Instructions for Supervisors for Using the EH&S Training Data Base

Login to the Training Data Base https://ehswprod.lbl.gov/EHSTraining/Jhq/EHSLogin.asp, or
1. Click on Environment, Health & Safety Division in the A-Z Index on the LBL website
2. On the left find the section called EHS Quick Links, and click on EHS Databases
3. Click on JHQ - Job Hazard Questionnaire, located in the middle of the page
4. Sign in using your LDAP Userid and Password

Note that some parts of the EH&S Training Data Base can only be accessed from on-site.

JHQ Instructions

To Take the JHQ with a New Employee or to Modify/View an Existing JHQ:

Login to the Training Data Base, as described above.
Click on the Take JHQ option on the left.
Click on Login as Proxy User.
Under Login as Proxy User, click on Take/Retake JHQ to take the JHQ with the new employee, or click on Modify Existing or View JHQ to modify or view an existing JHQ.

To View the JHQ Status of Your Supervisees:

Login to the Training Data Base, as described above.
Click on the Reports option on the left.
In the Reports folder, click on JHQ Completion.

Click on By Supervisor, then type in your last name, and you get a list of your supervisees who have taken the JHQ (and the date they took it).

Click on By Division, then click on the blue PH column (for Physics), then click on the orange slice in the pie chart, and you get a list of all those in the Physics Division who have NOT taken the JHQ. You can see if any employees are listed under your name.

(See Page 2 for Training Instructions)
Training Instructions

To View Employee Training (view what training is required and what has been taken):

Login to the Training Data Base, as described above.
Click on the Reports option on the left.
In the Reports folder, click on View Training Profile.

Click on By Individual, and then type in a last name to get the Training Profile for any person.
or
Click on By Supervisor, then type in your last name, and then click on ALL, to get the Training Profiles for all your supervisees.

In a person’s Training Profile one can see:
• If the person took the JHQ and when it was taken (in the blue box)
• Required training courses that have been taken (in blue)
• Required training courses that need to be taken (in orange)
• Recommended and extra training courses
• Applicable expiration dates for training courses

You can also download the information into an Excel spreadsheet by clicking on Download to Excel at the top of the Profiles page. The orange highlighting of required courses that need to be taken is lost, but one can isolate them by sorting on Req. Type (i.e. Required:) and Credit (i.e. N).

To View Required Training that Hasn’t Been Taken By Your Supervisees:

Login to the Training Data Base, as described above.
Click on the Reports option on the left.
In the Reports folder, click on Required Training.
Click on By Supervisor, and then type in your last name.
Click on the orange slice in the pie chart.

To Read More Information about the Various Available Training Reports:

Login to the Training Data Base, as described above.
Click on the Reports option on the left.
In the Reports folder, click on About Reports.