

For PI and Lab Manager Access:

**How to Remove/add an employee and view training records**

1. Once logged in, click on “Worker Registration” to add or remove an employee to the employee list. To view training requirements, training due, or pull a comprehensive training report, click on the “Training Records” icon.



2. For Worker Registration: Once the icon is clicked, a page with two boxes will come up. The box on the bottom will list currently registered employees. Select the PI whose employee you wish to view or this box will remain empty.

Workers Attached to

Last Name *	First Name	OSU ID#	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

  

Workers Attached to	PI	Permit #	Function	Phone
<input type="text" value="Please Select a PI"/>	<input type="text" value="1111 last name, 1111 first name"/>			

The image shows a screenshot of a web interface for "Pending Registrations". At the top, there are buttons for "Add", "Edit", and "Delete". Below these are four input fields: "Last Name \*", "First Name", "OSU ID#", and "Department". Below these fields is a large empty space. At the bottom, there is a section titled "Workers Attached to" which contains a dropdown menu with the text "Please Select a PI" and a red arrow pointing to it. Below the dropdown is a table with columns for "PI", "Permit #", "Function", and "Phone". The first row of the table has the text "1111 last name, 1111 first name" in the "PI" column.

3. To remove one of the employees, click on the red “Remove from Permit” button.

The screenshot shows the top section of the 'Pending Registrations' interface. It includes a header with '+ Add', 'Edit', and 'Delete' buttons. Below the header are four search filters: 'Last Name', 'First Name', 'OSU ID#', and 'Department', each with a dropdown arrow.

The screenshot shows the 'Workers Attached to' section with a search filter 'TEST last name, TEST first name'. A table lists three workers. The first row is highlighted with a red box around the 'Remove from Permit' button. A red arrow points to this button.

Name	Permit #	Function	Phone
test, 2test	I-TESTING	Isotope User	
fake, fake	R-TEST	Isotope User	
Harlan, Daniel Lewis	I-TESTING	Animal Handler 3-yr clearance	

4. Once you have done that, the button will turn green which implies that the employee is “Pending Removal.” EH&S reviews the removals and will take the employee off the permit within a few days of this action.

The screenshot shows the 'Workers Attached to' section with the same search filter. The first row's 'Remove from Permit' button is now green and labeled 'Pending Removal (Winda)'. A red arrow points to this button.

Name	Permit #	Function	Phone
3test, 2test	I-TESTING	Isotope User	
fake, fake	R-TEST	Isotope User	
Harlan, Daniel Lewis	I-TESTING	Animal Handler 3-yr clearance	

5. To add an employee, click on the “+Add” button at the top left in the “Pending Registrations box.”

The screenshot shows the top section of the 'Pending Registrations' interface. The '+ Add' button is highlighted with a red box. A red arrow points to the 'Last Name' input field below it.

6. Fill out all of the fields with an asterisk, which are required fields. Click “Save”

A registration form with the following fields: OSU ID#, ONID ID, First Name, Last Name, Office Phone #, Fax Phone #, OSU Email, Department (dropdown), PI (dropdown), and Permit Number (dropdown). Red arrows point to the fields marked with an asterisk: OSU ID#, First Name, Last Name, PI, and Permit Number. At the bottom are 'Save' and 'Cancel' buttons.

7. The name of the employee will then show up under the “Pending Registrations” box. Once reviewed by EH&S, that name will be moved from the Pending Box to the box below for Attached Workers.

Pending Registrations		
Last Name	First Name	OSU ID#
Paul	Jenette	902

8. To review training records and requirements, click on the Training Records Icon.

Welcome to the EHS ASSISTANT - OSU'S Safety Management Interface

Quick Links:  
Lab Hazard Sign Request  
EH&S Website  
Safety Data Sheets  
Waste Pickup Requests

Training Records, Safety Inspections, Reports, Inventory, Worker Registration, Permits

- The box on the left denotes the current employees listed under a particular PI. Highlight the employee whose records you wish to view.

Training Reports ▾ View Former Permit Workers Options ▾

PI: TEST last name, TEST fi ▾

OSU ID#	Name ▲
<input type="text"/>	<input type="text"/>
222222222	3test, 2test
FAKE0001	fake, fake
930680449	Harlan, Daniel Lewis

- The top box on the right shows the requirements for the employee. It also shows when the training is or was due, whether the course was completed or not, and how frequent the course is required.

Training Requirements				
Due Date ▾	Status	Course #	Course Name	Frequency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08-05-2016	Course never taken	H-UWST	Universal Waste Handling	12 Months
08-05-2016	Course never taken	H-HWAST	Hazardous Waste Training	12 Months
08-05-2016	Course never taken	OS-SDS	Safety Data Sheets	36 Months
08-05-2016	Course never taken	L-LHA	Lab Hazard Awareness Training for non-lab personnel	36 Months

- The bottom box on the right outlines the training history for the employee. The Add, Edit, and Delete buttons are disabled for the Training History Box.

~~Training History~~ Training History

Training Date ▾	Category	Course #	Course Name	Docum
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

➔

12. To print or view an overview of records and training due for all of your employees, click on the “Training Reports” drop down menu at the top left of the page. Use the first report, “Training Due by P.I. group.” Be sure you allow pop-ups from this website or the pdf report may not load.

EHSA Training / Training

Training Reports ▾ View Former Permit Workers

Training Due by P.I. group ▾

Training History Individual

Training Due by Indiv Emp

22222222	3test, 2test
FAKE0001	fake, fake
930680449	Harlan, Daniel Lewis

5/16/2017 **Training Due by P.I. group** Oregon State

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**TEST last name, TEST first name**  
PI Code: TEST

Employee Name	Due Date	Course #	Course Description
3test, 2test	Past Due 8/5/2016	H-HWAST	Hazardous Waste Training
	Past Due 8/5/2016	H-UWST	Universal Waste Handling
	Past Due 8/5/2016	L-LHA	Lab Hazard Awareness Training for non-lab personnel
	Past Due 8/5/2016	OS-SDS	Safety Data Sheets
fake, fake	Past Due 5/25/2016	H-HWAST	Hazardous Waste Training
	5/5/2018	L-GLAB	Laboratory Safety Training
	Past Due 5/25/2016	OH-RESP	Respirator Training/Fit Test
	5/5/2019	OS-SDS	Safety Data Sheets
	5/5/2018	R-RFRSH	Isotope User Refresher
Harlan, Daniel Lewis	3/29/2018	B-BBPLB	Bloodborne pathogens & lab biosafety (annual)
	4/13/2019	H-DOTR-Z	DOT Shipper-Refresher
	5/20/2017	H-HWAST	Hazardous Waste Training
	8/23/2017	H-HWPRR	HAZWOPER - refresher
	1/25/2018	H-UWST	Universal Waste Handling
	4/1/2019	L-GLAB	Laboratory Safety Training
	4/1/2019	L-LHA	Lab Hazard Awareness Training for non-lab personnel
	Past Due 5/5/2017	NT-AH3C-Z	Animal Handler 3-year clearance
	2/8/2018	NT-AHAC-Z	Animal Handler annual clearance
	3/2/2018	OS-SDS	Safety Data Sheets
	1/4/2019	R-DOTU-Z	Unrestricted Isotopes Shipper Training
	3/17/2019	R-RFRSH	Isotope User Refresher