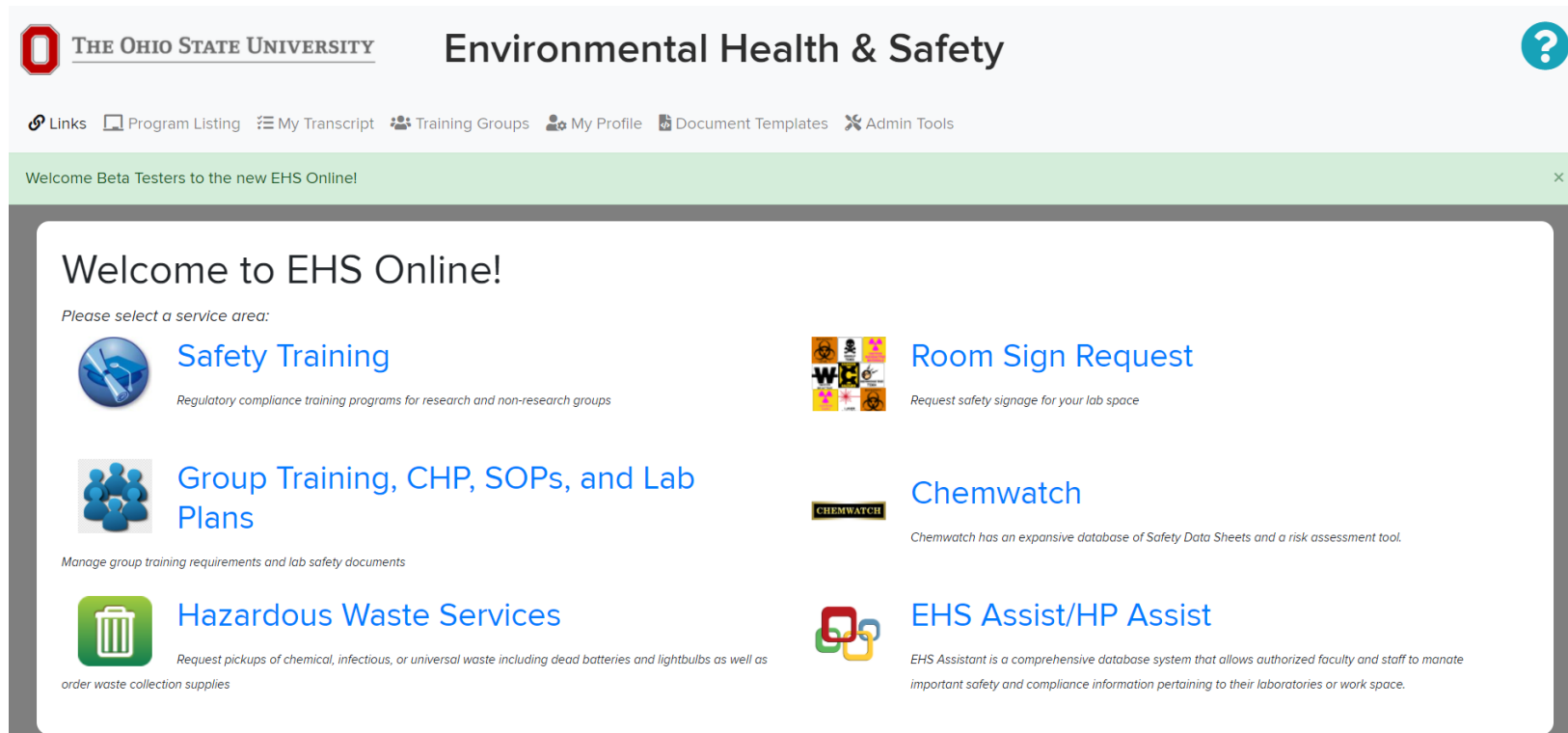# EHS Online User Guide:

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.

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.

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, Buckeyelearn. Completion of modules in EHS online will be reflected on your Buckeyelearn 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

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

EHS Online Transcript:

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

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.
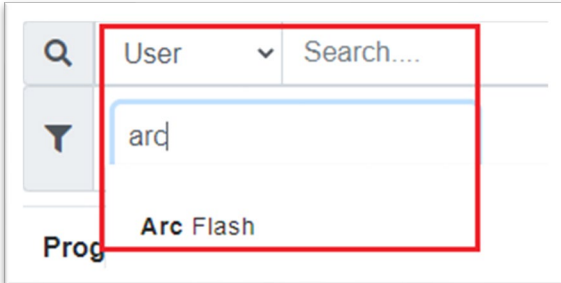
Transcript				Download	Print
🔍 User ⌄ Search....					
▼ Enter a new tag					
Program ⇕		**Area ⇕**	**Status ⇕**		**Retake**
3M PAPR Airmate HEPA Training		Occupational Health & Safety	Completed 5/21/13, 10:48 AM		↻

Searching Transcripts:

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

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.

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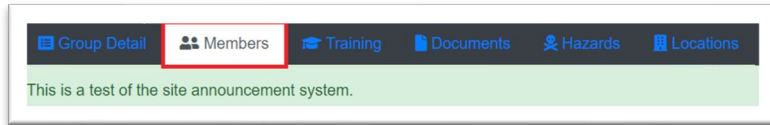
- In the search bar type the new member's name. #, edit member status (member or supervisor), click "**+New Member**"
  Note: If a new group member has already completed the required training, their records will show as complete.
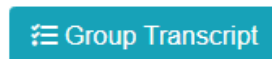

Removing group members:

- 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:

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

Adding new Documents: Click the "**+Create From Template**" button to create a document type you would like to add:
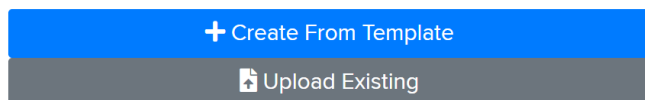
    <u>**Document Types:**</u>

    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):

+ Create From Template
🗅 Upload Existing

    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.

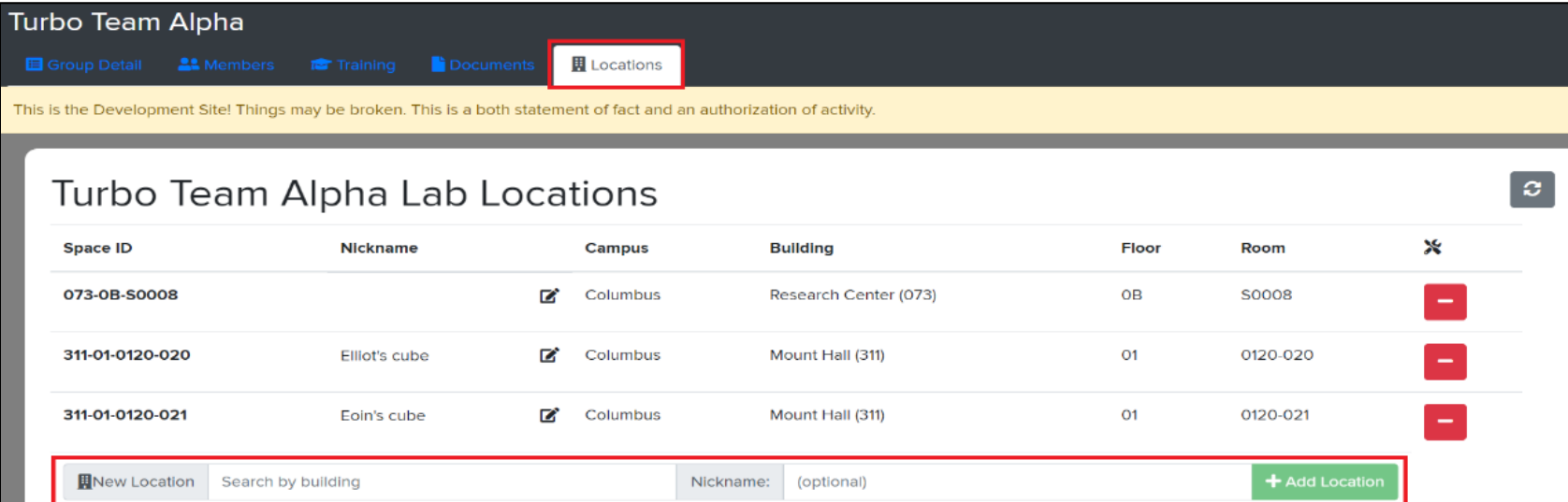**Adding New Location:** Locate the location search field at the bottom of the page. Type in the building name or building number to locate the location you wish to add. Once you have chosen the building separate floor and room search options will appear, click **+Add Location**.

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"

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*