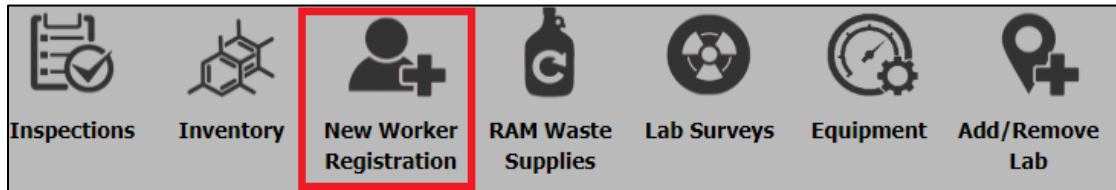


**EHS Assist/HP Assist:**

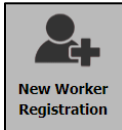
**New Worker Registration**

**Add a new worker to your Chemical Permit:**

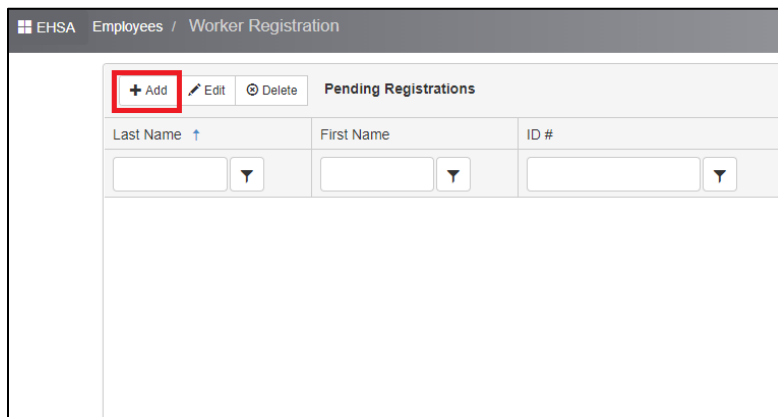
**Permit Holder/Supervisors (only):** Depending on your role you will only see this icon if you are a permit holder or have been designated a supervisor by your P.I.:



Both RAM/CHEM Permit holders (P.I.) and Lab Supervisors will have the ability to add new workers to their Chemical Permit (only).



From the Worker Registration Screen, click "Add"



Fill out the required Worker Information:

The 'Worker Information' form contains the following fields:

- OSU Name.#
- \*First Name
- \*Last Name (with placeholder text 'Type to Search')
- Phone #
- \*Email
- \*Worker Type (dropdown menu)

The supervisor field will automatically populate with the Permit Holders name. Next choose the workers role\* in the "Function" field:

The 'Worker Link' form contains the following fields:

- \*Supervisor (P.I.) (dropdown menu)
- \*Function (dropdown menu, highlighted with a red box, showing options: Lab Supervisor and Worker)

Buttons: Save, Cancel

Once complete, click "Save" The new Worker/Supervisor will now have automatic access to the labs chemical permit information. ***Only EHS staff members can provide access to labs members who need access to Radiation use information.***

**\*Worker Roles**

**Lab Supervisor:** This role allows the supervisor to add new workers to the labs chemical permit. All other features are identical to the permit holder.

**Worker:** All features are identical to the supervisor with the exception of the ability to add new workers to the labs chemical permit.

**Remove a worker from the Chemical Permit:**

At the bottom of the Worker Registration screen is the option to remove workers from the Chemical Permit. Click “the Remove from Permit” button to remove the worker. Once complete this will instantly remove a worker from access to the labs chemical permit.

Workers Attached to <span>Researcher, Joseph</span>			
	Name ↑	Permit #	Function
<span>Remove from Permit</span>	Baker, Mitch	C-Research	
<span>Remove from Permit</span>	Researcher, Joseph	C-Research	

For more information on using the EHSA system use the “Help” button located at the bottom of each page. If you need assistance contact your EHS safety representative or email general questions to: [ehs@osu.edu](mailto:ehs@osu.edu)

