

Frequently Asked Questions

Q: I do not know where to register for online training?

A: Click here to register: http://www.fiuehs.com/online_training/register.asp

Q I do not know where to login?

Answer: Click here to login: http://www.fiuehs.com/online_training/login.asp

Troubleshooting

Q: I am trying to complete an online training, but I am having technical difficulties. What should I do?

A: For Technical assistance, Roberto Sandoval, Web-Design Manager and IT Support at Sandoval@fiu.edu or 305-348-0170

Q: Where/when can I take my Annual Laboratory/Clinic Safety Training?

A: Annual safety training is offered online anytime. To access the online training site click on the link: http://www.fiuehs.com/online_training

Q: I took the online training but forgot to print my certificate. What should I do?

A1: If you forgot to print your certificate on the training page use link to login http://www.fiuehs.com/online_training/login.asap. Once you are logged in, **select** "completed training" and print. Reminder, you can only print certificates once. If you misplaced or lose your certificate for the EH&S courses you will need to follow the procedure below:

A2: To Re- print certificate for the courses below, email or call the safety education coordinator at: 305-348-1421, email: ehstrain@fiu.edu to reset the print certificate option. See course below:

[Animal Safety](#)

[Construction - Electrical Safety](#)

[Construction - Excavation Safety](#)

[Construction - Ladder Safety](#)

[Construction - Material Handling](#)

[Construction - OSHA Requirements](#)

[Construction - Personal Protective Equipment](#)

[Construction - Power Tool Safety](#)

[Construction - Scaffold Safety](#)

[Laboratory Risk Assessment](#)

Safe Handling of Biomedical Waste
Safe Use of Biosafety Cabinets
Spill Control

A3: To print certificate for all clarity net courses login into the EH&S clarity net training website <http://fiuehs.claritynet.com/ASP/LAUNCHPAD/login.asp>. You will need your login information: username: panther ID; password: panther ID. Click the **APPLICATIONS** icon and click mastered certificates. Then click on the drop down menu and select the course of which you want to print certificate, click save and process, certificate pop window will open.

A2

Q: Do I need to use the same computer the whole time I'm completing the training, or can I also use my home computer?

You do not have to use the same computer for all of your training. Our server tracks the individual's registration and study information, so there is no requirement for using the same computer - no cookies are used like in some programs.

Online Safety Training

There are atleast 80 online safety courses available for your use at the EH&S website <http://www.fu.edu/~ehs>. These courses are intended for the university community; therefore a Panther ID is required to register. Registration is simple. Successful completion of any of these courses contributes to the 20 hours per year professional development. EH&S invites you to complete as many relevant courses as you need

Q: How do I register for online training?

A: Four simple steps ...

- Type the web address into your browser: www.fu.edu/~ehs
- At the website, scroll down the menu on the left to *Safety Training* and click.
- On the Safety Training page-click *Register for Online Courses*
- Select: **If this is your first visit, please click here to register** and follow the instructions.
- Complete online registration form available at:
http://www.fiuehs.com/online_training/register.asp

Q: I do not remember my username and password?

A: Your username: Panther ID
Your password: Panther ID

Q: If this is the first time I am registering to take Online Safety Training, how long do I wait to get approval?

A: Username and Passwords are issued within 3 business days of completing the online registration form. Certificates can be printed from your computer after successful completion of these courses.

Q: How often to do I need to do a refresher training?

A: At any time, during the 12-month period after you first complete the course, you are free to access the course to refresh your memory – just log on

Q: Once I have registered for the training, how long do I have to start and complete the training before it expires?

A: All online safety training must be completed within 30 days of registration

Q: What happens if I do not complete training within the 30 days?

A: You need to contact EH&S safety training coordinator at ehstrain@fiu.edu to request an extension.

Q: If I am having problems with taking the quiz/test/exam, who do I contact for help?

A: You can contact the Safety Education Coordinator at ehstrain@fiu.edu or technical support at sandoval@fiu.edu

Q: What if I don't pass the test?

A1: The exam is designed to test your understanding of the fundamentals, not to trick you. Immediately after submitting your exam, you will receive feedback onscreen, and always have the option of re-submitting the exam. This only applies to the Claritynet Courses.

A2: To retake a test for the following courses please contact the Safety Training Coordinator @ ehstrain@fiu.edu :

Animal Safety

Construction - Electrical Safety

Construction - Excavation Safety

Construction - Ladder Safety

Construction - Material Handling

Construction - OSHA Requirements
Construction - Personal Protective Equipment
Construction - Power Tool Safety
Construction - Scaffold Safety
Laboratory Risk Assessment
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EH&S Classroom Safety Training, Frequently Asked Questions

Q: How often does EH&S offer Classroom Safety Training?

A: EH&S provides most classes on a monthly basis (some are biweekly) and can schedule additional classes at our training facility for groups of 6 or more persons.

Please note that under the Right-To-Know Law (Hazcom) & common legal obligations, **supervisors** must also provide information and/or ensure training on the specific workplace hazards to employees when the employees begin new procedures, use a new hazardous material or begin operations involving new or hazardous work conditions.

What are the typical classroom trainings?

A: See list of classroom courses provided once per month?

- **Employee & Hazard Communication Safety (HazCom)** This class is required for all employees (full or part time). It provides employees with general information and University requirements on environmental, health and safety issues. Employees are informed of the need and requirements to comply with state and federal regulations related to the workplace, as well as with University EH&S programs. It covers the OSHA requirements for the University Hazardous Communication Program and provides section on environmental considerations for waste disposal (Hazardous waste awareness) this introductory class covers the regulations, protective measures, and basic information required to protect the employee and help keep the university in compliance with its obligations.
- **Hands on Radiation Safety** classes are provided for radiation permittees and users under the permittee's authority as well as for Chemical Hygiene Officers. Radiation Safety is on the regular monthly training schedule and covers x-ray and sealed sources, in addition to all other types of radioactive materials used on campus as well as basic RAD waste management. Radiation Safety covers basics, regulations, and safety principles.
- **Bloodborne Pathogens** class is required by those individuals that have exposure/contact with human blood, internal body fluids, unfixed tissues, or other potential human infectious materials as well as contact with human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) or other bloodborne pathogens. Typically this includes custodians, plumbers, health care providers, EMTs, laboratory researcher working with these materials and Chemical

Hygiene Officers. Bloodborne Refresher training is required annually for each employee or student whose work meets the above criteria and has routine potential exposure. The “routine potential for exposure” at FIU is defined as working with these materials more than once per month.

- **Biosafety Awareness training** is required for faculty, staff and students , it covers work practices involved in the management, storage and disposal of biomedical waste .Completion of Hazard Communication training is the prerequisite to registering for Laboratory Biosafety Awareness training.
- **Defensive Driving Class (DDC)** is required to drive a University Vehicle. Be prepared to give your full name, address, date of birth, a current/valid driver's license number. This course covers driving attitude, common distractions, driving under the influence and defensive driving techniques. All FIU employees who operated vehicles and Practical Test
- **Scientific Diver Challenge (SDC):** is required in order to maintain Scientific Diver qualification status. This course must be completed to the expiration date of current qualifications status. Scientific Divers are provided with updated information on AAUS and the FIU Dive Safety Program. The diver will be required to demonstrate the ability to satisfy the minimum physical endurance and skills necessary to perform the rescue of an unconscious diver from depths of thirty, and the use of dive tables. Successful completion of this course extends qualification n status for another year.
- **Scientific Diver-** FIU Scientific Divers are required to meet the training standards established by the FIU Diver Control Board, the American Academy of Underwear Sciences (AAUS) and attain Rescue Diver qualifications issued by the National Association of Underwater Instructors (NAUI). This course includes lectures, pool and open water training. Completing this course is mandatory for all scientific divers operating under the auspices of Florida International University. Qualification is valid for 1 year.
- **Fire Safety & Evacutrak** course provides instructions on reading evacuation maps, identifying different types of fires, the proper use of fire extinguishers, and general fire prevention awareness and also teaches the participant how to safely use an Evacutrak, which is a device used to transport persons with limited mobility down flights of stairs, during an emergency, when elevators are not available.
- **Special Events Planning- Due Diligence-** This course will help its participants understand the process of the event loss control evaluation, and guide them through the FIU procedures to assist in identifying potential exposures and dangers that would make their outdoor event unsafe. This course is meant to streamline the entire approval process by teaching its participants what they will need to know to make their event as safe as possible.
- **Ergonomics:** Ergonomics focuses on the work environment’s design and function and the employee’s physical requirements to ensure their health and well being.
- **Indoor Air Quality:** This course is design to help you understand the Environmental Protection Agency Laws and how they affect the workplace.
- **Heavy Machinery Operations Safety Training:** These courses instruct equipment operators in the safety aspects, preventive maintenance, operating techniques and proper procedures for using heavy equipment.
- **Biomedical Waste Management:** This training covers work practices involved in the management, storage, and disposal of biomedical waste.

- **Personal Protective Equipment:** This interactive course will encourage employees to wear PPE in order to protect themselves from disabling injuries. The information provided includes proper selection, use and care of eye, hand and foot protection, as well as proper fit and safe work practices.
- **Stormwater Management:** Oil, grease, harmful bacteria, pesticides and fertilizers are just a few of the contaminants found in storm water run-off.
- **Forklift Operator Safety-** This is a comprehensive training course designed for both new and experienced lift truck operators. If you are an experienced operator, this course will help you fine tune your operating skills and refresh your understanding of safe operating procedures. Points covered: Pre-start Safety Inspection, Design Considerations, Picking up the Load, Moving the Truck, Setting the Load, Written Test,
- **The Boat Crew** -this course focuses on the skills and knowledge a boat crew should have in order to assist the Crew Chief during any research mission utilizing FIU boats. Boat Crew certification lasts for two years.
- **The Crew Chief Certification** course meets the standards of the Department of Interior for operators of motor boats (MOCC). It includes a combination of lecture and actual exercises intended to help develop safe boat handling skills, as well as learning the safe method of trailering, launching and docking a boat.
- **CPR/AED (Cardiopulmonary Resuscitation/Automatic External Defibrillation)** is an American Red Cross approved course. The course covers the assessment of airway problems, respiratory arrest, cardiac arrest, and communication to activate the emergency medical services system. Participants will also be taught the use of an AED. Certification is valid for one year.
- **Standard First Aid is an American Red Cross approved course.** It teaches participants how to care for wounds, sudden illnesses, poisoning, burns, broken bones, sprains and strains, heat and cold emergencies and animal bites and stings.
- **Laboratory Hazard Awareness** discusses the methods of safely navigating through an unfamiliar laboratory, how to react to emergencies, and the proper methods of contacting the Principle Investigator or Laboratory Supervisor.
- **Golf Cart Training** is required for all FIU employees and contract employees who operate golf carts. The course covers all policy conditions, the safe operation of golf carts, and the responsibilities of driver.
- **Ladder Safety:** This course includes an overview of “Do's and Don'ts” for ladder use. It also provides protective measures that may be used while working with a ladder.

General Frequently Asked Questions for EH&S Safety Training Program

Q: Who do I contact for general questions about safety training?

A: Contact Sherone Mullings Allard, Risk Management & Environmental Health & Safety's Training Coordinator, at ehstrain@fiu.edu, or call 305-348-1421.

Required Safety Training

Q: What safety training am I required to take?

A1: Individuals who are knowledgeable and properly trained are better able to identify and minimize hazards and unhealthful exposures for themselves and others. Each employee is responsible and accountable to assure that he or she has the right safety information to work safely.

A2: To see a list of required trainings by profession or trade, you can access EHS& S “training requirement Module” on the safety training site.

http://www.fiu.edu/~ehs/safety_training/index.html. By clicking on the program of interest, i.e Laboratory Safety, Industrial Safety, Office Safety., each will have list of required courses according to specific job hazards.

A3: To access Safety Programs Training Matrix and Training by Profession see below:

- Laboratory and Health & Life’s Science Employees & Students:
<http://www.fiu.edu/~ehs/Biosafety/08%20Research%20Safety%20Training%20Guide.pdf>
- Office and Clerical: <http://www.fiu.edu/~ehs/apps/general.aspx>
- Industrial Safety: http://www.fiu.edu/~ehs/safety_training/professions.aspx

Q: My lab manager has Nobel Prizes for hazard communication and lab safety. Does she still need to attend class on HazCom and Lab Standard?

A: OSHA requires that all affected employees receive training by their employer. EH&S provides awareness classes on the regulations, training on safe practices, documentation to supervisors and is the designated OSHA contact. In order to qualify for funding, most research grants require compliance with Federal, State and local regulations on environment, health and safety. These classes satisfy a component of the requirements.

Q: Why do I have to take the Bloodborne Pathogens course annually?

A: OSHA'S BBP standard 1910.1030 requires employees to conduct annual training.

Q: If I received training on subjects such as Bloodborne Pathogens or Laboratory Safety, etc., from a previous employer am I still required attending the University's course?

A: It is required that the employer conduct training on its policy and procedures.

Q: What courses are available from EH&S?

A: EH&S provides information and instruction for the FIU community on issues related to safety, health and environment. To view a complete list and outline description of available courses go to the EH&S Safety Website http://www.fiu.edu/~ehs/safety_training/index.html to

view the course description click on each program's component; i.e Laboratory Safety and click on the drop down menu to view each course.

Q: How do I find the records of safety training that I or my employees have had?

A: You can contact the Safety Education Coordinator at ehstrain@fiu.edu or by telephone (305) 348-1421 to assist you with tracking training records of employees. It is very important that each supervisor keeps records of training certificates for all employees who completed training on file. This is mandatory as part of OSHA Safety Standards and Requirements.

Q: Do we have to attend the classes given by University Safety? It's too inconvenient for off-campus employees to attend these classes.

A: No, if you are at an off-campus branch, college, experimental center or other off-campus, you don't have to attend a session given by EH&S. Employees have the option of utilizing the Online Anytime Safety Training Series provided through the EH&S website. Supervisors can also take advantage of EH&S training resources by opting to utilize our Audiovisual Resource Library. AV Loan Request Forms are located on the EH&S website: www.fiu.edu/~ehs

Q: Why do I have to take these trainings?

A: Training requirements and recommendations are based on Florida Occupational Safety & Health Administration standards. OSHA determines what types of training employees need, and EH&S offers those to you as a service.

Q: I took a similar training at another institution . . . does the credit transfer?

A: For the majority of the safety training courses, credit does not transfer from other institutions

Q: I would like the staff in my Lab/Clinic to refresh their safety training as a group. What options are available to us?

A: It is possible to schedule a live departmental training session. Please call 305-348-1421 for details.

Q: FIU employee Panther ID's are required to register for classroom trainings and to sign in to online trainings. However, I am a student/volunteer/intern. How do I obtain this number?

A: Please send an email to ehstrain@fiu.edu with your name, department, and position information. EH&S can assign you a temporary username and password to sign into and track your training.