

MEMORANDUM

TO: Managers, DFAs, and Health & Safety Coordinator

FROM: David H. Silberman, Director, Health and Safety Programs Office

SUBJECT: Job Aid for Health & Safety Training Records Search

DATE: May 29, 2009

ATTACHMENTS: ReportMart1_Instructions.pdf
SafetyTrainTracks_Instructions.pdf

DISTRIBUTION: Lisa Johnson, Cheryl Yemoto, Don Rust

KEY WORDS: Training Requirement, Training Record Retention, Sources of Health and Safety Training Records, Training Job Aid, STARS, ReportMart1, Safety Train Tracks

This Job Aid was developed to assist School of Medicine Managers, DFAs, and Health and Safety Coordinators in searching for and maintaining training records for department faculty, staff, and students.

Background

On March 18, 2009, the Health and Safety Programs Office (HSPO) announced a new initiative to assist personnel with identifying required health and safety training. All faculty, staff, and students were required to complete the Training Advisor Questionnaire (<http://trainingadvisor.stanford.edu>) by May 1, 2009. In addition any required training courses not previously taken, must be completed by June 1, 2009. More information on this initiative can be found at <http://med.stanford.edu/somsafety/training.html>.

Training Record Retention

Per federal, state, and local regulations and Stanford Admin Guide Memo 25.4, supervisors, both faculty and staff, must document health and safety training and communications, whether conducted in classroom-style, safety meetings, or one-on-one job safety training sessions. Within the School of Medicine, duties under this requirement are typically to the DFA or a designated Department Health and Safety Coordinator. Departments have two options for maintaining compliance related training records.

1. Ensure that all training is documented in the Stanford Training And Registration System (STARS). STARS records will serve as the official record of training for compliance purposes. All departments should maintain the ability to review and report on STARS training records to demonstrate compliance during audits or inspections.
2. Departments may choose to maintain a local copy of records in the department. If local records are maintained, the department is responsible for ensuring that the records are available for inspection upon request by authorized agencies.

In some cases, STARS may not contain a complete set of health and safety records - this is more common for courses completed prior to 2005. If individuals have taken courses not identified in STARS, there are other sources of training records that can be searched. Instructions for locating health and safety training records are provided below.

Sources of Health and Safety Training Records

STARS

To access STARS training records, DFAs or designated Health and Safety Coordinators must have access to the STARS Training Compliance Administrator folder on ReportMart1. To become a STARS Training Compliance Administrator, your supervisor must submit a HelpSU ticket with the following information:

Request Category:	Administrative Applications
Request Type:	ReportMart1
Request Description:	As (your name)'s supervisor, I request he/she given access to ReportMart1.

Name:	Your Name
Username:	Your SUNet ID
Dept.:	Your Department
Role:	Training Compliance Administrator

Once you have given access to ReportMart1, follow the instructions in Attachment 1 to search and export STARS training records.

Please be advised, that it may take up to three weeks for health and safety courses recently completed to be reflected in ReportMart1. In some cases, ReportMart1 may show a training record as "In Progress" rather than "Complete." There may be several reasons for this designation, including:

- The individual has not completed the training (including not completing required exams).
- The individual SUNet ID is incorrect.
- There may have been problems with the STARS server.

If an individual's training record shows this designation, please advise that person to properly complete the course.

Safety Train Tracks

Safety Train Tracks is a database developed by Environmental Health and Safety (EHS) and tracks records for health and safety courses taken online only. Training records for classroom courses are not currently available in Safety Train Tracks. To search for records in Safety Train Track, please see the instructions in Attachment 2.

Laboratory Safety Training Seminar – Classroom Training

Prior to the online curriculum, the Health and Safety Programs Office conducted several classroom health and safety trainings. The Laboratory Safety Training Seminar was the predecessor for the following STARS courses.

EHS-1900-WEB	Chemical Safety for Laboratories
EHS-1500-WEB	Biosafety
EHS-2200-WEB	Compressed Gas Safety
EHS-4200-WEB	General Safety and Emergency Preparedness

Training records for the Laboratory Safety Training Seminar can be accessed at http://med.stanford.edu/somsafety/secure/TRNG_LSTSExport.pdf.

Other Training Records Contacts

If you are unable to find records within the sources above, please contact the following personnel.

- For the Laboratory Animal Care and Use course (VSC-0001-110707), contact Jennifer Lee at jlee3@stanford.edu or 650-725-9901.
- For radiation safety training courses, contact Jim Barrick at jbarrick@stanford.edu or 650-725-1414.
- For any other classroom safety training delivered by Environmental Health and Safety, contact Robert Edgar at rbedgar@stanford.edu or 650-723-7404. Please provide the year the course was taken.