



EHSA User Manual Training Modules

**Completing Web-Based Training
&
Registering for In-Person Training**

EHSA Home Page

ehs-prd-01.uchicago.edu/EHSA/

- Web-based training ehsa.uchicago.edu/training
- In-person registration page ehsa.uchicago.edu/trainingregistration

- Training records and certificates ehs-prd-01.uchicago.edu/EHSA/

The screenshot shows the EHSA Home Page. At the top, there is a navigation bar with 'EHSA' on the left, 'Home' and 'Training' buttons in the center, and 'DMCAREY' on the right. Below the navigation bar, the main heading reads 'Welcome to The University of Chicago's Safety Management System'. On the left side, there is a 'Quick Links' section with several links. A red dashed box highlights the last two links: 'EHSA Web-Based Safety Training Courses' and 'EHSA Safety Courses In-Person Training Registration'. In the center, there is a large image of two scientists in a lab. A red arrow points from the 'Training Records' icon (a red book icon) at the bottom center to the 'EHSA Web-Based Safety Training Courses' link. Another red arrow points from the 'Training Records' icon to a text box on the right. The text box contains information about hazardous waste module access, laboratory module access, and hazardous chemical waste pickups. The text box also mentions that users will have different icons available on the homepage depending on their 'user group'.

Quick Links

- [The University of Chicago](#)
- [Office of Research and Safety \(ORS\)](#)
- [Environmental Health and Safety \(EH&S\)](#)
- [The University of Chicago Medicine](#)
- [UCAIR - UC Accident/Incident Reporting System](#)
- [Print Hazardous Waste Disposal Label Templates](#)
- [EHSA Web-Based Safety Training Courses](#)
- [EHSA Safety Courses In-Person Training Registration](#)

Training Records

For access or questions regarding the hazardous waste module, please contact safety@uchicago.edu. For access or questions regarding laboratory modules, please contact researchsafety@uchicago.edu.

Hazardous chemical waste pickups occur every Thursday in campus buildings and requests must be entered **before 4:00 pm on Wednesday** for pickup the following day. Call 773.702.9999 for questions regarding chemical waste disposal.

For hazardous chemical waste pickups in the Medical Center please contact EHS Medicine at 773.702.1733 or safety@uchospitals.edu.

Depending on the "user group" you've been attached to, you will have different icons available on the homepage.

Web-Based Training Courses

ehsa.uchicago.edu/training

Click **"Start"** to begin the web-based training class

Trainee Information

[Training Records](#)

*First Name
Heather

*Last Name
Sims

☒ I am, Heather Sims

Contact Us:
EHS-safety-training-support@lists.uchicago.edu

[Register For
Lecture Courses](#)

[Back to EHS](#)

If you don't see the class on the web-based course list, then select this link to view the registration page for in-person training sessions.

Web Based Training Courses					Required Courses	Over Due Courses
↑ Section ×						
	Course #	Course Name		Due Date ↓	Category	
Start	wst-02W	Over-sized PIW Training	i	04-09-2021	GENERAL	
Start	wst-03W	Potentially Infectious Waste Training	i	04-09-2021	GENERAL	
Start	wst-06L	Annual Contingency Plan Review		02-13-2020	GENERAL	
Start	fls-01W	Fire Safety and Evacuation	i	09-25-2019	GENERAL	
Start	wst-04W	DOT In-Depth Security		03-06-2019	GENERAL	
Start	wst-05W	Batteries, Lamps, and Ballasts - Waste Handling Training		Offered, But Not Required	GENERAL	
Start	bio-001	Biological Safety- Recombinant DNA at BSL1 (rDNA/BSL1)		Offered, But Not Required	BIO	
Start	bio-002	Biological Safety- Recombinant DNA at BSL2 (rDNA/BSL2)		Offered, But Not Required	BIO	
Start	bio-005	Biological Toxin Training		Offered, But Not Required	BIO	
Start	occ-14W	Bloodborne Pathogens	i	Offered, But Not Required	General	
Start	bio-004	Bloodborne Pathogens for Biomedical Researchers	i	Offered, But Not Required	BIO	
Start		Class 3b and Class 4 Laser Safety		Offered, But Not		

Required training that has been completed

Required training that is over-due or incomplete

Offered online, but you are not required to take these courses.

Click “**Next**” to proceed through the course material. You will need to select the “play” button to view videos embedded in the training.

Web Training / Web Session Edit Labels

Fire Safety and Evacuation 0%

Course Content

- Directions
- Campus Fire Safety and Evacuation Training
- Medical Center Fire Safety and Evacuation Training

Fire Safety Supplemental Material

- Fire Safety Policy

Course Questions

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Question 6
- Question 7
- Question 8
- Question 9
- Question 10

Directions

Please note, you are not required to watch both videos present in the training content.

Select the video which best applies to your work location. Review the campus map below if you are unsure if your location is deemed a University or Medical Center facility.

University Buildings: Please watch the Campus Fire Safety and Evacuation Training video

Medical Center Buildings: Please watch the Medical Center Fire Safety and Evacuation Training video

After viewing the video complete the short quiz.

You must complete all of the quiz questions to submit this training. If you are receiving an error when you click submit, then look for red boxes in the quiz section. A quiz question will go from red to blue once it's been completed.

A passing grade of 70% or better is required to fulfill this annual training requirement. If you did not receive 70% please review the training video again and retake the quiz.

Previous Next

Save & Exit Cancel

If you need to stop in the middle of your course, click “**Save & Exit**” to save progress. When you return you will be given the option to resume the course or start a new session.

NOTE: The course completion window will not appear until you’ve answered all required quiz questions. Ensure all red boxes next to quiz questions have turned to blue check marks.

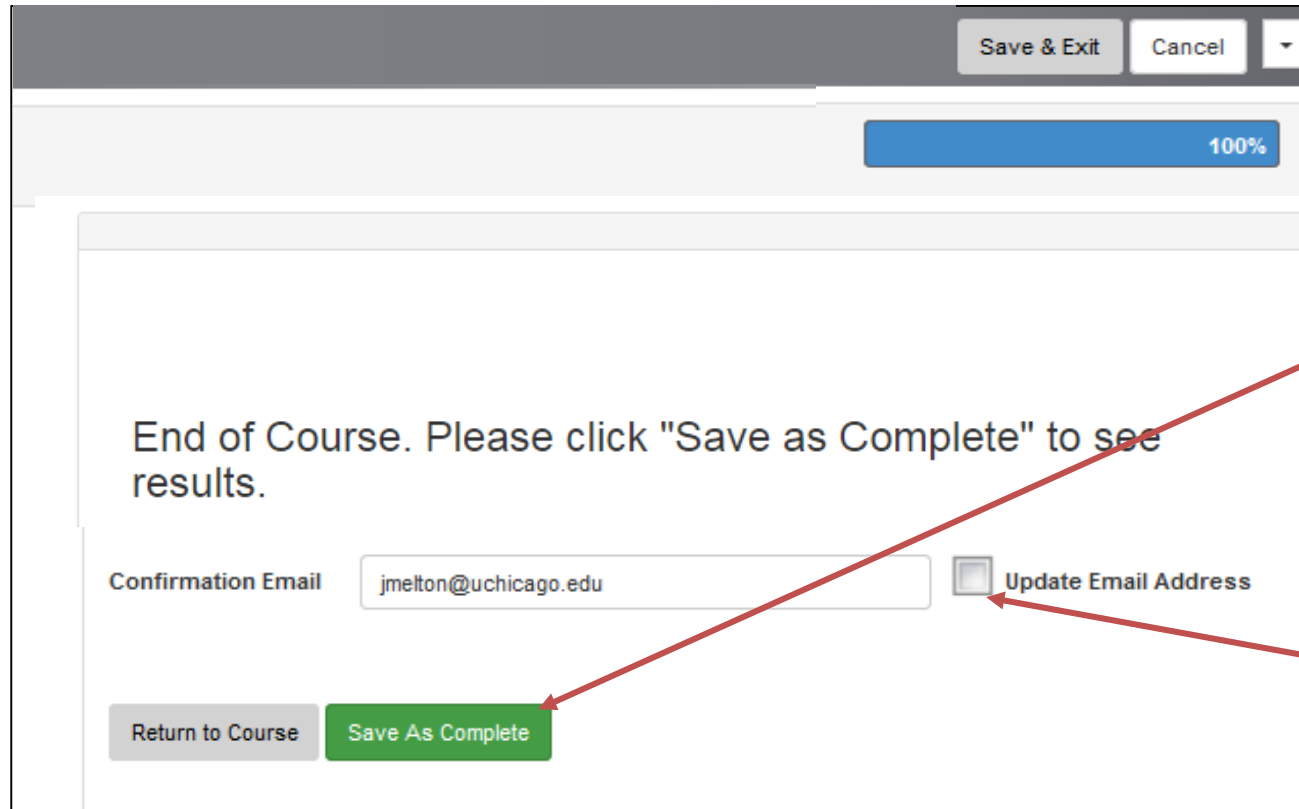
Example

Fire Safety Supplemental Material

- Fire Safety Policy

Course Questions

- Question 1
- Question 2
- Question 3



The screenshot shows a web-based training course completion screen. At the top right, there are buttons for 'Save & Exit', 'Cancel', and a dropdown arrow. Below these is a blue progress bar labeled '100%'. The main text reads 'End of Course. Please click "Save as Complete" to see results.' Below this text is a 'Confirmation Email' field containing 'jmelton@uchicago.edu' and an 'Update Email Address' checkbox. At the bottom left are two buttons: 'Return to Course' and 'Save As Complete'. Two red arrows point from external text boxes to the 'Save As Complete' button and the 'Update Email Address' checkbox.

Save & Exit Cancel

100%

End of Course. Please click "Save as Complete" to see results.

Confirmation Email jmelton@uchicago.edu Update Email Address

Return to Course Save As Complete

Once you have viewed the course content and completed all of the quiz questions, make sure your preferred email is listed, then click **Save As Complete** to submit the training course.

EHSA uses the University issued email as the default account for communications. Please enter your preferred email and select this box to update.

Registering for In-Person Training Courses

ehsa.uchicago.edu/trainingregistration

If you would like to view the due dates for the list of safety classes assigned to you, then select **“Training Records”**

A moveable window will overlay this training registration page.

Select the **“Training Requirements”** tab to see what is complete, upcoming, or overdue.

NOTE: If you received an email stating you have a class expiring, but the class is not listed on the in-person schedule and also not offered online, contact the safety office which hosts the course to request a session. (See last slide for safety offices).

To reserve a seat for a course session, click the **Register** button

Click here to see sessions for which you have already registered.

Trainee Information

Training Records

*First Name

Heather

*Last Name

Sims

I am, Heather Sims

Contact Us:

EHSA-safety-training-support@lists.uchicago.edu

On-line Training

EHSA Home Page

Upcoming Training Sessions

My Registered Sessions

Expand

Collapse

	Date	Start Time	End Time	Session Location	Status
Asbestos Awareness					
Register	03-07-2019	01:00:00 PM	03:00:00 PM	5225 S. Cottage Grove Ave., Room 201	36 Spaces Open.
Register	06-06-2019	01:00:00 PM	03:00:00 PM	FS-Service Bldg., 5225 S. Cottage Grove, Room 201	36 Spaces Open.
Back Safety					
Register	01-24-2019	01:00:00 PM	02:00:00 PM	FS-Service Bldg., 5225 S. Cottage Grove, Room 201	35 Spaces Open.
Register	04-16-2019	01:00:00 PM	02:00:00 PM	FS Service Bldg., 5225 S. Cottage Grove, Room 201	36 Spaces Open.
Chemical Hygiene Plan - Laboratory Safety (in person)					
Register	01-22-2019	12:00:00 PM	01:15:00 PM	CLSC 617	7 Spaces Open.
Register	01-16-2019	12:00:00 PM	01:15:00 PM	CLSC 617	1 Space Open.
Register	01-30-2019	12:00:00 PM	01:15:00 PM	CLSC 617	12 Spaces Open.
Comprehensive Biosafety Training					
Register	01-22-2019	01:15:00 PM	04:00:00 PM	CLSC 617	10 Spaces Open.
Register	02-05-2019	01:15:00 PM	04:00:00 PM	CLSC 617	12 Spaces Open.
Register	02-19-2019	01:15:00 PM	04:00:00 PM	CLSC 617	12 Spaces Open.

Sims, Heather

Training History

Training Requirements

Due Date ↓	Status	Course #	Course Name	Frequ...	Override	Comments
09-25-2019	Next Due	fls-01W	Fire Safety and Evacuation	12 Months		
01-03-2019	Due Date Manually Overwritten	occ-16L	Respiratory Protection	12 Months	01-03-2019	test

Click **Confirm** to reserve a space in the training session

NOTE: If the class is full, then your name will be placed on a waiting list. An email notification will be sent if a space becomes available.

The screenshot shows a web interface for registering for training sessions. A modal window titled "Registration Confirmation" is centered on the screen, asking "Are you sure you want to register for this Session?" and displaying "Current Status: 36 Spaces Open." Below the text are two buttons: "Confirm" (red) and "Cancel" (white). In the background, a table lists training sessions. The "Asbestos Awareness" session is expanded, showing a green "Register" button. Other sessions listed include Back Safety, Chemical Hygiene Plan - Laboratory Safety (in person), Comprehensive Biosafety Training, Confined Spaces, Fall Protection, Hazard Communication, and Ladder Safety. A table on the right shows the status for "m 201" as "36 Spaces Open." with "Expand" and "Collapse" buttons.

Session Name	Status
Asbestos Awareness	36 Spaces Open.
Back Safety	
Chemical Hygiene Plan - Laboratory Safety (in person)	
Comprehensive Biosafety Training	
Confined Spaces	
Fall Protection	
Hazard Communication	
Ladder Safety	

Click **Un-Register** if you cannot attend the training session

Click here to see other sessions that are available

Trainee Information

[Training Records](#)

***First Name**

Jeffrey

***Last Name**

Melton

☒ I am, Jeffrey Melton

Contact Us:

EHSA-safety-training-support@lists.uchicago.edu

On-line Training

EHSA Home Page

Upcoming Training Sessions

View All Session

Expand

Collapse

	Date	Start Time	End Time	Session Location	Status
Asbestos Awareness					
Un-Register	03-07-2019	01:00:00 PM	03:00:00 PM	5225 S. Cottage Grove Ave., Room 201	35 Spaces Open.

Once you attend the training session, the completion will be recorded within two business days by the safety office which hosted the training

Supervisors - Accessing Training Records



- 1 Log-in to ehsa.uchicago.edu and click on "Training Records." The table will be empty.
- 2 Click on "View Supervised Workers" to populate table. Please note your training records are also listed. If a direct-report is missing contact EHS (non-lab) or ORS (lab) and we will attach you to the employee.
- 3 Click on an employee to display their training requirements (top table) and training history (bottom table)
- 4 Click on "Status" in the "Training Requirements" table. The overdue courses, which are highlighted in light red, will filter to the top. If you feel the course should not be assigned to the employee contact EHS or ORS. If the course is lab related (Course # pre-fix bio, lab, lsr, rad, shp), then contact the Office of Research Safety (4-2707).
- 5 If you would like to register your direct-reports for lecture courses, use the "Training" link in the gray ribbon across the top of the EHSA Homepage. An email will be sent to the employee when you successfully register them for a course. Your direct-reports can complete web-based classes and register for lecture classes by using the links bordered in yellow.
- 6 Print copies of the training certificate by clicking the green button in the "Training History" table.

Training Reports View Supervised Workers View Former Permit Workers

Pl: Please Select a PI

2

Due	Status	Category	Course #	Description	Frequency	Due Date	Comments

3

ORNUCHAD ID #	Name
blunt	Hunt, Barry
gshubinski	Jakubowski, Russell
kurti	Krygowski, Kurt
akrich	Lutich, Alexander
imarkotic	Makotic, Ivan
smitch1	Mitchell, Christopher
hulstewich	Oleksyn, Brandon
mpankowski	Pankowski, Michael
ppankowski	Pankowski, Paul
dramirez	Ramirez, Daniel
asego	Sego, Andrie
emichew1	Sennott, Michael

4

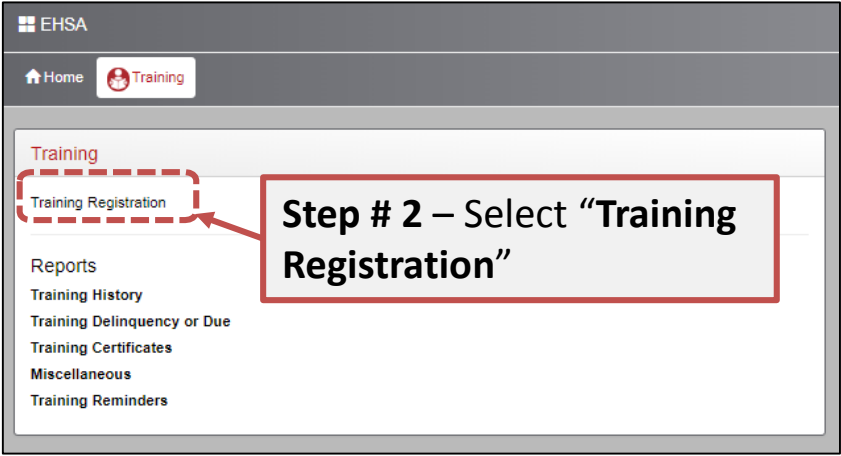
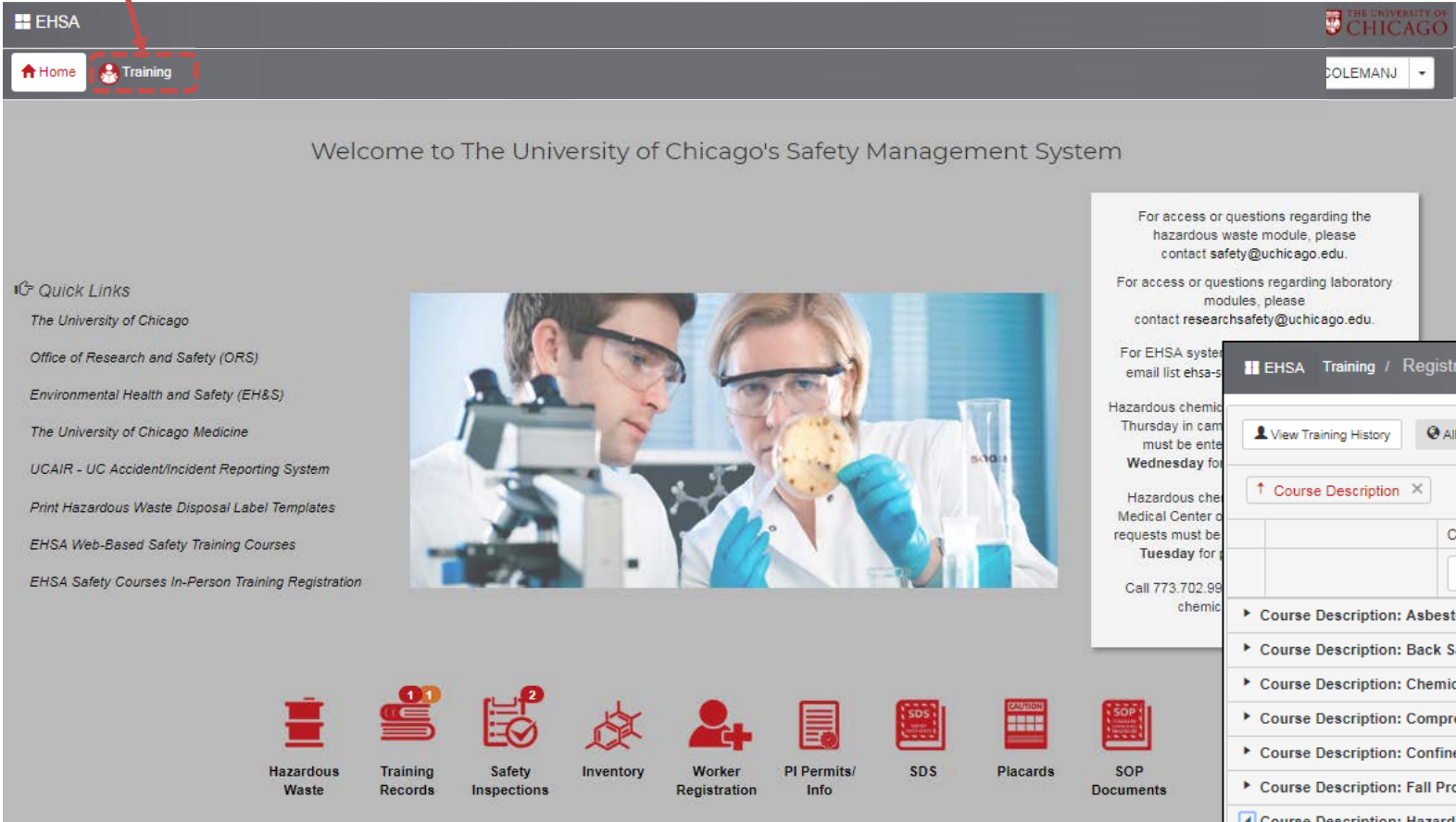
Due Date	Status	Category	Course #	Course Name	Frequency	Due Date	Comments
01-25-2019	Next Due	GENERAL	acc-01W	Spill Prevention Controls and Countermeasures	12 Months		
02-16-2019	Next Due	General	acc-14W	Bioscience Pathogens	12 Months		
03-02-2019	Next Due	GENERAL	acc-13L	Laboratory Safety	36 Months		
10-01-2019	Next Due	GENERAL	acc-01W	Fire Safety and Evacuation	12 Months		
04-05-2020	Next Due	GENERAL	acc-12L	Hazard Communication	36 Months		

6

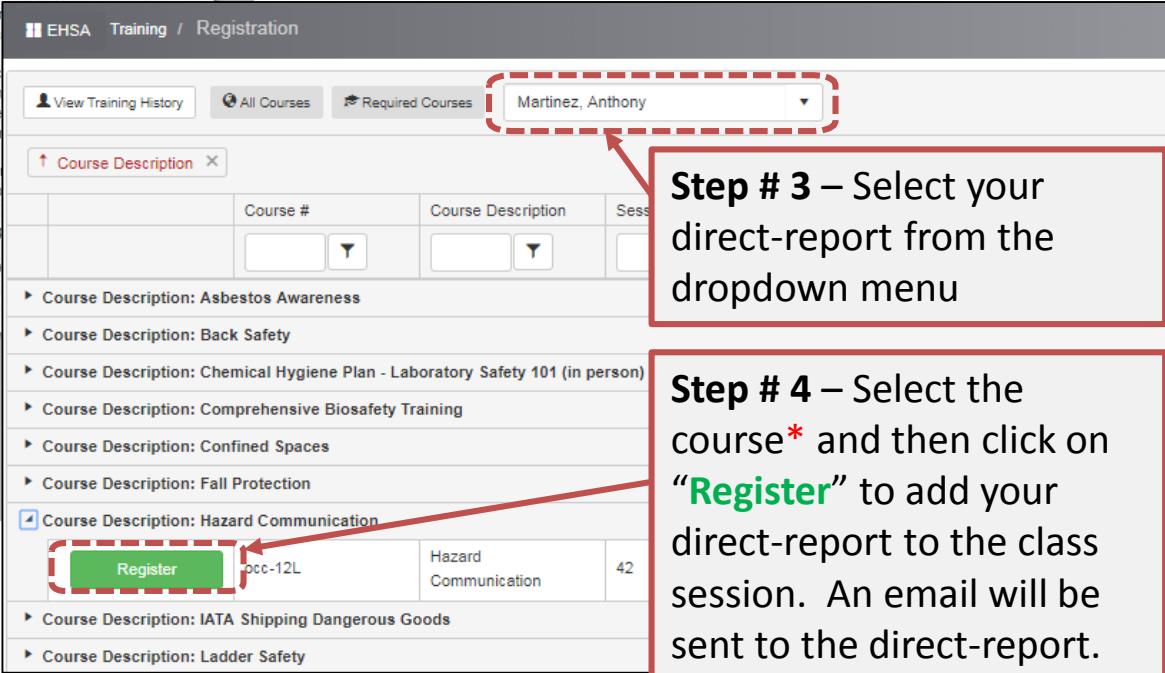
Training Date	Category	Course #	Course Name	Certificate #	Documentation	Frequency	Session	Pass
	GENERAL	acc-01W	Arboreal Awareness			One-Time		
	GENERAL	acc-01L	Back Safety			One-Time		

Registering Direct-reports for In-Person Training Courses

Step # 1 – Select the “Training” icon in the gray banner.



Step # 2 – Select “Training Registration”



Step # 3 – Select your direct-report from the dropdown menu

Step # 4 – Select the course* and then click on “Register” to add your direct-report to the class session. An email will be sent to the direct-report.

* This list only contains in-person classes. If the course isn't present on the in-person and web-based course lists, then contact the proper safety office. It may be hosted by a third-party vendor or scheduled on an as-needed basis by the managing safety office.

Questions regarding the EHSA platform (e.g., access, errors), contact EHSA-safety-training-support@lists.uchicago.edu
Questions regarding your training profile or content for a specific course, contact the safety office listed below which manages the course.

Environmental Health and Safety safety@uchicago.edu 773.702.9999	
Web-Based Courses	
<ul style="list-style-type: none">Batteries, Lamps, and Ballasts - Waste HandlingBloodborne Pathogens (non-lab)DOT In-Depth SecurityErgonomicsFire Safety and EvacuationForklift/Power Lift Operation and Safety	<ul style="list-style-type: none">Machine Shop SafetyOversized Potentially Infectious Waste Container TrainingPotentially Infectious WasteSafety Orientation for Project Managers and Facility ManagersSpill Prevention, Control, and Countermeasures (SPCC)
In-Person Courses	
<ul style="list-style-type: none">Asbestos AwarenessBack SafetyConfined SpacesCrane Training*Electrical Safety – GeneralElectrical Safety – Qualified*EPA Lead Renovation, Repair, and Painting (EPA-RRP)*	<ul style="list-style-type: none">Fall ProtectionForklift/Power Lift Practical Exam*Hazard CommunicationLadder SafetyLockout/TagoutPersonal Protective EquipmentPetroleum Storage Tank Operator*Respiratory Protection

Office of Research Safety researchsafety@uchicago.edu 773.834.2707	
Web-Based Courses	
<ul style="list-style-type: none">Bloodborne Pathogens for Biomedical ResearchersBiological Safety- Recombinant DNA at BSL1 (rDNA/BSL1)Biological Safety- Recombinant DNA at BSL2 (rDNA/BSL2)Viral VectorsBiological ToxinsSelect AgentShipping Hazardous Materials General AwarenessShipping Infectious Substances	<ul style="list-style-type: none">Chemical Hygiene Plan- Laboratory Safety RefresherClass 3b and Class 4 Laser Safety TrainingLaser Safety AwarenessRadioactive Material User RefresherRadioactive Material Laboratory DesigneeRadiation Safety AwarenessX-ray Safety and Awareness
In-Person Courses	
<ul style="list-style-type: none">Comprehensive Biosafety TrainingIATA Shipping Dangerous Goods8 Hour Hazwoper Refresher*	<ul style="list-style-type: none">Chemical Hygiene Plan- Laboratory SafetyRadioactive Material User

* Courses are scheduled on an as needed basis and/or hosted by a third-party vendor.