

JHA and Training - Guests

Initial Completion and Annual Review Instructions

1. Take/Create New Job Hazards Analysis (JHA). You may Opt Out (LDAP is not required) if certain circumstancesⁱ apply.

<https://ehswprod.lbl.gov/ehstraining/jha/login.aspx>

You will log in, take the JHA, and save it. Put in the Description of Work field “**All work is described by the work group above,**” unless you do some additional work. If you perform additional work, you must add a Description of Work covering that work. The Description of Work must include: work objectives, work location, materials used, processes employed, equipment used, and expected output. Please contact your Division Safety Coordinator (Betsy MacGowan 495-2826) for assistance if you have questions about this.

Once you have completed your JHA, your supervisor will receive an email request to approve it. When they have done so, you receive an email notifying you of this approval. You log in, approve your JHA. Only upon activation of the JHA will you see an accurate list of required training courses. However, you can determine what will be required, and complete that training, by following this instruction. The JHA must be repeated annually.

From your training profile in the JHA database, click on the round blue icon in the Link column to directly access online training or the EHS Training page.

2. GERT is required for anyone who has an active badge. Even if the person "Opts Out" of the JHA they will be required to complete GERT as long as they have an active badge. LDAP is not necessary for GERT (Select Radio Button “Non-LDAP Login at completion of online training, before taking exam). If the badge is made “Inactive”, GERT is not required. GERT must be taken every 2 years.

Log in here: <http://ehswprod.lbl.gov/EHSTraining/GERT/default.asp>

3. EHS0010 Introduction to EHS is required for Active employees. This is a one-time training.

<https://ehswprod.lbl.gov/ehstraining/TrainingLogin/login.aspx?course=ehs0010&url=http://www.lbl.gov/ehs/training/webcourses/EHS0010/>

4. EHS0059 Remedy Online Ergonomic System Training. People who are in CRD work groups must complete the online ergonomics training and an annual refresher. LDAP and LBNL email address are not required for this; we can use an alternate email. However any non-LBNL email address must be entered into the Remedy system. Contact Betsy MacGowan 495-2826 if there are problems with log in.

LDAP is not required; you will be asked for an email address and your 6-digit employee ID for log-in. If you do not know your password, follow the link that says “*Do you need your password? Click here*” and then enter your email address in the field that pops up.

Log in: <http://www.lbl.gov/ehs/training/webcourses/EHS0059/>

Questions? Contact Betsy MacGowan 495-2826 <mailto:EEMacgowan@lbl.gov>

UC Berkeley campus other than Donner Laboratory Non-local, off-site location other than UC Berkeley

Do not perform “Work” (For purposes of this question, periodically attending classes, seminars or meetings is NOT considered "work." "Work" in this case includes hands-on activities such as but not limited to laboratory experimentation, machining, writing, reviewing reports, making telephone calls, typing, etc. that are an active and essential part of what you produce).