

USO Admin Controls

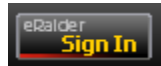
1. Login to Web site – <http://www.ttuhschool.edu/admin/safety/uso>

2. Click on Admin Controls button

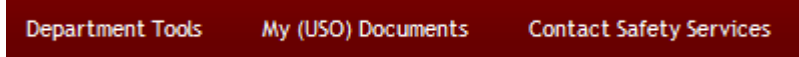


on far right of page.

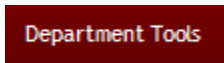
3. Click on eRaider Sign In button to sign in with your eRaider username and password.



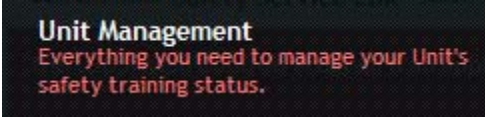
4. Utilize the 3 links at the top to manage and track employee compliance with Safety Training.



5. Click on the Department Tools link.



Then Click on the Unit Management link.



Instantly see compliance average for NESOP Level 1, Level 2, & Refresher Safety Training.

Unit Compliance: NESOP: 97.65% NESOP II: 100% Refresher: 51.76%

Name (Last, First)	NESOP					NESOP 2	Refresher					
	AP	EP	IDEP	RTK	SP		AP	EP	IDEP	RTK	SP	
Alaman, Jennife...	11/1/2007	11/1/2007	11/1/2007	11/1/2007	11/1/2007	7/11/2008		11/8/2010	1/4/2011			
Bartley, Willia...	9/3/2002	9/3/2002						11/2/2010	12/23/2010	12/23/2010	11/10/2010	
		6/4/2002						11/2/2010	12/29/2010		10/28/2010	
		8/27/1998	8/27/1998	8/27/1998	8/27/1998			9/29/2010	9/3/2010	9/3/2010	11/23/2010	
		3/11/2010	10/31/2008	3/12/2009		10/26/2008		9/29/2010	1/6/2011		12/10/2010	
		11/7/2007	11/7/2007	11/7/2007	11/7/2007	12/6/2008						
		4/12/2010	4/12/2010	4/12/2010	4/13/2010	4/2/2009						
		9/24/1999	9/24/1999	9/24/1999	9/24/1999	9/1/2008						
Kenne...	1/3/2008		1/3/2008	1/3/2008	1/3/2008	1/1/2008						
Kennon, Michael								9/29/2010				10/14/2010
Ledgerwood, Kip								11/8/2010				
Means, Victor								10/22/2010				10/28/2010
Parr, Pamela								9/29/2010	1/13/2011			
Reyna, Paul								11/9/2010	1/6/2011			10/28/2010
Rodriguez, Rich...								1/3/2011	9/2/2010	9/2/2010		10/20/2010
Smith, Arnold	1/1/1996	1/1/1996	1/1/1996	1/1/1996	1/1/1996	9/1/2003		11/10/2010				
Witherspoon, Re...	12/22/2008	12/22/2008	12/23/2008	12/22/2008	12/23/2008	3/9/2009		9/29/2010	1/4/2011			

Red color in any cell indicates missing training.

Click on employee's name to bring up 2 options.



Click on any red cell to bring up option to send employee an email reminder to complete training.

View Transcript

By clicking this option, you will be able to view all Safety Training an employee has completed.

NESOP is New Employee Safety Orientation Program consisting of 5 online short courses & Level 2 form all new employees must complete.

Current employees complete safety Refresher Training in all required categories: AP, EP, IDEP, RTK, & SP before end of fiscal year.

6. The My USO Documents link **My (USO) Documents** pulls up 2 options.

USO Document Repository View/Upload/Print USO documents (fire escape routes, severe weather plan, continuity of operations plan, etc.).	Signature Sheets Print training signature sheets for your unit.
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7. The **USO Document Repository** link allows you to upload & save 4 files.

Severe Weather Plan	Emergency Call List	Evacuation Routes	Continuity of Operations Plan
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Saving these types of files is optional. Once saved, with one click you can send the document to all employees in your department to keep them updated and current.

8. The **Signature Sheets** link allows you to print extra signature sheets for pamphlet training, fire drills, approved presentation/lecture, etc. Please remember that these signature sheets will print only the names of employees who have not completed that particular training.
 Select department(s) and then select the signature sheet type you want.

9. The Contact Safety Services link **Contact Safety Services** has several options.

Most options are links to either Safety service requests or reporting for TTUHSC as described under each option.

Contact USO Coordinator Send message to Safety Services USO	Fire Event Report Submit a fire event report.	Hazard Report Submit an occupational safety hazard
Indoor Air Quality Report Submit an environmental safety indoor air quality report.	Pest Control Submit a pest control request.	Ergonomic Consultation Submit an ergonomic consultation request.

NOTE: Click on **Contact USO Coordinator** to submit questions/concerns without having to go outside of Admin Controls system to Microsoft Outlook or any other email program.

10. For questions, for more information, and/or to schedule Admin Controls training, call Safety Services at 806-743-2597. We can schedule classroom training or over-the-phone training.



TEXAS TECH UNIVERSITY
 HEALTH SCIENCES CENTER
 Safety Services

Amarillo	El Paso	Lubbock	Permian Basin
806-354-5441	915-783-5245	806-743-2597	432-335-1820