Chemical Inventory Database Training
Environmental Health & Safety Division
Chemical Safety Office

Module 3: Training

VIEWING & UPDATING EMPLOYEE TRAINING RECORDS, ADDING NEW EMPLOYEES

This training module should take no more than 15 minutes to complete.

Environmental Health & Safety Assistant

Chemical Safety Office
Environmental Health & Safety Division
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EHSA Chemical Inventory Database
On Site Systems Inc.
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Training Objectives & Agenda

In this training module you will learn:

1. How to view and update workers training records
2. How to attach a new worker to the list of employees and update their training records

Topics to be covered include:

1. Basic Navigation
2. Viewing Worker Training Records
3. Attaching a New Worker
4. Updating Worker Training Records

To remove a worker:

To delete a worker, you will e-mail the worker's name and TA # to the Program administrator with a request to remove the employee from the list.
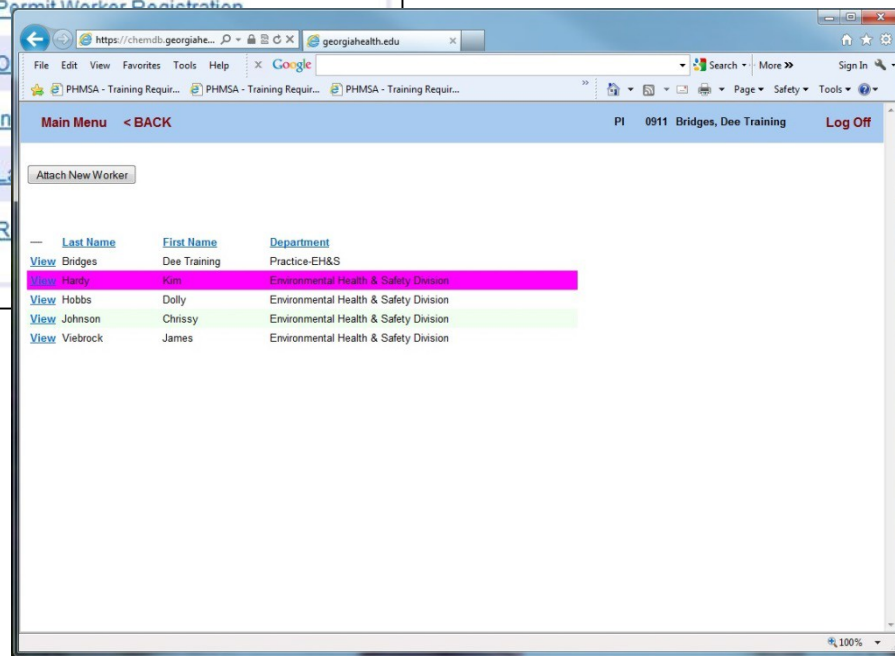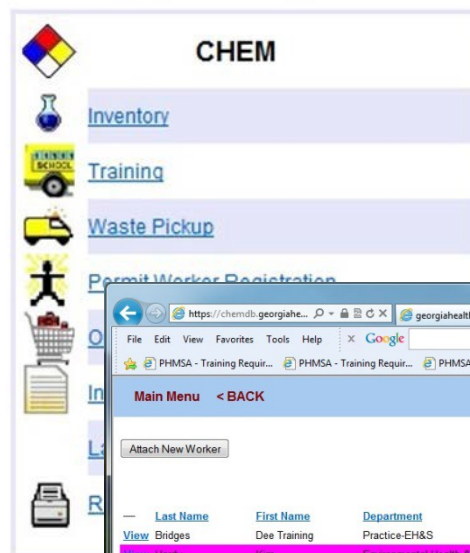
View Worker Training

From the Main Menu, under CHEM, Click on Training

In the Training Screen, you will see a list of all workers attached to the Principal User.

1. Click on the **[VIEW]** for the person that you would like to view training records for.

2. Training information consists of all classes complete. From the completed status future recurrent training requirements can be calculated by adding the course frequency to the training date. A listing of Training Due Dates is available under Reports.

3. Click on **[Attach New Worker]** if you would like to add a worker to the list.

4. Click **[BACK]** to exit this user records and select another worker. Click **[MAIN MENU]** to exit the training module.
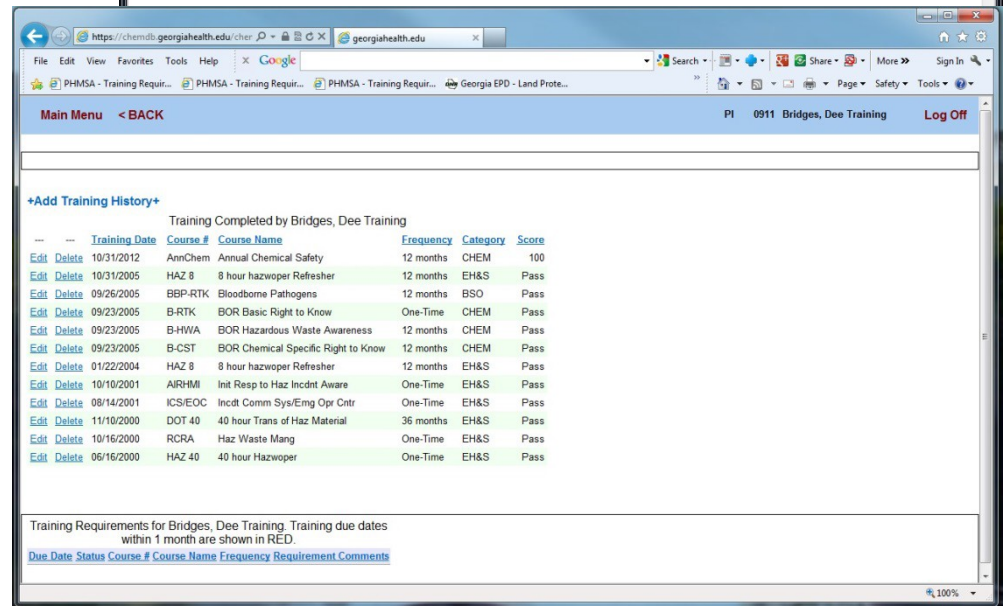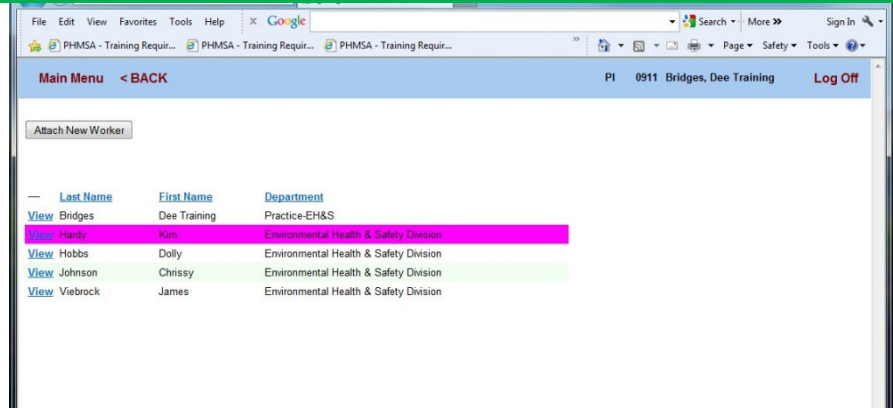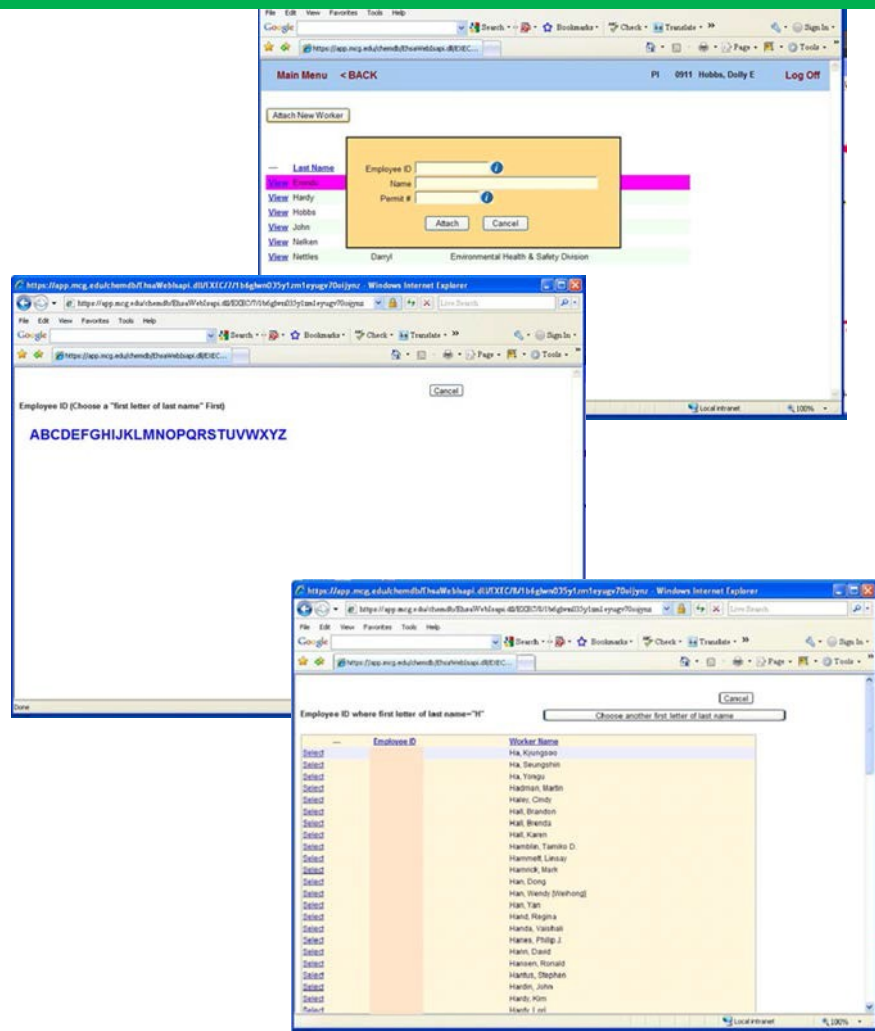
Adding a Worker

To add a worker to the list:

Click on the button that reads **[Attach new Worker]**, A search window will appear. Click on the icon [(i)] following the field called **[Employee ID]**

This will open a pick list generated from the Lab Worker listing in the database.

1. In the 1st screen of the Worker search listing, Click on the **first letter for the person's last name**.

2. A list of workers will appear. Use the Scroll bar to the left to scan down the list.

3. Click on **Select** to the left of the individual's Name to select a worker.

4. If you do not see your employee's name in the list of workers, then your worker is not in the database.

   Go Back to the Main Menu and use the [Add New Worker Module] to add the worker to the database and include worker training. *See Module 6: Permit Worker Registration*

Selecting a Worker

To select a worker:

The Employee ID and the Name of the Employee will appear in the first two fields.

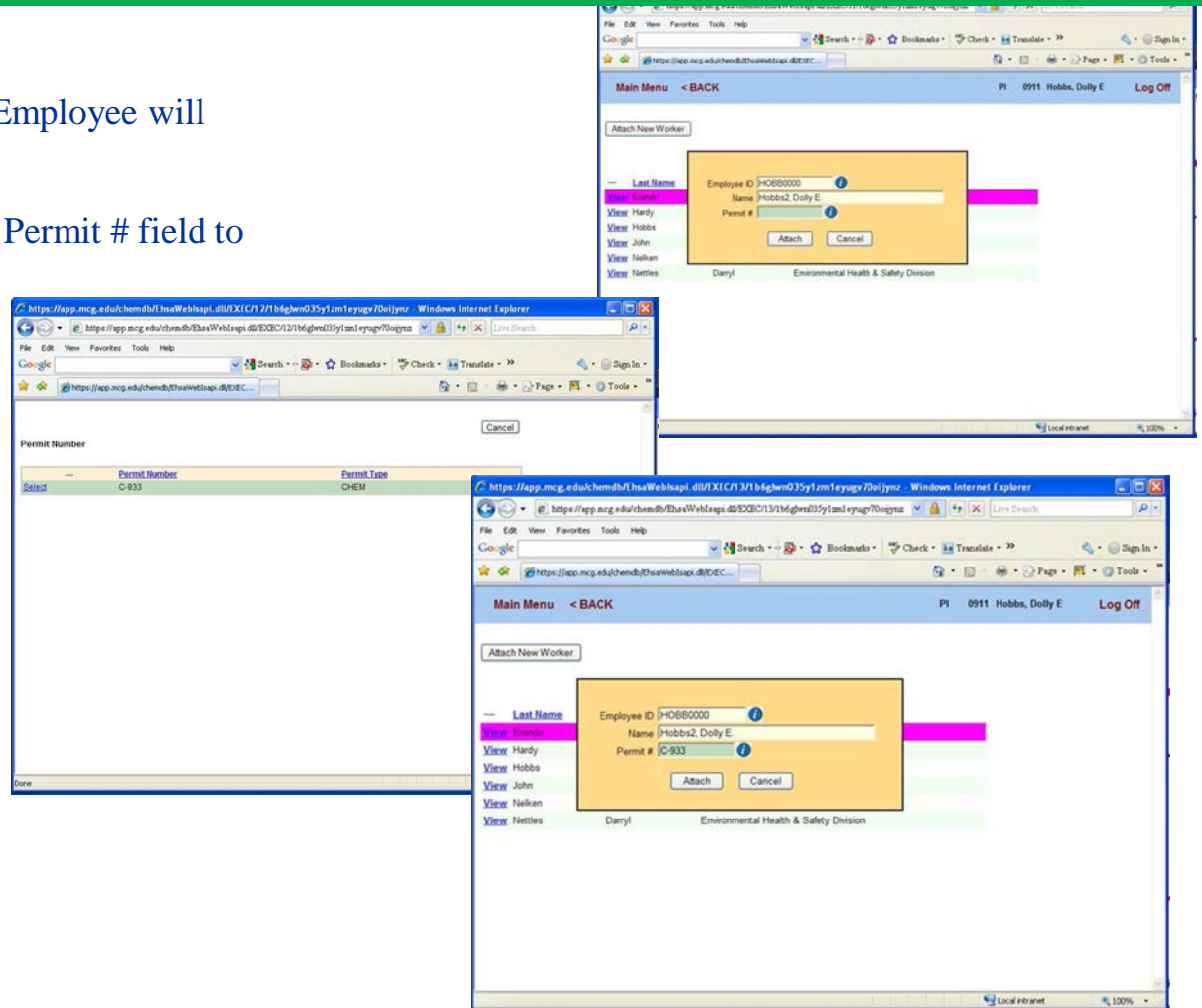Click on the icon [ ] following the Permit # field to attach the PI Permit #.

Click on [Select] to attach the Permit #.

With all fields completed,

Click on **[Attach**] To add the worker to the PI list of employees.

The employee listing will appear with the worker added.

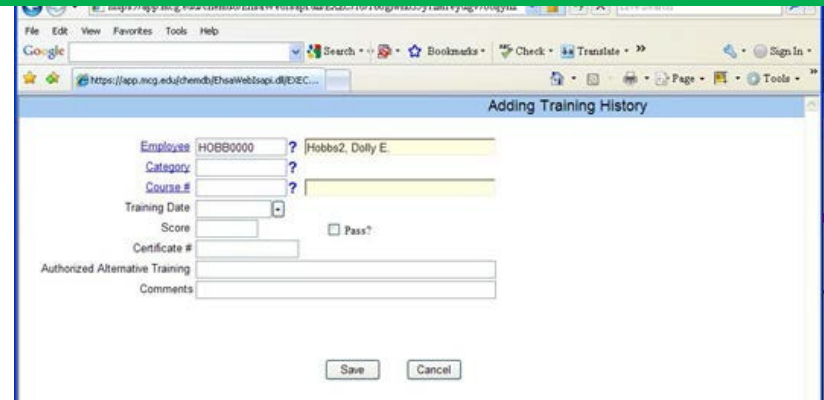You may now update the worker's training.

Selecting Training Category

In the **[Adding Training History**] screen you will have three (3) Categories of training to choose from.

Click on the **[?]** following the **[Category]** field to open the pick list.

The Training Categories are:

- **BSO** – Biological Safety training provided by the Biological Safety Office.

- **CHEM** – Chemical Safety training provided by the Chemical Safety Office and the Board of Regents of the University Systems of Georgia

- **EH&S** – MCG Environmental Health & Safety Division Training

- **RAM** – Radiation Safety Training provided by the Radiation Safety Office.
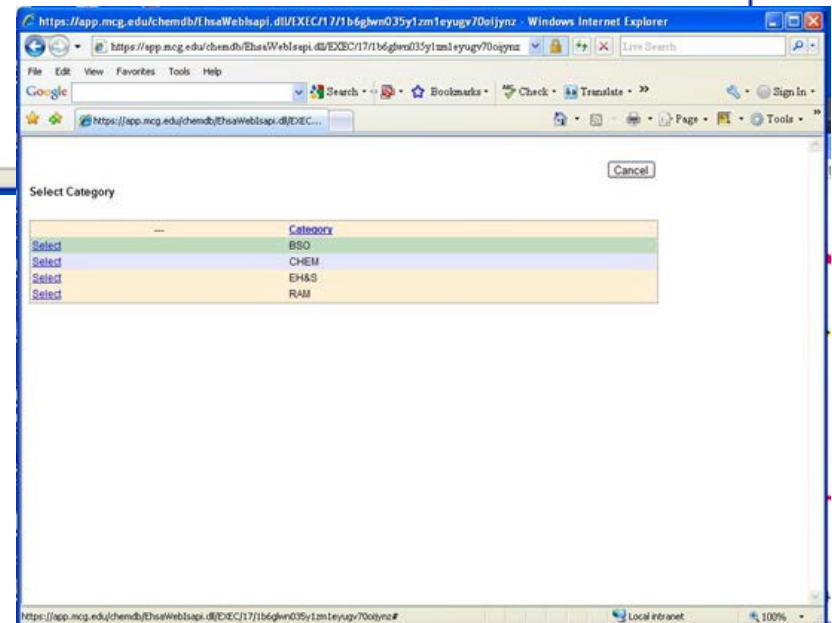
To identify the course take as a Chemical Safety training credit, Click on **[Select]** to the left of [Chem].

Selecting a Training Course

To Select the Course taken:

- Click on the [?] following the [Course #] field to open the pick list.

- This will include Chemical Safety Office Classes and Board of Regents Classes.

- Click on [Select] to the left of the course name to add the Course.

The next field to complete is the date the course was taken. For this field you may click on the arrow to the right of the field to select from a calendar, or you may highlight the field and type in the date. [mm/dd/yyyy].

Course Score & Pass Mark

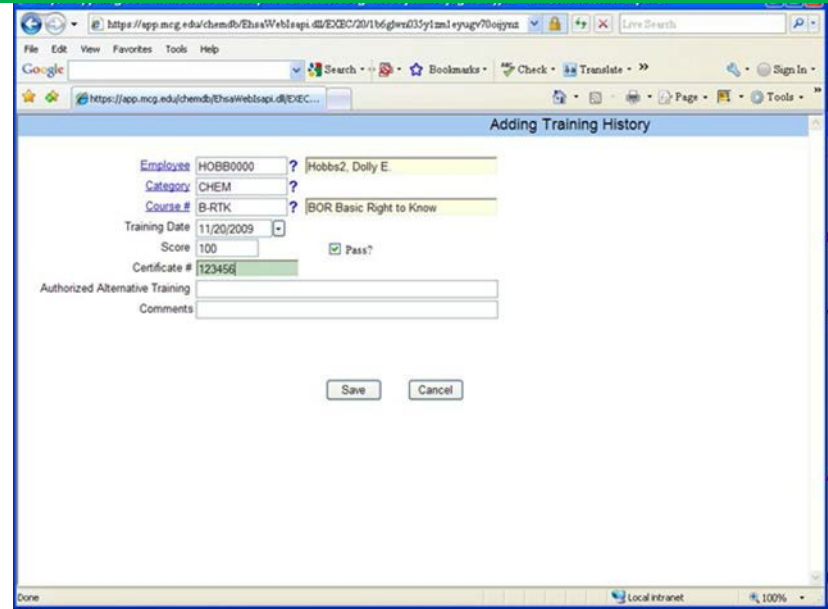## Enter Score & Mark the course as Passed:

Type in the [Score] received for any quiz taken. If there was no quiz score, an the employee is given credit for attending the class, then enter (100) as a score and click on the [check box] before the word [Pass?].

[Certificate #] enter the number provided on the training certificate. This will be the training certificate number or the employee's TA number.

Authorized Alternate Training – must be approved in writing through the Chemical Safety Officer, Kenneth Erondu.

Only training associated with Environmental Health & Safety Division is documented in this database system. This includes Environmental Health & Occupational Safety, Fire Safety, and Radiation Safety Training courses.

To have training that is provided outside of the EH&S systems that is relevant to the safety sections in EH&S – you must request the addition in writing, provide a date, time, name of instructor, and provide proof of training to the Chemical Safety Office.
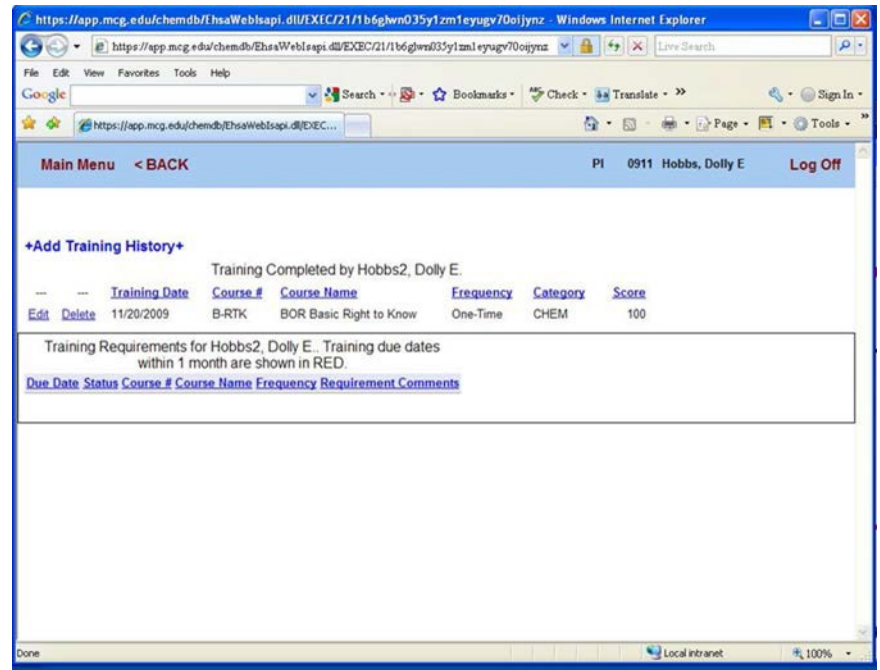
Conclusion

Training Records:

All Classes provided by EH&S are loaded in the training module by EH&S staff. If you believe this listing is incomplete or inaccurate, contact the class instructor to request correction.

Forward a copy of all Training Certificates to the Chemical Safety Office and the Human Resources Department with a note to file the certificate in the Employee's personnel file.

For a list of the required training for laboratory workers, contact the Chemical Safety Officer, Kenneth Erondu at 1-2663.

Contact Information

For additional information or assistance, contact Chemical Safety at:

Phone: 706-721-2663

FAX: 706-721-9844
email: CHEMSAFETY@augusta.edu