



Chaffee County
Habitat
for Humanity®

Lockton Safety Lockton Safety Test Directions

The Lockton Safety test is a very general safety test all interns, volunteers and employees need to take for insurance purposes.

NO Extra Training is required. The training necessary for the test is given online while completing the test.

- A. Visit www.hfhaffiliateinsurance.com
- B. Enter **Lockton** as the Password- (*Capitol L, lowercase for all other letters*)
- C. Click on the **Volunteers** link in the white bar
- D. Click on "**BEGIN NOW**" under Online Safety Training Course
- E. Read Instructions that pop up
- F. Proceed with the Test by clicking "**Take Training Course Now**" button
- G. Enter the Employee Access Code: **W8NAEBTG**
- H. Select "**Volunteering on a Habitat for Humanity Job Site**" located under the Recommended Courses bar.
- I. Begin the course & take the quiz.
- J. Once you pass the quiz, you will receive a message stating, "Congratulations, you passed the quiz! Please click "Continue" and follow the instructions to finish".
- K. Click the Continue button
- L. Click the green arrow to record your results
- M. Enter your First name & Last name, as well as selecting your location (select Colorado as your location regardless of where you are when you take the test). Click submit.
- N. On the next screen, scroll to select Chaffee County Habitat for Humanity as the HFH Name, your association as Volunteer, enter your email address & click submit.
- O. We will email you the Certificate of Completion as soon as we receive a copy from Lockton.