



To: Municipal Clerks  
Fund Commissioners  
  
From: Kris Kristie, Sr. Account Representative  
  
Date: November 23, 2020  
  
Re: 2022-2023 MEL EPL Risk Management Program  
Non-Supervisory Employee Training Announcement

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As you are aware, every two years, the New Jersey Municipal Excess Liability Joint Insurance Fund (MEL) requires its members to update their compliance with the MEL’s Employment Practices Liability Risk Management Program. One element of the compliance process requires that each member offer anti-harassment training to all non-supervisory personnel. While it is recommended that all non-supervisory employees take this training, employers are only required to make the training available to their employees.

The 2022-2023 non-supervisory training is being completed using the MEL Safety Institute (MSI). The training course is entitled *Building a Safe Workplace: Anti-Harassment and Discrimination*. This online course discusses the right of each employee to a workplace free of harassment and each employee’s duty to respect the rights of all other employees.

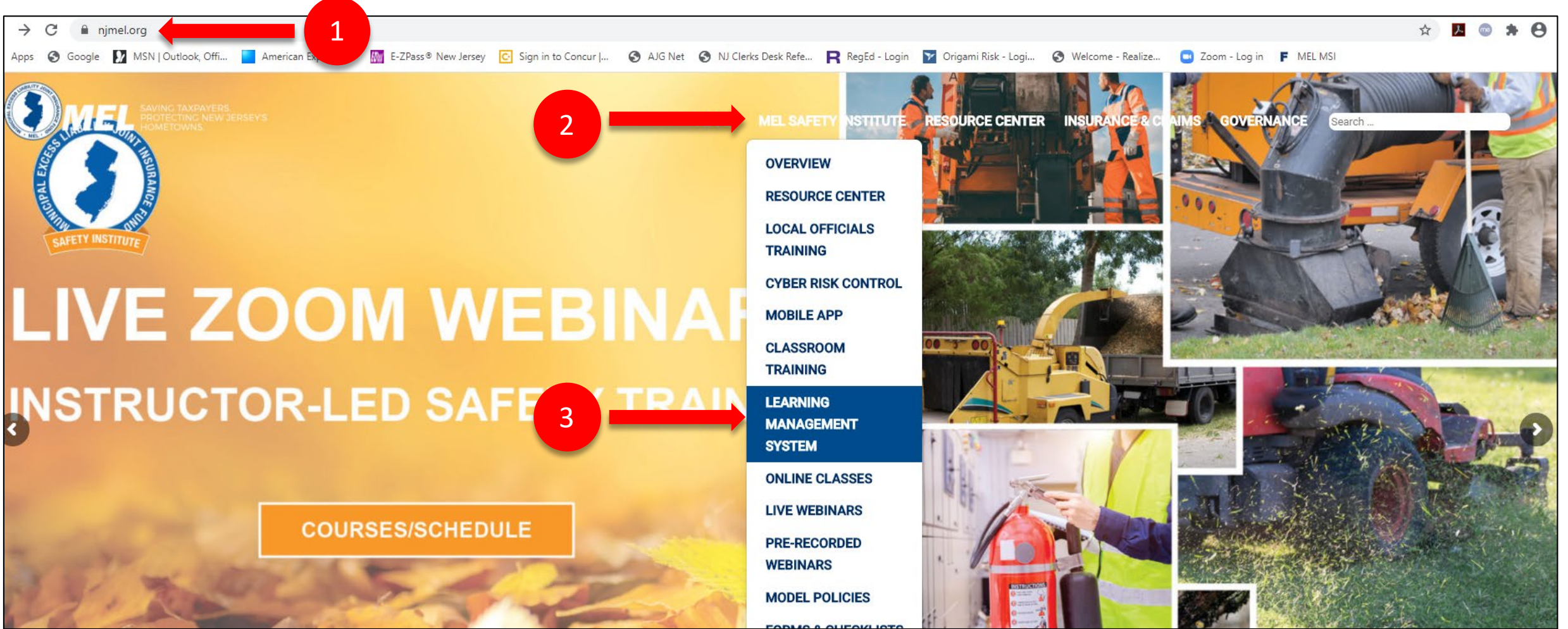
Again, this year’s program is being offered exclusively online through the NJ MEL’s Safety Institute (MSI). Instructions on how to access the MSI and complete the course are attached to this memorandum. The course runs approximately fifteen (15) minutes in length and completion of the course will be tracked automatically by the MSI; however, employees who want a certificate showing completion of the course can navigate to the “Student Center” tab to print your Certificate of Completion. All training should be completed by June 1, 2021.

Please feel free to contact my office if you have any questions regarding this program.

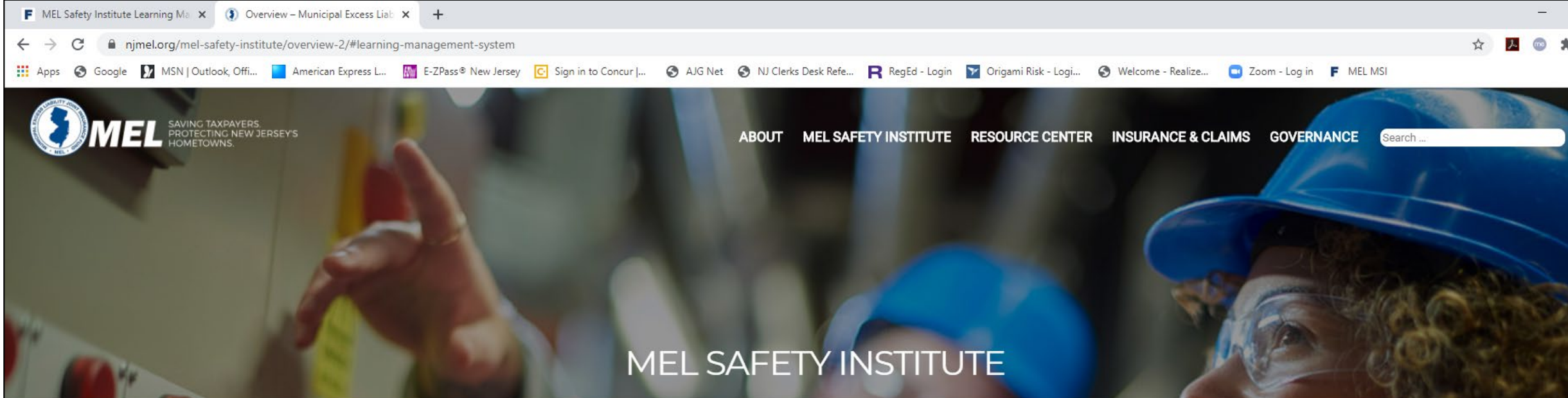
Questions regarding accessing the MSI can be directed to the MSI Helpline during normal business hours at 866-661-5120.

Thank you for your attention to this matter.

cc: Risk Management Consultants



1. Go the NJ MEL website: [www.njmel.org](http://www.njmel.org)
2. Click on the “MEL Safety Institute” drop down menu
3. Click on “Learning Management System”



### Learning Management System



This online feature makes it easy for members to enroll in classes, run reports, order safety DVDs, and record learning history.

- [Enroll in Classes](#)
- [Tutorial to Use System](#)
- [Online Classes](#)
- 📞 [Questions? Contact the Mel Safety Institute Helpline](#)  
Monday – Friday 8:30am to 5pm: (866) 661-5120

### Bulletins & Briefings

The Institute releases periodic safety bulletins and briefings on a wide range of topics.

- [Bulletins](#)
- [Briefings](#)

### Cyber Risk Control

- [Access to all resources & materials](#)

### Video Library

The Institute provides numerous videos that can be ordered or viewed online.

- Click on the “LMS Login”



# New Jersey

**In-person classes currently suspended. See MSI NOW & Online Training College for Streaming Videos, Online classes and Live Webinar Training!**

I am a returning user

Sign in and check out our featured courses on the **What's New** Page

Forgot your password or user name? [Click here](#)

Remember my user name on this computer  
(Please leave this box unchecked if this computer is shared with others.)



Crossing Guard Training

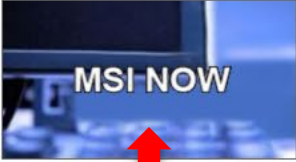
I am a new user

If you have an MSI Login, enter your user name and password and sign into your account

If you have never registered in the MSI, Click the “**New User Registration**” button and create your account

**Welcome PAUL FORLENZA to MEL Safety Institute Learning Management System!**

The MEL Safety Institute is committed to providing its members with the highest quality education experience. Our safety institute features instructor led and online learning suites, carefully selected and tailored to address the needs of municipal employees in various roles. Simply click a link below appropriate to your municipal department to view the courses available to you. Pre-registration for all instructor-led classes is required.



Click on the "MSI Now" button

Click on titles for descriptions or to enroll.

## RECOMMENDED TRAINING

• Title

### ONLINE COURSES

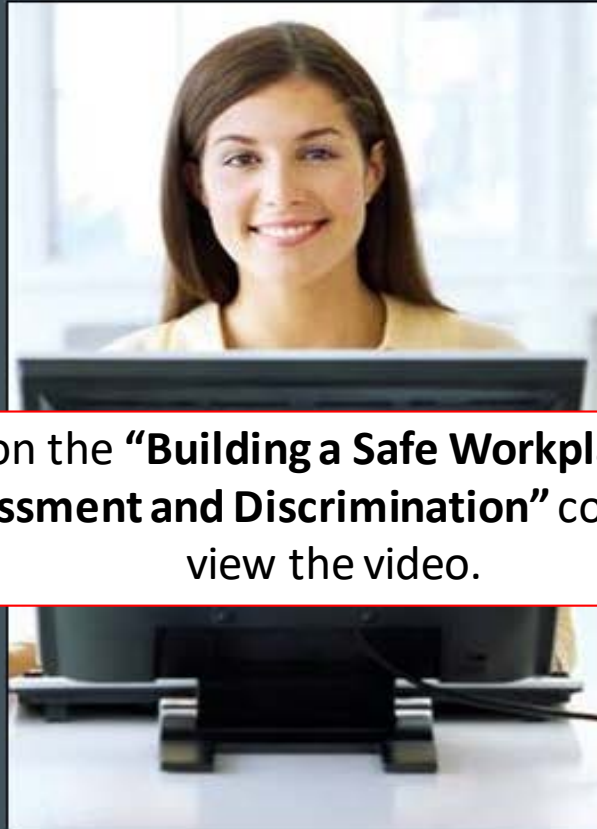
- Seminar: Employment Practices Liability
- 8 Tips for Working From Home
- Avoid Back Pain
- Bloodborne Pathogens
- Building a Safe Workplace: Anti-Harassment and Discrimination
- Camp Counselors - Aquatic Safety
- Camp Counselors - Bullying Prevention at Camp
- Camp Counselors - Child Sexual Abuse Prevention at Camp
- Camp Counselors - Playground Safety
- Camp Counselors - The Professional Lifeguard
- Camp Counselors - Trip and Transportation Safety

### CLASSROOM COURSES/WORKSHOPS

No course assignments.

Search Training

## MSI NOW



Click on the “**Building a Safe Workplace: Anti-Harassment and Discrimination**” course and view the video.

Click on titles for descriptions or to enroll.

## TRAINING SUPPORT

• Title

### RESOURCES

- Streaming Videos - Employee Conduct
- Streaming Videos - Fire Safety/Extinguishers
- Streaming Videos - General Safety
- Streaming Videos - HazCom & Chemical Safety
- Streaming Videos - Lifting/Material Handling
- Streaming Videos - LOTO & Electrical Safety
- Streaming Videos - Personal Protective Equip
- Streaming Videos - Shop & Tool Safety
- Streaming Videos - Specific Job Safety
- Streaming Videos - Stormwater
- Streaming Videos - Vehicle & Driving Safety
- Adobe Flash Player Download
- Classroom Management
- LIVE Webinar Training Schedules and Registration