



Instructions for Online Safety Training for CEBC Researchers

Part 1. Access safety course through KU's Blackboard site

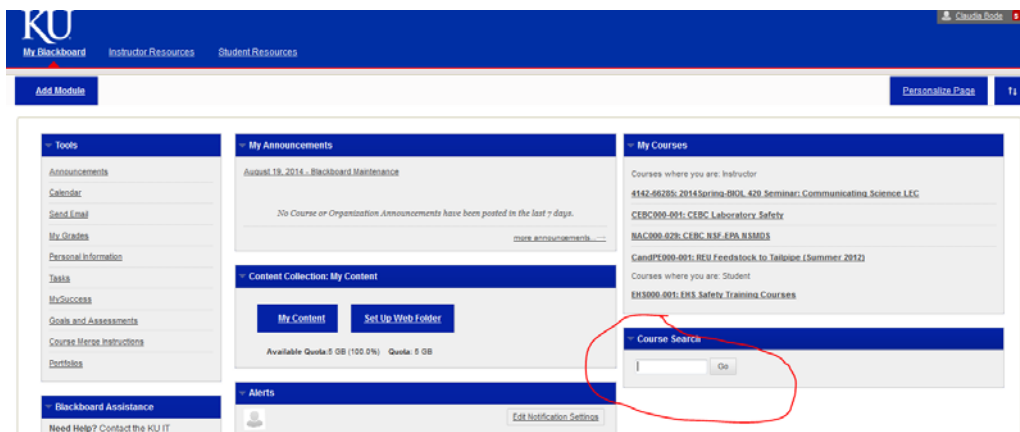
1. Log into: <https://courseware.ku.edu/>



If you are a KU student/employee, use your username and password to access Blackboard.

(If you do not have a KU ID, contact Claudia Bode at 785-864-1647 or bode@ku.edu for assistance)

2. In the Course Search box, enter EHS and click **Go**



3. Click the drop down arrow next to **EHS000-001** and click **Enroll**
4. Click **Submit**
5. Click **OK**

You are now enrolled in the KU's Environmental Health and Safety (EHS) Training Course. It will show up under your list of enrolled courses (under the **My KU tab**).

PART II: Complete Safety Training

1. Click on the “**Lab Safety**” tab on the left as shown below.



2. REQUIRED TRAINING FOR ALL CEBC RESEARCHERS

All CEBC researchers must complete the following courses before working in the laboratories (*scroll down to find each module*):

- EHS Hazard Awareness
- Lab Safety 101
- Lab Personal Protective Equipment 101
- Protective Barriers
- Chemical Fume Hoods
- Safety Showers and Eyewash Stations
- Fire Safety and Extinguishers
- Waste management 101
- Compressed Gas Cylinder Safety

After completing each quiz, type your name in the identifier box, click “print certificate,” screen capture an image of the certificate, and then email it to Nancy Crisp, nancrisp@ku.edu.

Alternatively, you may convert certificate to PDF file and email it to nancrisp@ku.edu or physically print the certificate and give to Nancy Crisp (1501 Wakarusa Dr., Building A, room 110).

A screenshot of a web page titled 'The End!' indicating the completion of EHS safety training. The page contains the following text: 'You have completed the EHS safety & health hazard awareness training. You should meet with your supervisor to go over information specific to your unit, your job, and the hazards to which you may be exposed. If you have any questions or concerns please contact the KU-EHS Department.' Below this are two links: 'Return to KU-EHS Blackboard Page' and 'KU-EHS Website'. A bolded instruction reads '!!! COMPLETE YOUR TRAINING DOCUMENTATION BELOW !!!'. A horizontal line separates this from a form area. The form contains the text 'After finishing this lesson, complete the form below:' followed by a text input field with the name 'Jay Hawk' entered. To the right of the input field are two buttons: 'Print Certificate' and 'Print Score Summary'. At the bottom of the form is a 'Finish' button. Red arrows and a red circle highlight the input field and the 'Print Certificate' button.

3. ACCESS OTHER TRAINING OPTIONS AS NECESSARY:

Feel free to use and complete any of the other training options on this site as appropriate for your needs and/or research project.