

FAQs for EHS360 - Training Management

A. Training Records / Notification

Q1: Are past safety and health training records transferred into EHS360 Training Module?

Ans : OSHE has migrated past 5 years of safety and health training records (ie. 2012 to April 2017) for existing staff and students into EHS360 Training Module.

Q2 : Will visitors training records be transferred into EHS360 Training Module?

Ans : Visitor training records with email accounts such as NUSV, gstosh, deptv and etc will not be transferred in EHS360 Training Module. To track their training records:

- a. Visitors can view their training records in IVLE under “My Usage” or do a screenshot for reference.
- b. In addition, upon successful completion of IVLE safety courses, visitors who have an email address in IVLE will receive an e-Notification from EHS360 Training Module. To ensure your email address is in IVLE, you can add your email address in IVLE by clicking on your name at the top right hand corner of the IVLE main page and click “Profile”.
- c. PI will have to manage visitor training records separately

Q3 : What happens to the student training records when he/she completes his/her research project / attachment with Principle Investigator (PI) and leaves the research group?

Ans : There are 2 scenarios when a student leaves his/her PI research group:

- a. Scenario 1 - When a student leaves NUS, training records listed in PI’s research group will be automatically deleted as the student’s name is no longer listed in NUS active directory.
- b. Scenario 2 – When a student leaves the PI research group but he/she is still studying in NUS, the training records will continue to remain in his/her PI research group until the student leaves NUS or re-tagged to another new PI.

Q4. What about other courses conducted by departments, can it be included in EHS360 Training Module?

Ans : EHS360 Training Module has a customized training function that allows Department to manage Department specific safety trainings (ie. registration and enrolment). This function will be available in Phase 2 implementation.

Q5 : I am a student and I have completed my trainings in IVLE but it is not listed in my Department/PI's research group training dashboard?

Ans : Training records will be listed in EHS360 Training Module provided Department/PI has provided their laboratory members user profiles to OSHE to tag students to their respective Supervisor. Please email your NUS ID to your safety lead for follow-up action.

Q6 : If staff/student change their NUS ID, will the training records be transferred to their new NUS ID? Example, staff transferred from one Dept to another Dept or student has converted to staff in a Dept.

Ans : Affected staff or student to email their new and old NUS ID to oshbox11@nus.edu.sg and we will assist to transfer the training records to the new NUS ID.

Q7 : What happens when the trainee does not complete the refresher training even after the 45 and 30 days reminders?

Ans : The training passport will still reflect the expired training record. OSHE auditors will identify as an audit finding during PI Laboratory Safety Management System (SMS) Audit.

Q8 : During Dept/PI SMS Audit, do I need to print out the training e-cert or e-notification to show OSHE auditors that I have completed the relevant safety trainings?

Ans : OSHE auditors will make reference to the training records listed under the Dept/PI in EHS360 Training Module. However, training records not listed under Dept/PI (eg. Non-NUS staff/student), a soft copy attachment of the eCert or eNotification can be uploaded in Workplace Safety and Health Information Registry (WSHIR) module. Please refer to WSHIR User Guide in EHS360 Webpage for details.

Q9. Who will receive training related email notifications?

Ans : Training related email notifications and reminders will be sent to the trainees and their direct Supervisor / Reviewing Officer as recorded in Office of Human Resource (OHR) training system.

Q10. Will other safety related training courses from Office of Human Resource (OHR) and other appointment specific courses for fire safety and crisis management courses be listed in EHS360 Training Module?

Ans : The scope of EHS360 Training Module is to manage laboratory specific related safety trainings, and the following IVLE and classroom courses will not be listed in EHS360 Training Module:

a. OSHGEN02 - Introduction to Laboratory Safety and Health in NUS - Policy, Principles and Practice

- b. OSHGEN03 - An Introduction to Safety, Health and Emergency Management (e-Orientation module)
- c. OSHFS01 – Online Fire Safety Training
- d. Other classroom trainings conducted by Emergency Management Division

Q11. Are there options to upload other non-NUS safety and health training records into EHS360 Training Module. Example, Ministry of Manpower safety courses?

Ans : Safety and Health Coordinators and Safety Leads are given the access to add training records and details can be found in EHS360 Training Module User Guide at EHS360 webpage

B. Access Control

Q1 : EHS360 Training Module will pull and tag staff and supervisor information from Office of Human Resource (OHR) system but students information is not found in OHR system. How do students' information be tagged to their lab supervisor?

Ans : Principle Investigator or Safety Lead to email student information (ie. NUS ID) to oshbox11@nus.edu.sg and we will be able to assist to tag to their supervisor.

Q2. What should we do whenever we have a new batch of students join the lab? Do we have to email their names to OSHE?

Ans : OSHE holds the main authorization access rights in EHS360 Training Module. To add and tag student to their respective supervisor, please email student and Principle Investigator NUS ID and to oshbox11@nus.edu.sg

Q3 : Can the lab member un-check the training requirements that was identified by their supervisor? Example, change the training requirement from mandatory to recommended or optional.

Ans : Only appointed personnel are granted the access to change the training requirements:

- a. Head of Department
- b. Safety Chairperson
- c. Dept Safety Coordinator
- d. Academic Supervisor and
- e. Safety Lead

Q4 : I am a student and acting as a Safety Lead for my PI. How can I inform OSHE of my role as a Safety Lead?

Ans : Please email your NUS ID and your PI name to oshbox11@nus.edu.sg and we will assist to grant you access as a safety lead.

Q5 : Can a non-NUS staff be appointed as a Safety Lead?

Ans : EHS360 Training Module is not accessible to non-NUS staff. .

Q6: I am appointed as Dept Safety and Health Coordinator (ie. SHC), does it mean that I have access to department training records?

Ans : SHCs are granted access to view and manage the whole department training records.

Q7 : I am appointed as a Safety Lead (SL) for a PI research group, does it mean that I have access to view my PI's lab members training records?

Ans : SLs have been granted the same access as PI, they can view and manage lab members training records.

C. Others

Q1 : Will there be an IVLE access hyperlink in EHS360 Training Module where trainees can click and attend safety courses.

Ans : EHS360 and IVLE are operating at two different platforms and to access IVLE, trainees will need to access directly via NUS staff portal or internet web address <https://ivle.nus.edu.sg/>

Q2 : Will EHS360 Training Module replace OHR training system?

Ans : EHS360 Training Module is to track and manage laboratory related safety trainings. All staff training records will still reside in OHR training system.

Q3 : Who can I approach if I have further enquiries on EHS360 Training Module?

Ans : You may contact your Department Safety and Health Coordinator or Safety Lead or email to Office of Safety, Health and Environment (ie. OSHE) at oshbox11@nus.edu.sg