HOW TO LOOK UP TRAINING RECORDS USING THE EMPLOYEE REPORTING TOOL

Last updated: June 2019

WHO SHOULD HAVE ACCESS TO THIS TOOL?

By default, all health and safety coordinators have access. Others looking to gain access need to contact their departmental health and safety coordinator who then contacts Doug Dye in the Safety Office for final approval. Doug will then grant access to those requiring it. Examples of who may require access are:

- Departmental personnel who grant access to facilities (i.e. key permits and access codes)
- Department heads
- Executive officers
- Administration officers

USING THE REPORTING TOOL

Access the reporting tool here.

1. Log in using your NEXUS userID and password.
2. Choose from the following four options (see Figure 1):
   - All Safety Courses
   - Compulsory Safety Courses
   - First Aid Certification and Expiries
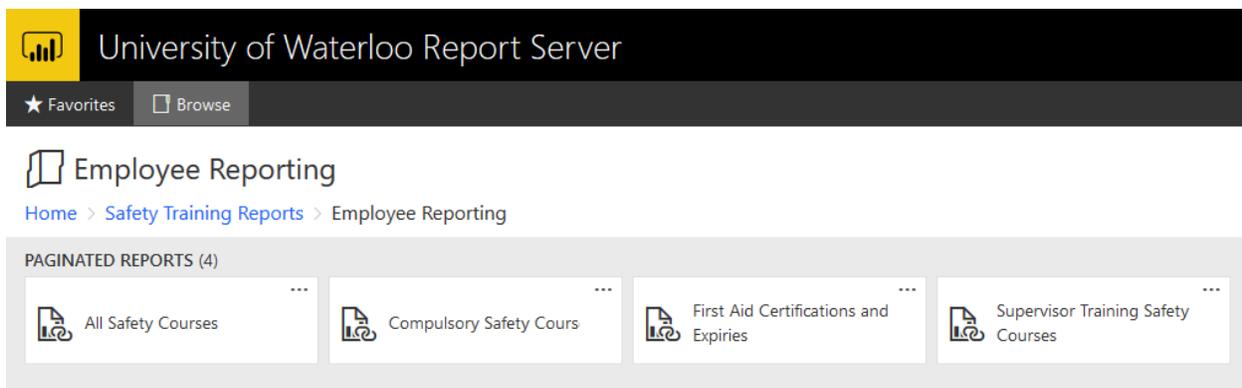   - Supervisor Training Safety Courses

Figure 1: Paginated report options

3. Choose which filters to apply. All reports have filter options to narrow search parameters. Depending on the report, you may have one or more of the following filters available:

   ▪ Sup Orgs (more information below)

   ▪ Employee Last Name

   ▪ Employee ID Number

   ▪ UW userID or Username

   ▪ Expiry Status

   ▪ Courses or Course Number

Leaving the filters blank returns all results for the selected department.

Sup Orgs Filter
This filter allows you to search all departments to which you have access. This is also where you can select the department(s) you wish to view. Clicking and dragging the bottom right corner will re-size the drop-down window.
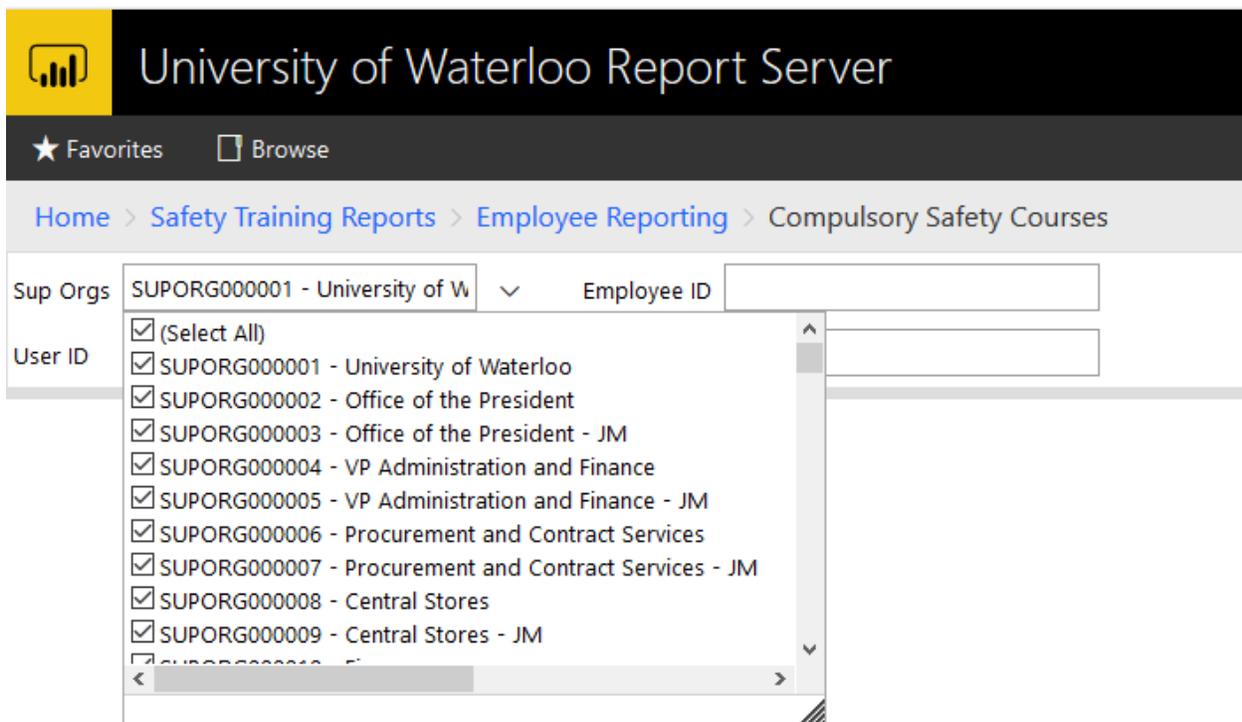
Figure 2: Selecting departments for a report

4. Click View Report on the right side of the search options to generate the report.

5. Click the Export drop down ⊟ ⌄ icon and select the file format to download.

REPORT DESCRIPTIONS

Safety Courses

This report shows what safety related training all employees have completed in the departments to which you have access.

Compulsory Safety Course

This report shows which employees have completed the three mandatory safety training modules.

First Aid Certification and Expiries

This report allows you to view valid first aiders, first aiders whose certificates will be expiring soon (within the next six months), or those who have had first aid training but let it expire.

Supervisor Training Safety Courses

This report indicates whether an individual has completed the mandatory supervisor training modules (SO1003 or SO1100). It also indicates if a supervisor has completed SO1007 (Workplace Inspections), SO1012 (Incident Investigation) and SO1019 (Job Safety Analysis).