



# Five Minute Meeting



## Date:

**December 20, 2024**

## Topic:

**Vegetation Management  
Onboardings:**

**Onboarding items for  
Tree Crew workers are  
effective January 1,  
2025**

## Audience:

Tree crew workers  
performing vegetation  
management tasks on  
PG&E property

Supervisors and  
leadership of tree crew  
workers

## Approver:

Nick Matheson, Manager  
Construction Management

Martin Chana, Supervisor  
Construction Management

## Why It Matters To You

The PG&E Competency Assessment Program has created a series of online onboardings for all relevant Vegetation Management field tree work employees to reinforce specific topics, helping you prepare to work at PG&E.

## Key Discussion Points

### Required Online Onboardings for Vegetation Management

All tree crew workers are required to complete assigned onboardings through the ITS platform.

- Starting **January 1, 2025**, all onboardings must be completed **prior** to coming to the Competency Assessment Yard
- Workers already assessed must complete all onboardings by **March 1, 2025**.

The current onboarding sessions include:

- VMOB-001 Introduction to the Competency Assessment Program
- VMOB-002 Stop Work Authority
- VMOB-005 PPE for Groundwork
- VMOB-006 Climbing Gear Inspections
- VMOB-007 Chainsaw Safety Features
- VMOB-008 Chainsaw Handling
- VMOB-009 Minimum Approach Distance (MAD)
- VMOB-010 Abnormal Field Conditions (AFCs)
- VMOB-011 Avoiding Line Strikes
- VMOB-013 Human Performance Tools
- VMOB-015 7 Steps to Felling, Step 1: Hazard and Obstacle Identification and Tree Risk Assessment
- VMOB-016 7 Steps to Felling, Step 2: Assessing Lean
- VMOB-017 7 Steps to Felling, Step 3: Escape Route
- VMOB-018 7 Steps to Felling, Step 4: Notch Plan
- VMOB-019 7 Steps to Felling, Step 5: Hinge Plan
- VMOB-020 7 Steps to Felling, Step 6: Back Cut Plan
- VMOB-021 7 Steps to Felling, Step 7: Retreat
- VMOB-022 Introduction to Core Share

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### Actions Required:

#### Assigning the Onboardings

Vendors must register all workers for the Onboardings through ITS. To do so, vendors need to add their workers to the “**Tree Crew Onboarding**” role in ITS. This will automatically assign all Onboardings to the tree crew workers.

**Note:** Whenever creating a new profile for a tree crew worker, vendors must add this role to the worker to assign the onboardings.

#### Accessing the Onboardings

The onboarding items must be accessed through ITS. All tree crew workers have a profile and login. They will need access to login into their own account to take the onboarding items—including their unique email and password.

For instructions on logging in and accessing the assigned onboardings, please see the attached Quick Reference Guide.

#### For Additional Information

For ITS access or role assignment questions, please contact ITS directly at [servicedesk@its-training.com](mailto:servicedesk@its-training.com).

For PG&E Competency Assessment program questions, please contact [VMCompetencyAssessmentsSupport@pge.com](mailto:VMCompetencyAssessmentsSupport@pge.com).