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.**