HOW TO LOOK UP TRAINING RECORDS USING THE DEPARTMENT REPORTING TOOL

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

Access the reporting tool [here].

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

Pages 3 and 4 of this document describe the reports listed above.

Figure 1: Paginated report options
3. Choose which filters to apply. All reports have the following filter options to narrow search parameters (see Figure 2).
   - Department
   - Employee Last Name
   - Employee ID Number
   - OPRID (UW userID)
   - Location (building, i.e., DC, E3, DWE, etc)

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

![Figure 2: Search filters](image)

**Department**

Allows you to search all departments to which you have access, or you can select the department(s) you wish to view. Clicking the down arrow beside the text box will show the departments you have access to (see Figure 3).

![Figure 3: Selecting departments for a report](image)

4. Click the View Report button 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

Compulsory Safety Course
This report shows which employees have or have not completed the three mandatory safety modules.

First Aid Certification
This report has the same search options as the Compulsory Safety Course but it only returns employees that have valid emergency first aid certification.

First Aid Certification-expiring
This report shows those employees whose first aid certification has expired within the last six months or will expire in the next six months.

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

- You can select individual courses offered by the Safety Office by entering in the course number into the “Course Begins With” text box. Only one course number can be entered into this box at a time. Course numbers can be found on the Safety Office’s training web page (https://uwaterloo.ca/safety-office/training/training-programs)

- There is also an option to view the attendance status of the employee. The default setting is to search for completed/enrolled (this allows a supervisor or H&S rep to know if someone is enrolled in a course that is being held at a future date).
  - Selecting “no” in the test box will show all attendance options such as no-show, dropped or if the person is on a wait list.

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).

This report allows the user to filter the search for specific pay groups. The default is to search all pay groups, which returns a list of all staff in that department. Filtering by pay group helps narrow down the search when looking for departmental supervisors. Once the specific pay group is selected, the Health and Safety Coordinator can then search this smaller list for supervisors.
Figure 4: Pay Groups dropdown