



SUPERVISOR'S TRAINING REVIEW FOR DIRECT REPORTS

Click this [link](#) to access the EHS Assist database or follow the prompts below:

Start at the Emory EHSO website:
ehso.emory.edu

Click Resources > Systems.

Click on Systems > EHS Assist

Log into Emory Single Sign on with your credentials.

EMORY UNIVERSITY
Environmental Health and Safety Office

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Resources

Find resources and tools that help you manage environmental, health, and safety risks, reduce workplace injuries and illnesses, and minimize environmental impact.

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Find a Safety Data Sheet (SDS)

Systems

Systems

Find the system you need to manage or support your daily work ac

Quick Links

BIORAFT

EHS ASSIST

Web Login Service

login.emory.edu/dp/profile/SAML2/Redirect/SSO?execution=e1s1

EMORY UNIVERSITY | EMORY HEALTHCARE | Login

Network ID

Password

Login

Forgot Password?

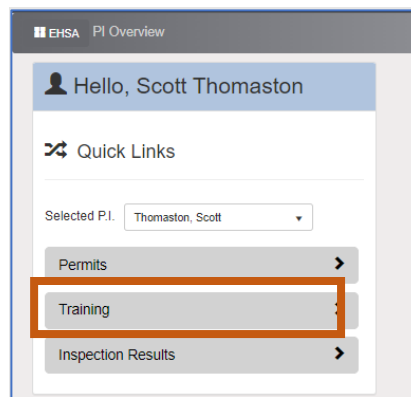
Login is Emory's aut questions, problems, 7777 or the Emory H http://help.emory.ed

You will arrive on the main page for EHS Assist.

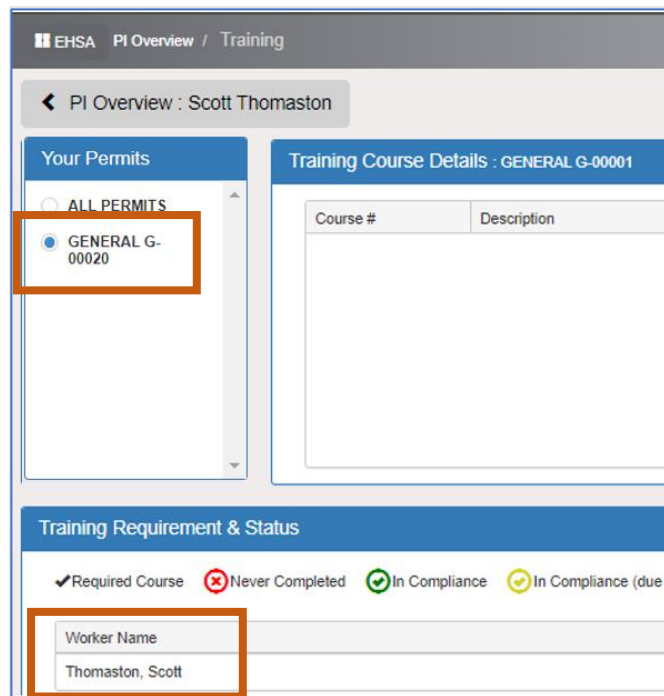
Select PI Overview



Select Training



Select permit with the format:
General G-#####



All the staff affiliated with your permit will display under Training Requirement & Status.

Scroll through to verify the correct staff are listed.

Select the Worker Requirements box to see the training assignments and status.

Required courses are listed along with status:

1. Never Completed*
2. In Compliance
3. Due in 30 days
4. Overdue

*Note: some courses may appear as never completed because some overdue courses were not imported.

Supervisors can add and remove staff from the Worker Registration icon on the main page.

Return to the main screen by selecting the EHS link at the top left of the screen.

The screenshot displays the 'Training Requirement & Status' interface. At the top, there are status indicators: a checkmark for 'Required Course', a red 'X' for 'Never Completed', a green checkmark for 'In Compliance', a yellow checkmark for 'In Compliance (due under 30 days)', and a red exclamation mark for 'Overdue'. A 'Worker Requirements' button is highlighted with an orange box.

Worker Name	Email
Aldrich, Mary	mkaldri@emory.edu
Backhaus, Annie	annie.backhaus@emory.edu
Baker, Craig	craig.a.baker@emory.edu
Benton, Tiffany	tiffany.benton@emory.edu
Bowen, Kristina	kristina.bowen@emory.edu
Bradley, Grant	grant.bradley@emory.edu
Brewer, Hope	hope.sinue@emory.edu
COHEN, ANDREW M.	amcohen@emory.edu
Campbell, Nicole	nicole.campbell@emory.edu
Contreras Alcantara, Susana	susana.contreras-alcantara@emory.edu

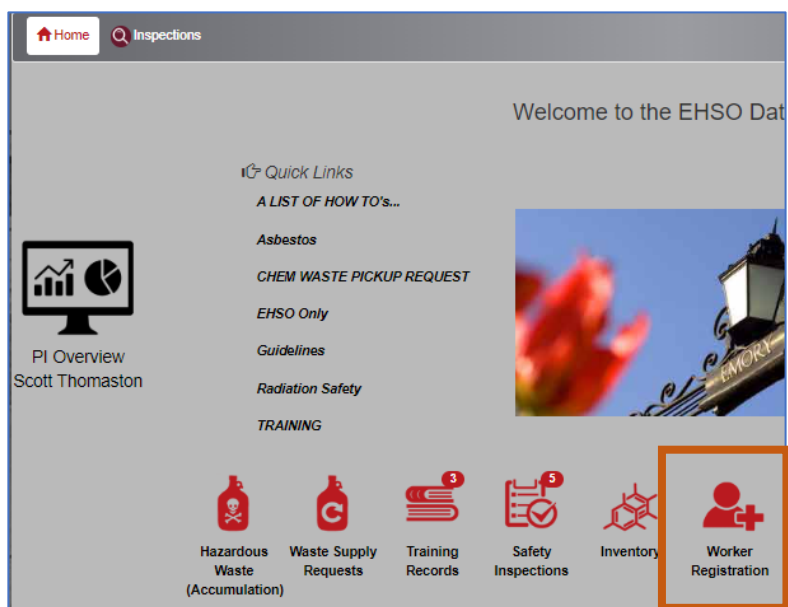
Below the worker list, there are more status indicators: a red 'X' for 'Never Completed', a green checkmark for 'In Compliance', a yellow checkmark for 'In Compliance (due under 30 days)', and a red exclamation mark for 'Overdue'.

The selected worker, Denis Padovani (dpadova@emory.edu), has the following training assignments:

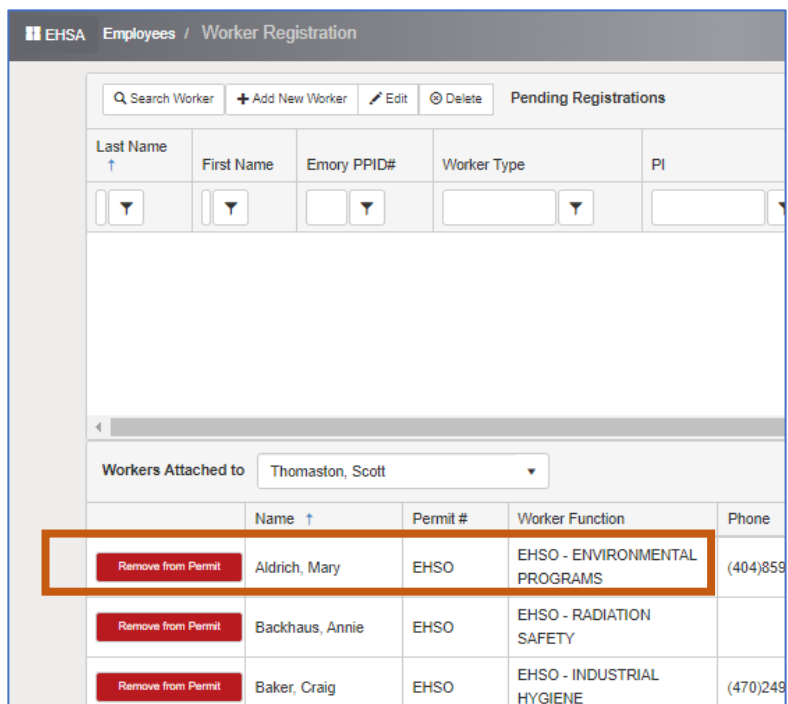
Course ID	Course Name	Status
210001	HIPAA@Emory	In Compliance
210003	HIPAA Security	In Compliance
240140	Hazard Communication for University Workers	In Compliance
240150	Research Lab Safety Training Initial	Never Completed
240169	Lockout Tagout Awareness for Affected Workers	In Compliance
240175	Personal Protective Equipment (PPE)	In Compliance
240176	HAZWOPER 8-hour Annual Update	In Compliance (due under 30 days)
240180	Respiratory Protection for University Workers	In Compliance
240299	DOT Hazardous Materials Transportation - HAZMAT Security Plan	In Compliance
242200	Ladder Safety	In Compliance
245000	Laser Safety Training	Never Completed
246411	Radiation Safety for Lab Research Personnel - Initial	In Compliance

At the bottom, there is a navigation bar with 'EHS' and 'PI Overview / Training' links. The 'PI Overview' link is highlighted with an orange box. Below the navigation bar, there is a 'PI Overview : Scott Thomaston' section. On the left, there is a 'Your Permits' section with radio buttons for 'ALL PERMITS' and 'GENERAL G-00020'. On the right, there is a 'Training Course Details : GENERAL G-0001' section with a table for 'Course #' and 'Description'.

Select the Worker Registration Icon.



To remove staff, select the red Remove from Permit button next to the staff name.



The button will turn green, and the text will change to “Pending Removal”

Click the green button to cancel the removal.

To Add New staff select the Search Worker button.

- Type the Last name ONLY and click Search.
- Click on the column for Name to sort alphabetically Z >A or A <Z.
- Click Select when you find the person you want to add.

Workers Attached to	Name ↑	Permit #	Worker Function
Thomaston, Scott	Aldrich, Mary	EHSO	EHSO - ENVIRONMENTAL PROGRAMS
	Backhaus, Annie	EHSO	EHSO - RADIATION SAFETY
	Baker, Craig	EHSO	EHSO - INDUSTRIAL HYGIENE
	Benton, Tiffany	EHSO	EHSO - ADMIN

EHS A Employees / Worker Registration

Search Worker + Add New Worker Edit Delete Pending Registrations

Last Name ↑	First Name	Emory PPID#	Worker Type	PI

Select Worker

Find Worker jackson Search

Drag a column header and drop it here to group by that column

	Name	ID#	Department
Select	Jackson, Shanta	P3541706	EUH Radiology CT - WCI
Select	Jackson, Ebony Nate	P7370134	EHM Operating Room
Select	Jackson, Jr., Lavan	P9258812	Winship Cancer Institute
Select	Jackson, Victor Lamar	P9372422	FM Zone D Maintenance
Select	JACKSON, MARKEVIA	P4576324	

The Worker Information screen will open.

Add the reason you want to add the staff (ex. *Add to my permit and assign training for electrician*).

In the Worker Link section, you will select the permit to attach them to.

Locate the Permit Number field and select the drop-down arrow.

Select the correct permit G-#####

Note: EHS-### permits are for managing inspections.

Click Save to complete

The screenshots illustrate the steps for adding a worker and linking them to a permit. The first screenshot shows the 'Worker Information' form with fields for Emory PPID#, Other ID, First Name, Last Name, Office Phone, Lab Phone, Cell Phone, Fax Phone, Address, Email, Department, Worker Type, and Position. A red box highlights the 'Reason to use ESHA - please be as detailed as possible.' field. The second screenshot shows the 'Worker Link' section with a red box around the 'Add' button next to the Permit Number field. The third screenshot shows the 'Worker Link' section with a red box around the drop-down arrow in the Permit Number field, which is set to 'G-00001 (GENERAL)'.

EHSO will approve the requested changes and assign the correct training based on the training matrix and the information provided.

If there are any questions about training, EHSO will reach out to the supervisor.

Select the EHSA icon in the upper left to return to the main screen.

You can close your browser.

EHSA Employees / Worker Registration

Search Worker + Add New Worker Edit Delete Pending Registrations

Last Name	First Name	Worker Type	PI	Permit	Reason possible
Jackson	Victor Lamar	PRINCIPAL INVESTIGATOR	Thomaston, Scott	G-00001	Assign t

Workers Attached to Thomaston, Scott

Name ↑	Permit #	Worker Function	Phone
Aldrich, Mary	EHSO	EHSO - ENVIRONMENTAL PROGRAMS	(404)859-4613

Questions or feedback?
Please contact: etraini@emory.edu