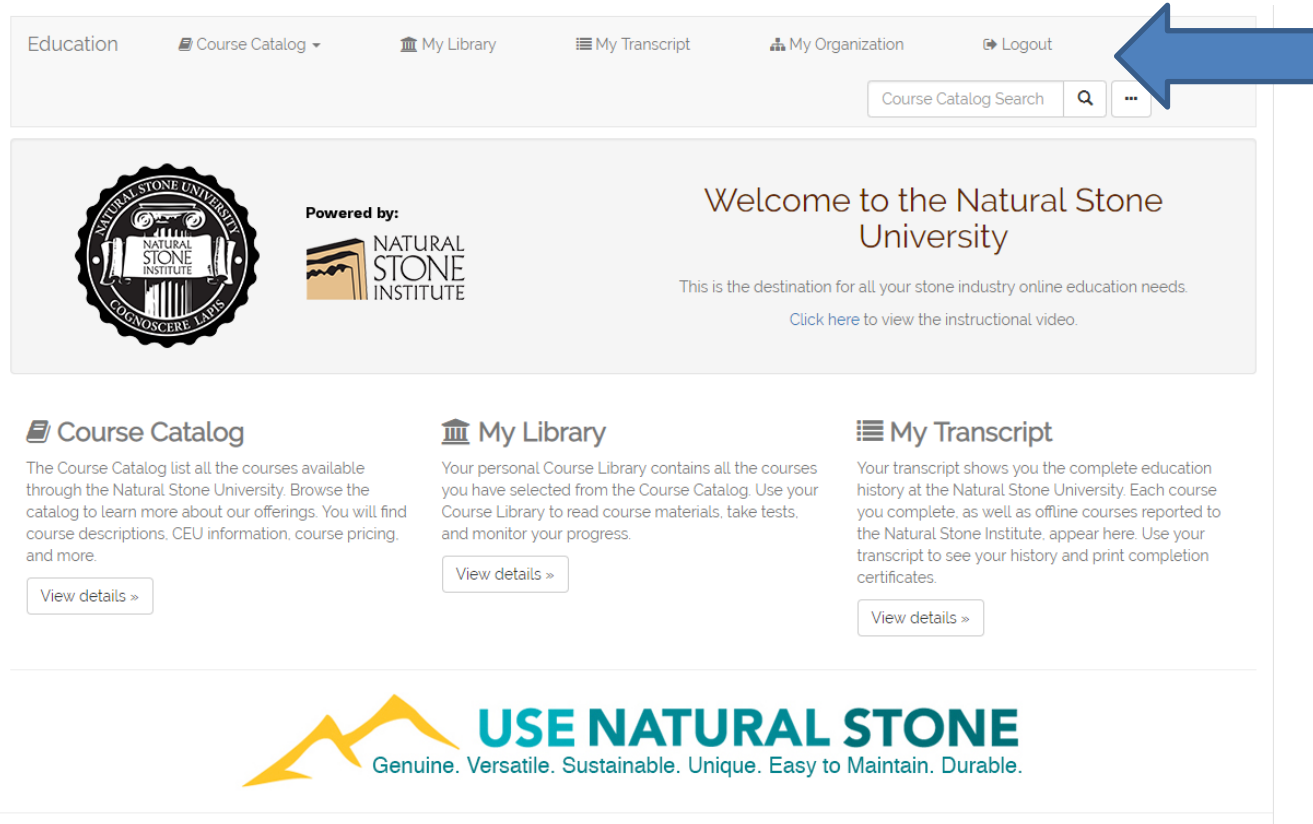
[Print Test](#) [Take Test](#)

*You have not yet attempted this test.*

After reviewing all course materials, click “Take Test.” To preview the questions, click “Print Test.”

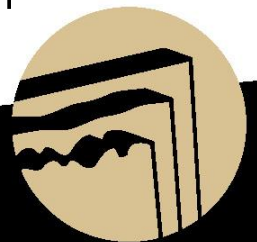


# Updating and Reviewing Staff Transcripts



The screenshot shows the Natural Stone University homepage. At the top, there is a navigation bar with the following links: Education, Course Catalog, My Library, My Transcript, My Organization, and Logout. A blue arrow points to the 'My Organization' link. Below the navigation bar is a search bar labeled 'Course Catalog Search'. The main content area features the Natural Stone University logo on the left, a 'Powered by: NATURAL STONE INSTITUTE' logo in the center, and a welcome message on the right: 'Welcome to the Natural Stone University. This is the destination for all your stone industry online education needs. Click here to view the instructional video.' Below this, there are three columns: 'Course Catalog', 'My Library', and 'My Transcript'. Each column has a description and a 'View details >' button. At the bottom, there is a banner with a mountain logo and the text 'USE NATURAL STONE Genuine. Versatile. Sustainable. Unique. Easy to Maintain. Durable.'

To access staff transcripts, click on “My Organization” tab at the top of the Natural Stone University homepage.



# Reviewing Staff Transcripts

[Education](#) [Course Catalog](#) [My Library](#) [My Transcript](#) [My Organization](#)

Course Catalog Search

## My Organization

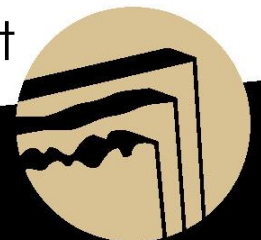
### Submit a Group Transcript

Use this tool to create transcript entries for multiple members of your organization for the same course.

### Users in

<b>education admin</b> cwilkins@marble-institute.com	<input type="button" value="✉"/> <input type="button" value="🎓"/>
<b>James Hieb</b> jhieb@marble-institute.com	<input type="button" value="✉"/> <input type="button" value="🎓"/>
<b>Aaron Dahnke</b> adahnke@marble-institute.com	<input type="button" value="✉"/> <input type="button" value="🎓"/>
<b>Mark Meriaux</b> mark@naturalstoneinstitute.org	<input type="button" value="✉"/> <input type="button" value="🎓"/>
<b>Terri Hewlett</b> thewlett@marble-institute.com	<input type="button" value="✉"/> <input type="button" value="🎓"/>
<b>Mike Loflin</b> mloflin@marble-institute.com	<input type="button" value="✉"/> <input type="button" value="🎓"/>
<b>amy oakley</b>	<input type="button" value="✉"/> <input type="button" value="🎓"/>

You will see a list of all staff members who have taken courses. To review an individual's transcript, click on the hat icon.



# Individual Staff member Transcripts

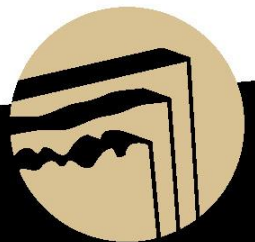
Education   Course Catalog ▾   My Library   My Transcript   My Organization

Course Catalog Search

## Transcript for Aaron Dahnke

Transcript					
This is Aaron Dahnke's complete course transcript. All the courses Aaron Dahnke has completed within this system appear here.					
<input type="text" value="Start Date"/>	<input type="button" value="📅"/>	<input type="text" value="End Date"/>	<input type="button" value="📅"/>	<input type="button" value="Search"/>	<input type="button" value="Print"/>
<b>Safety- Safe Slab Handling</b> SS101	Online Training	CEUs: 0.5	🎓 Passed October 27, 2016	<input type="button" value="Certificate"/>	
<b>Safety- Material Loading and Unloading</b> Sl101	Online Training	CEUs: 0.5	⚠️ Not Passed September 1, 2016		
<b>Tool Box Talk- Basic First Aid Summary</b> TT 111	Toolbox Talks	CEUs: 1.0	🎓 Passed August 25, 2016	<input type="button" value="Certificate"/>	
<b>Safety- Requirements for Personal Protective Equipment</b> Sl110	Online Training	CEUs: 0.5	⚠️ Not Passed August 24, 2016		
<b>Safety- Employee and Customer Training</b> SS110	Online Training	CEUs: N/A	🎓 Passed May 26, 2016	<input type="button" value="Certificate"/>	
<b>Safety- Clamps &amp; Slings</b> SS230	Online Training	CEUs: 1.0	🎓 Passed May 19, 2016	<input type="button" value="Certificate"/>	

You will now be able to review and print the transcript.



# Updating Staff Transcripts

Education Course Catalog ▾ My Library My Transcript My Organization

Course Catalog Search 🔍 ⋮

## My Organization

### Submit a Group Transcript

Use this tool to create transcript entries for multiple members of your organization for the same course.

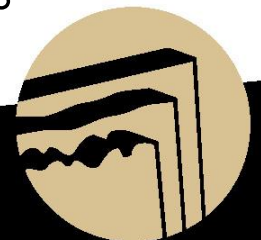
 Submit New Transcript



### Users in

<b>education admin</b> cwilkins@marble-institute.com	<input type="checkbox"/>	
<b>James Hieb</b> jhieb@marble-institute.com	<input type="checkbox"/>	
<b>Aaron Dahnke</b> adahnke@marble-institute.com	<input type="checkbox"/>	
<b>Mark Meriaux</b> mark@naturalstoneinstitute.org	<input type="checkbox"/>	
<b>Terri Hewlett</b> thewlett@marble-institute.com	<input type="checkbox"/>	
<b>Mike Loflin</b> mloflin@marble-institute.com	<input type="checkbox"/>	
<b>amy oakley</b>	<input type="checkbox"/>	

Click on the “Submit New Transcript” button to add courses that staff members have passed.





# Updating Staff Transcripts

[Education](#) [Course Catalog ▾](#) [My Library](#) [My Transcript](#) [My Organization](#)

Course Catalog Search 🔍 ⋮

## Group Transcript

[1. Transcript Details](#) [2. Select Users](#) [3. Additional Users](#) [4. Submit Transcript](#)

Enter the course details for this group transcript. A transcript entry with this information will be created for each user you select.

Course

--- Select Course --- ▾


Transcript Status

Passed

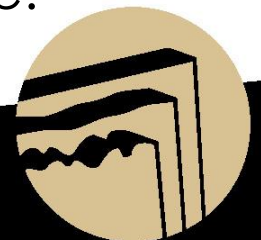
Transcript Date ⓘ

10/27/2016

Next >

**USE NATURAL STONE**  
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Select the course and date that your staff passed the course.



# Updating Staff Transcripts

Education   Course Catalog ▾   My Library   My Transcript   My Organization

Course Catalog Search        

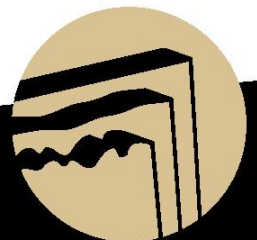
## Group Transcript

1. Transcript Details   2. Select Users   3. Additional Users   4. Submit Transcript

Select the users from the list below that you wish to add to this group transcript.

- |                                              |
|----------------------------------------------|
| <input type="checkbox"/> education admin     |
| <input type="checkbox"/> James Hieb          |
| <input type="checkbox"/> Aaron Dahnke        |
| <input type="checkbox"/> Mark Meriaux        |
| <input type="checkbox"/> Terri Hewlett       |
| <input type="checkbox"/> Mike Loflin         |
| <input type="checkbox"/> amy oakley          |
| <input type="checkbox"/> Sarah Gregg         |
| <input type="checkbox"/> Jeff Handley        |
| <input type="checkbox"/> Stephanie Guilfoyle |

Check the box next to each staff member who passed the exam to update the individual transcripts



# Updating Staff Transcripts

[Education](#) [Course Catalog ▾](#) [My Library](#) [My Transcript](#) [My Organization](#)

Course Catalog Search

## Group Transcript

1. Transcript Details 2. Select Users 3. Additional Users 4. Submit Transcript

If there are users you wish to add to this group transcript that were not listed on the previous screen, enter them one by one here.

New User Form

First Name

First Name

Last Name

Last Name

Email Address

Email Address

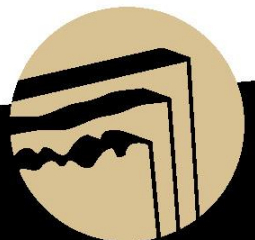
Add User

◀ Prev

Next ▶



To add a staff member, input the individual's name and email address, then click "Add User" to create a profile.



# Updating Staff Transcripts


[Education](#) [Course Catalog](#) [My Library](#) [My Transcript](#) [My Organization](#)

Course Catalog Search

## Group Transcript

[1. Transcript Details](#) [2. Select Users](#) [3. Additional Users](#) [4. Submit Transcript](#)

Please review the details below before submitting this group transcripts. If you need to make any changes, use the "Prev" button below to go back and make changes.

[Submit Transcript](#)

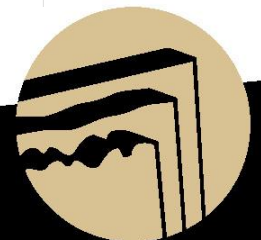
<b>Course Name</b> Safety- Safe Slab Handling	<b>Transcript Status</b> Passed
<b>CEUs</b> 0.5	<b>Transcript Date</b> 10/27/2016

**Existing Users**  
The following current users will receive this transcript.  
Mark Meriaux

**New Users**  
*No new users will be created with this transcript.*

[◀ Prev](#)

After all staff names are added, click "Submit Transcript."



# Natural Stone University Integrated Experience



## Sample Education Syllabus

This sample safety syllabus is provided as a guide to help companies train employees who are new to the stone industry. The guide takes new employees through the first 4 weeks of employment and recommends training through the first year of employment.

### First 4 Weeks of Employment:

**Week 1: Safe Slab Handling Bundle**  
(9 courses; approximately 4.5 hours)

**Week 2: Safety Installation Bundle**  
(8 courses; approximately 4 hours)

**Week 3: Personal Safety**  
(Estimated 4.5 Hours)

Employee should complete 7 Toolbox Talks and 2 webinars:

1. TT113 Body Protection PPE Overview
2. TT114 Eyes and Face Safety and PPE Overview
3. TT115 Foot Protection PPE Overview
4. TT116 Hand and Arm Safety and PPE Overview
5. TT117 Head Protection PPE Overview
6. TT118 Hearing Conservation Overview
7. TT119 Respiratory Protection Overview

1. WOA201- No Place for Complacency- Keep Safety Active
2. OA311: Silicosis: An Industry Guide to Awareness and Prevention

### **Week 4: Stone Industry Safety and Silicosis**

Employee must affirm that they have reviewed the following documents:

- Health and Safety in the Stone Business (English/Spanish)
- Health and Safety in the Stone Business (English/French)
- Silicosis: An Industry Guide to Awareness and Prevention (English)

## Sample Syllabus

- Integrates Online Education
- On-Site Classes
- Specification Documents
- Employer Activities (Coming Soon)

# THANK YOU FOR ATTENDING!

## Questions?

Aaron Dahnke  
Education Manager  
Natural Stone Institute  
aaron@naturalstoneinstitute.org  
440-250-9222



[naturalstoneinstitute.org](http://naturalstoneinstitute.org) | [#usenaturalstone](https://twitter.com/usenaturalstone)