



SUPERVISOR APPROVAL FORM FOR EMPLOYEE ONLINE SAFETY TRAINING

Please complete and submit EHS at least Five (5) working days before the first scheduled class

Employee Name: _____ Job Title: _____

Employee Panther ID: _____ Supervisor's Name: _____

Supervisor's E-mail: _____ Phone: _____

COURSES SCHEDULED

DATES

TIME SLOT (AM/PM)

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Supervisors' Signature: _____ Date: _____

Supervisors

- Check the EH&S Training Web-site for required courses @ www.fuehs.com/online_training/register.asp
- Complete approval form and hit "SUBMIT" to transmit to Environmental Health & Safety.
- Print form, complete, sign, copy, and give a copy to employee.
- Place original in employee file

Employees (University Park)

- Note the date and time on Safety Training Approval Form
- Arrive at the EH&S Reception Area CSC 162 on time with copy of the Approval Form
- Sign the log following your arrival
- Complete your online course
- You, your supervisor and the department of Human Resources will be advised of completion status

On arrival at the Self-Service Training Stations, Employees at Biscayne Bay should contact the EH&S Office by phone so that our staff by assist with the sign-on process.

Thank you for your commitment to safety.