



# EHS Online User Guide:

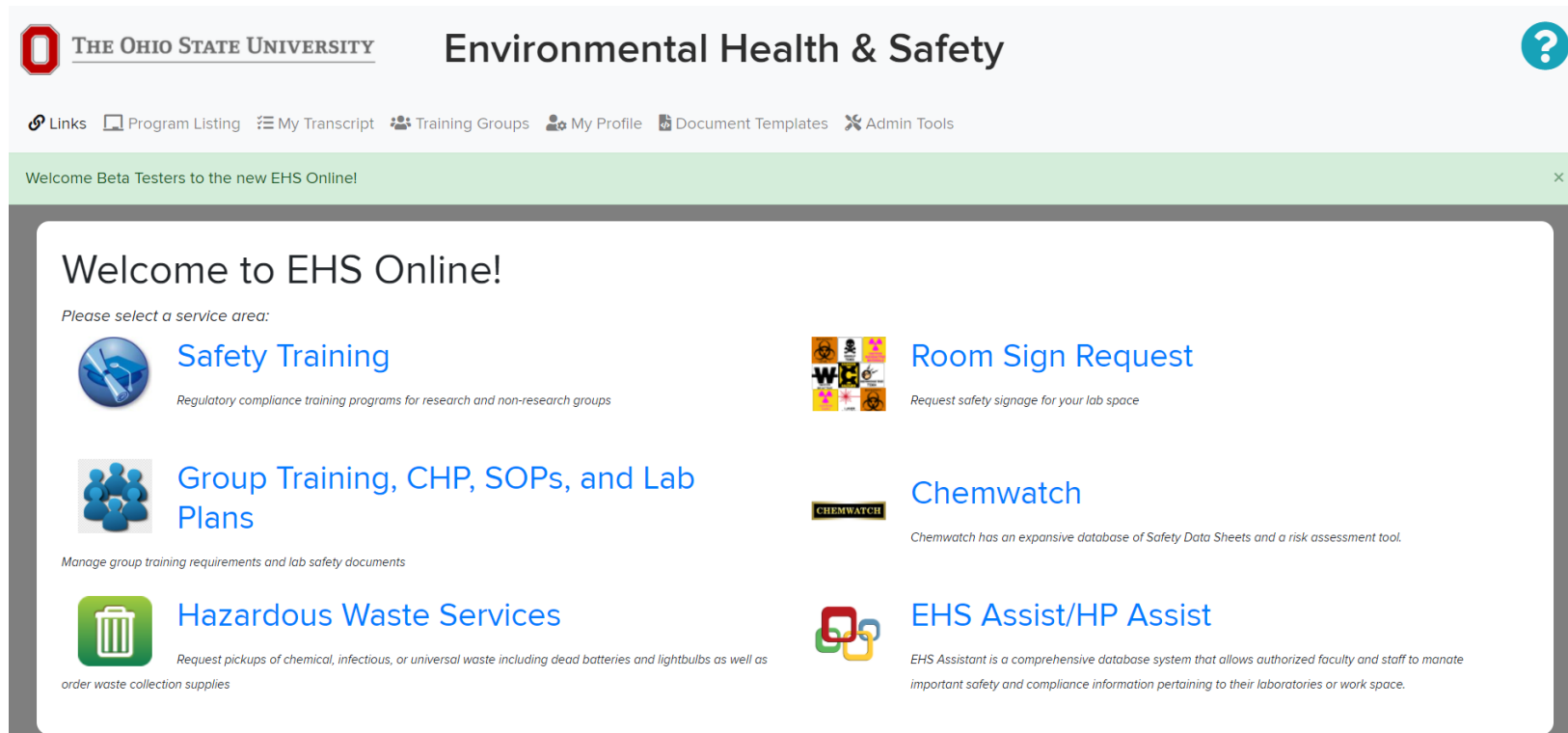
EHS Online is a comprehensive database system encompassing a variety of EHS services include training, compliance documentation, hazardous waste, Safety Data Sheets (SDS) search and laboratory signage.

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**Navigation:** From the EHS Online homepage users can quickly navigate to the desired service. Clicking **Environmental Health and Safety**  at the top of the page takes you to the EHS Homepage.  Links will take you back to the EHS Online homepage.



The screenshot shows the EHS Online homepage. At the top left is the Ohio State University logo and the text "THE OHIO STATE UNIVERSITY". To the right is the main heading "Environmental Health & Safety" and a help icon (question mark in a circle). Below the heading is a navigation bar with links: "Links", "Program Listing", "My Transcript", "Training Groups", "My Profile", "Document Templates", and "Admin Tools". A green banner below the navigation bar says "Welcome Beta Testers to the new EHS Online!". The main content area is titled "Welcome to EHS Online!" and includes the instruction "Please select a service area:". There are six service tiles arranged in two columns. The left column contains: "Safety Training" (with a blue globe icon and description: "Regulatory compliance training programs for research and non-research groups"), "Group Training, CHP, SOPs, and Lab Plans" (with a blue group icon and description: "Manage group training requirements and lab safety documents"), and "Hazardous Waste Services" (with a green trash can icon and description: "Request pickups of chemical, infectious, or universal waste including dead batteries and lightbulbs as well as order waste collection supplies"). The right column contains: "Room Sign Request" (with a grid of hazard icons and description: "Request safety signage for your lab space"), "Chemwatch" (with a black and yellow "CHEMWATCH" logo and description: "Chemwatch has an expansive database of Safety Data Sheets and a risk assessment tool."), and "EHS Assist/HP Assist" (with a colorful icon of three overlapping squares and description: "EHS Assistant is a comprehensive database system that allows authorized faculty and staff to manage important safety and compliance information pertaining to their laboratories or work space.").

**Help Topics:**  Quick reference help topics are located at the top of each page.



**Safety Training:** EHS maintains over 70+ online training modules on a variety of topics designed to fulfill regulatory requirements and provide personnel an introduction to a variety of training topics. EHS Online trainings are integrated into the universities content management system, Buckyelearn. Completion of modules in EHS online will be reflected on your Buckyelearn transcript.

**Taking Online Training:**

- From the Homepage click **Safety Training**
- Type the name or a keyword in the search bar to locate the training module you wish to complete:  
*Examples:* Biological, BBP, Radiological, Laboratory, Chemical, Electrical, BEAP

Safety Training Programs

Q Search

Select All  Athletics (2)  Biosafety (8)  CFAES (5)  Environmental Affairs (11)

**Start Training:** Once you have located the training module you wish to complete

- **Start ▶**: Start button launches the selected module
- **View 👁**: Provides a written summary of the selected training module

Research Safety BL


## Lab Standard Training

This training gives an overview of the OSHA Laboratory Standard and occupational exposure to hazardous chemicals in research laboratories. It is a one-time, required online training for all employees engaged in the laboratory use of hazardous chemicals.

## EHS Online Transcript:

[My Transcript](#)

**View Transcript:** To view a copy of your transcript click the **My Transcript** button in the top right corner:

From the transcript page you can view, search, download, print both individual and group transcripts. You also have the option retake training from this page. Locate the blue  to retake this module.

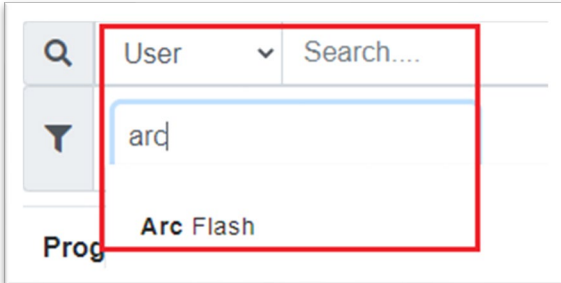


The screenshot shows the 'Transcript' page with a search bar, a tag input field, and a table of transcripts. The table has columns for Program, Area, Status, and Retake. A single transcript is listed: '3M PAPR Airmate HEPA Training' under the Area 'Occupational Health & Safety', with a status of 'Completed 5/21/13, 10:48 AM' and a blue refresh icon in the Retake column.

Program	Area	Status	Retake
3M PAPR Airmate HEPA Training	Occupational Health & Safety	Completed 5/21/13, 10:48 AM	

## Searching Transcripts:

You can search and sort both Group and individual transcripts using the  filter option provided at the top of the transcript page:



This close-up shows the search and filter options. The search bar contains 'User' and 'Search...'. Below it, a filter icon is shown with a dropdown menu containing 'ard' and 'Arc Flash'.



**Training Groups:** Training groups allow supervisors to manage, assign and document training for their group. Enhancements to EHS Online have now centralized the management of common compliance documents, such as the Chemical Hygiene Plan (CHP), Hazard Communication Plan (HCP) and Standard Operating Procedures (SOP).

#### Group Training:

- From the EHS Homepage click, [Group Training, CHP, SOP's, and Lab Plans](#)

#### Adding new Training Group:

- Click: 

**Group Type(s):** There are two types of groups, “*Training*” and “*Research*” defined below:

**Training** – allows supervisors to manage, assign and document training (only). Upon request training groups can be migrated to a Research groups.

**Research**- allows supervisors to manage, assign and document training and includes safety documents and lab hazards. Laboratories needing to manage a Chemical Hygiene Plan (CHP) or Hazard Communication Plan (HCP) will be required to have this group type. Some fields associated with the group type are required (group name and lead P.I. name).

- Once you have chosen the appropriate training group, click “**Save Changes**”






**Group Management:** - Established groups can be managed from the Training Groups page.



Groups for Joseph Smith + New Group


Any Type  Group Name  Lead PI  Active  Search


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 Joseph Smith Training    



**Group Dashboard Shortcuts:**



 **Group Details** – edit group detail information such as Lead P.I. Name, College and Department. This information is required when creating lab plans and SOP’s.

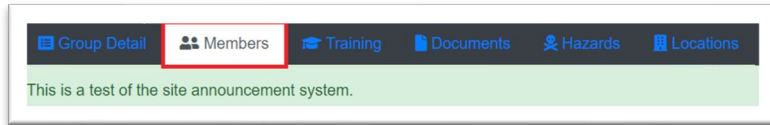
 **Group Members** – number of group members, add, remove, group members and change supervisor status.

 **Group Training** – number of modules assigned to the group, add, remove group training modules.

 or  **Group Status** – quick view to determine if all group training has been completed.

## Group Memebrs Tab:

Group members can be added, removed, and moved to a supervisor role from the Members tab:




### Adding group members:

- In the search bar type the new member's name. #, edit member status (member or supervisor), click “+New Member”  
**Note:** If a new group member has already completed the required training, their records will show as complete.



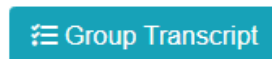
### Removing group members:

- Locate the red minus icon.  This will remove them from the group and remove all group training requirements.


### View group members transcript:

-  Click the green transcript button to view/print/download a group members transcript.

### View group transcript:

-  Locate the “Group Transcript” button in the top right corner. From this screen you can display, search, and sort the groups training history and status.

### Refresh group member records:

- Use the refresh button  to refresh training data from the Buckeyelearn system

## Adding/Removing Group Training (Training Tab):

From the Group Training tab new training modules can be added, removed, searched, and viewed:

Joseph Smith Required Training

Retake: Never

Training	Retake	Compliance	Actions
Arc Flash	Never		

**Refresher Training (retake schedule):** Refresher training can now be set to (*Never, Annually, Every 2 years and every 3 years*).

**Lab Safety Documents:** Training documents are only associated with Research Groups. Research Groups allow for the management of safety documents. Laboratories needing to manage a Chemical Hygiene Plan (CHP) or Hazard Communication Plan (HCP) will be required to have this group type.

**View | Add | Search | Manage Training Documents:** Open the Documents Tab

Turbo Team Alpha Documents

Title	Type	Version	State	Date	Requirement	Actions
Flammable or Combustible Liquids Standard Operating Procedure	SOP	--	Draft	Placeholder	Document required	Upload
Hazard Evaluation & Assessment Tool (HEAT)	HEAT	3	Draft	Created 6/25/2020	Document draft	Edit
Chemical Hygiene Plan-1.0	Lab Plan	1	Draft	Created 8/17/2020	Document draft	Edit



**Adding new Documents:** Click the “+Create From Template” button to create a document type you would like to add:

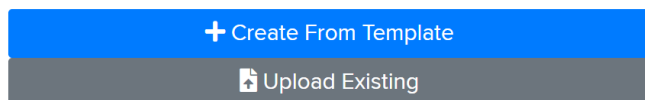
**Document Types:**

**Lab Plan** – The two main types of lab plans are Chemical Hygiene Plan (CHP) and Hazard Communication Plan (HCP).

**SOP**- Standard Operating Procedure- written documentation of specific chemical, processes, operation, or analysis.

**HEAT**- Hazard Assessment & Evaluation Tool (HEAT) assists labs with identifying and evaluating common laboratory hazards and presents information on how to mitigate these hazards.


**Document Types: (Templates or Uploads):**






**Templates**- Template’s provide a mechanism for creating a new document type; Chemical Hygiene Plan (CHP); Hazard Communication Plan (HCP); Standard Operating Procedure (SOP); or Hazard Evaluation & Assessment Tool (HEAT). Each template will help guide you through the process of the creating this new document type for laboratory compliance and group use.


**Upload Existing** – Allows for external documents of all types to be uploaded and available for the research group.


**Document Management:** Existing documents or outdated versions of uploaded or templates can be viewed, copied, renamed, versioned or archived using the available button associated with each document. Document actions are available for each type:



















**View:**  View the existing document.

**Copy:**  Copies the existing document.

**Rename:**  The name of a document can be changed by clicking the edit icon. Once complete rename the file and click (save) 

**New Version:**  Create a new version of a document.

**Archive:**  Archive old documents. *Documents can be restored depending on their creation date.*

My HEAT		HEAT	 Document valid until 10/15/2021	 View	 Copy	 New Version	 Archive
Chloroform		SOP	 Document valid until 10/15/2021	 View	 Copy	 New Version	 Archive
My CHP		Lab Plan	 Document valid until 10/15/2021	 View	 Copy	 New Version	 Archive

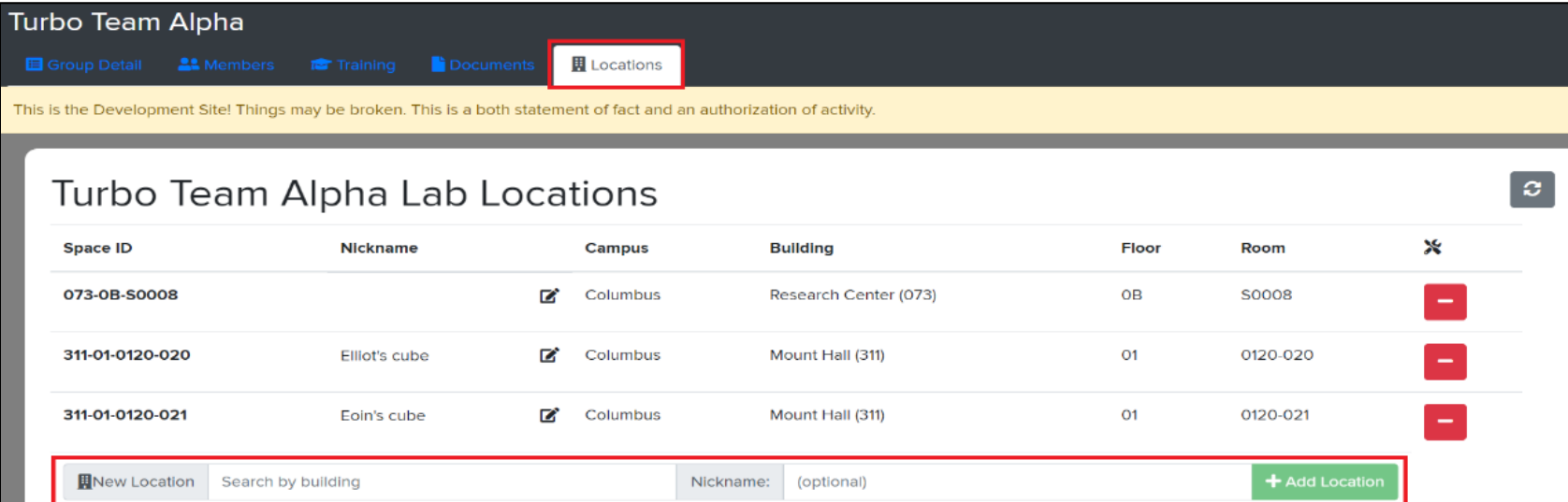
## Locations:

From the Locations tab laboratory locations can be added or removed. Locations are only associated with Research Groups. Research Groups allow for the management of safety documents. Laboratories needing to manage a Chemical Hygiene Plan (CHP) or Hazard Communication Plan (HCP) will be required to have this group type.

**Adding New Location:** Locate the location search field at the bottom of the page. Type in the building name or building number to locate the location you wish to add. Once you have chosen the building separate floor and room search options will appear, click **+Add Location**.

**Remove Location:** To remove an existing location click the red  button.

**Nickname:** If needed you can type in a “Nickname” for the new location. Examples, “My Lab”, “Instrument Lab”, “Core Facility”



Turbo Team Alpha

Group Detail Members Training Documents **Locations**

This is the Development Site! Things may be broken. This is a both statement of fact and an authorization of activity.

### Turbo Team Alpha Lab Locations

Space ID	Nickname	Campus	Building	Floor	Room	
073-0B-S0008		Columbus	Research Center (073)	0B	S0008	
311-01-0120-020	Elliot's cube	Columbus	Mount Hall (311)	01	0120-020	
311-01-0120-021	Eoin's cube	Columbus	Mount Hall (311)	01	0120-021	

New Location Search by building Nickname: (optional)

## Other EHS Online Apps:

From the EHS Online homepage **EHS Apps** , choose one of the following services:



**Hazardous Waste Services:** Hazardous waste service requests for chemical, infectious, or universal waste pickup or supply delivery services.



**Room Sign Request:** The room sign request form allows for the ordering of custom laminated laboratory door signage used to identify and inform employees and visitors of potential lab-specific hazards. Requested signs should arrive within 1-2 weeks via campus mail. If for some reason you do not receive your sign, please contact the Research Safety Group at 292-1284.



**ChemWatch (SDS Search Engine):** Environmental Health and Safety (EHS) provides access to a searchable SDS database of over 6 million original vendor SDS's called ChemWatch.



**EHS Assist/HP Assist:** EHS Assistant is a comprehensive database system that allows authorized faculty and staff to manage important safety and compliance information pertaining to their laboratories or workspace.

**Note:** All services outlined on this page have not been affected by the changes made to the EHS Online system