

## On-line Safety Services

During the past year, you may have noticed several changes to EHS services on-line. This includes updates to both the EHS website ([www.ehs.iupui.edu](http://www.ehs.iupui.edu)) and the training interface. If you haven't already, we encourage you take a moment to explore this site and update bookmarks to items such as MSDS online (<https://protect.iu.edu/environmental-health/safety-data-sheets/index.htm>) and the chemical hygiene plan (<https://protect.iu.edu/environmental-health/laboratory-safety/lab-safety-chemical-hygiene/index.html>).

As with many transitions, some commonly experienced issues have been noticed. Below is a guide to using MSDS on-line and the updated training systems and some common troubleshooting tips.

### MSDS online

**What it is:** This is a vendor supported service that provides on-line access to MSDS/SDS sheet for a wide variety of chemicals. It is a convenient option for ensuring everyone can access up to date storage and handling information. There is no need to log in to access this service.

#### How to access it:

MSDS online can be accessed directly at <https://msdsmanagement.msdonline.com/6df89148-4e9b-4af6-9ba8-da0d494c926a/msdonline-search/>.

The service can also be accessed from [ehs.iupui.edu](http://ehs.iupui.edu).

The screenshot shows the top navigation bar of the EHS website with categories: ASBESTOS AND CONSTRUCTION MANAGEMENT, BIOLOGICAL SAFETY, ENVIRONMENTAL MANAGEMENT, OCCUPATIONAL SAFETY AND INDUSTRIAL HYGIENE, LABORATORY SAFETY, and RADIATION TRAINING SAFETY. Below the navigation bar, there are sections for 'News and highlights' and 'Popular content'. At the bottom, there are four red buttons: 'Safety Data Sheets' (circled in red), 'Public Health', 'Waste Pick-up Request', and 'Food Safety'. Each button has a small text description below it.

1) Select "Safety Data Sheets" from the lower portion of the [ehs.iupui.edu](http://ehs.iupui.edu) page.

The screenshot shows the MSDS Online search page. On the left, there is a vertical menu with links: Report a Concern, EHS Campus Divisions, Occupational Safety, Occupational Health, Laboratory Safety, Biological Safety, Environmental Management, Radiation Safety, Public Health, Diving Safety, Training, and Safety Data Sheets. On the right, there is a section titled 'Safety Data Sheet (SDS) Search' with a description and a link to 'MSDS Online' highlighted with a red box and an arrow.

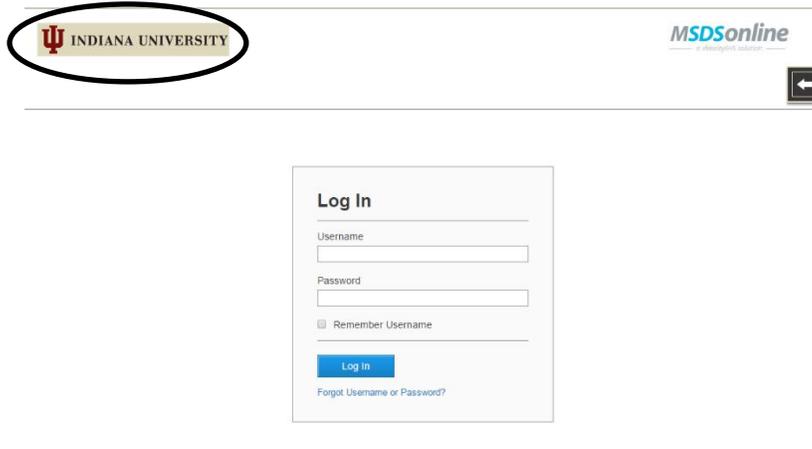
2) Select MSDS online.

#### Trouble shooting tips:

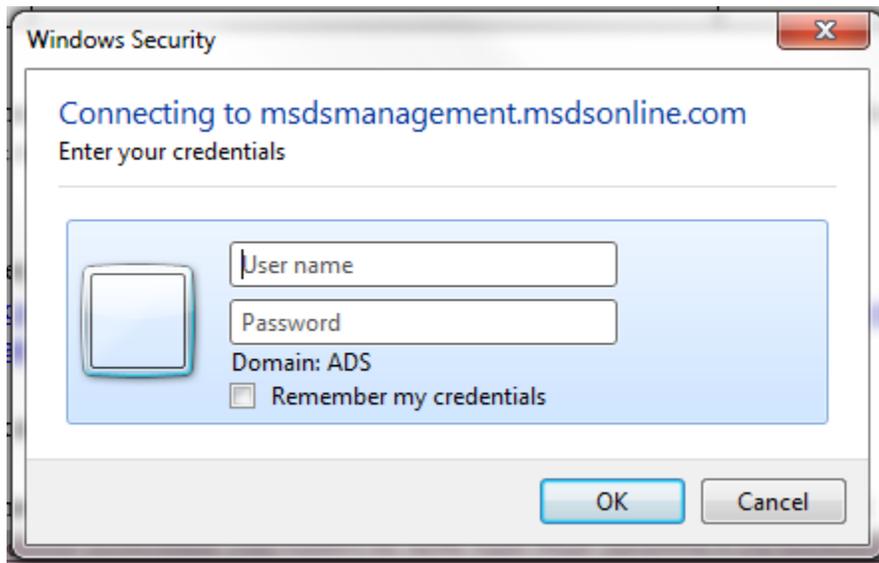
Most issues with MSDS online involve the user being presented with a log in screen. Three possible reasons for this are addressed below.

- 1) MSDS online access is only available if you are physically on the IU network. It will not work if you are accessing it from off campus.

- 2) MSDS on-line is requesting a log in. If you see the screen below, select the Indiana University icon. This will take you past the log in prompt. If you do not see the Indiana University icon, verify that you are on the IU network.



- 3) When trying to access MSDS online, some Chrome users will get a windows security pop up. Press cancel and the service will become available.



**Who to contact:**

If you are consistently having problems with this service, let your lab safety inspector or [Lee Stone](#) know.

## E-Training

### What it is:

E-training is an on-line tool for accessing both on-line and classroom based training, that can be launched from One.iu.edu. You can also visit the [Knowledge Base](#) page for more information on E-training and also to find out about updates and changes to the system.

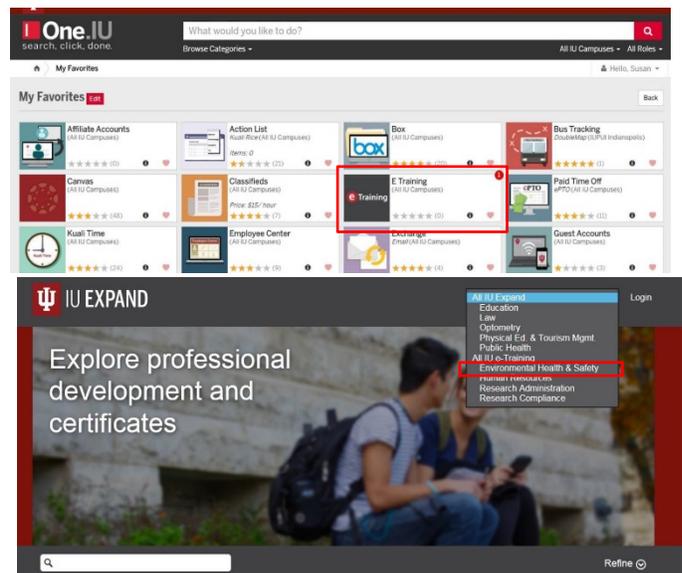
### How to Enroll:

Courses can be accessed from the e-training application found at One.iu or through <https://protect.iu.edu/environmental-health/training/online%20/index.html>. Additionally, if an audit reveals that employees need to complete training, your inspector may send a direct link to the enrollment page for the needed course. If this is the case, select enroll and skip to “Launching an On-line Course” below for further directions. (You may receive the CAS log-in prior to viewing the enrollment screen.)

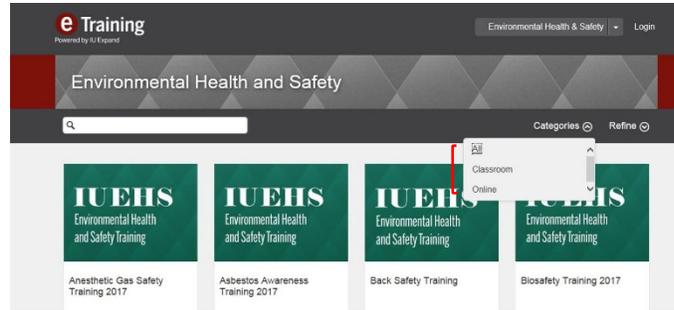
### Option 1) Accessing training enrollment from One.iu

To enroll in an EHS training course, begin by searching for the E Training icon on One.iu. Save the icon to your favorites by marking the heart. Chrome and Firefox browsers are preferred for E Training.

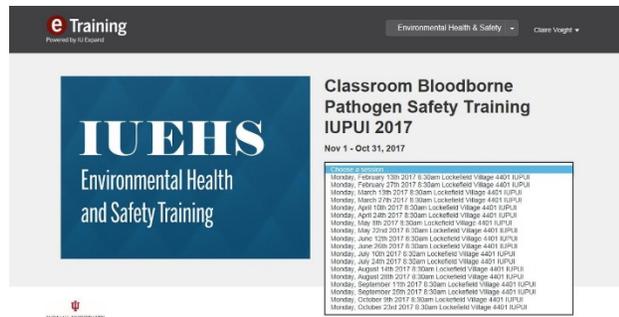
- Click on the E Training icon and, in the upper right corner, click Login. The page will change and you will choose **Log-in** again. The screen will change to the catalog page for Environmental Health and Safety.
- From the drop-down section at the top, right of the page, slide your cursor under **All IU Training**, and then slide to **Environmental Health & Safety** from the drop down menu. The page will change to show IU EHS tiles in blue or green.



- At the **Categories** button, again toward the top, right part of your screen, you may select from the categories of **Online or Classroom**.
- Online training will have a green title background; classroom training has a blue title background
- After you have located the class for which you wish to enroll, click on the icon and the page will change to a page where you will click on the **Enroll** button.
- For online training, you may go to the course to launch it immediately. (See “Launching an On-line Course” below.)



- For classroom sessions, you will choose a **section**.
- Classroom: choose a **section**, and then click **Enroll**.



Option 2) Accessing training enrollment from <https://protect.iu.edu/environmental-health/training/online%20/index.html>.

This page contains text based step by step instructions for both enrolling in classes and launching on-line courses. This page also contains an expandable list of online EH&S courses (right). The expanded view provides a course description and a link to the class enrollment.

- Select the course name button to enroll in the desired class. (ie “Laboratory Safety Training”).

INDIANA UNIVERSITY

Formaldehyde Hazard Communications +

Half-Face and Full-Face Respirator Training +

Hazard Communication Training +

Hearing Conservation Training +

Heat Stress Awareness +

Hot Work Management +

Golf Cart and Off-Road Vehicle Safety +

Laboratory Animal Allergen Training +

Laboratory Safety Training -

The OSHA Lab Standard requires that individuals who will be working with chemicals in the laboratory be provided with sufficient training to enable them to conduct their work safely. Training must be provided prior to the time when they begin their duties involving chemicals and whenever there is a significant change in the types or quantities of chemicals used. Departments and, ultimately, principal investigators, lab managers or lab supervisors are responsible for ensuring that all individuals working in their laboratories have been adequately trained.

You can go directly to the training by selecting this button:

**Laboratory Safety Training**

Select to enroll in course

Frequency of training: Upon employment and as necessary for refresher.

Laser Safety Training +

Mold Awareness Back to Top

- Once you select the course button, a screen with the course name and an enrollment button will appear. Click **Enroll**. Please note if a lab inspector sent a link for a specific course, it will typically be for the enrollment page as illustrated on the right.

IUEHS  
Environmental Health  
and Safety Training

Formaldehyde Hazard  
Communication  
Training 2017

Feb 1 - Dec 31, 2017

ENROLL

INDIANA UNIVERSITY

Indiana University Environmental Health and Safety (IUEHS) has developed this Program to ensure a safe work environment and to protect the health and safety of IU faculty and staff who utilize or are potentially exposed to formaldehyde. This training applies to all occupational exposures to formaldehyde - formaldehyde gas, its solutions, and materials that release formaldehyde. This All Indiana University faculty and staff who have exposure to formaldehyde should take this training.

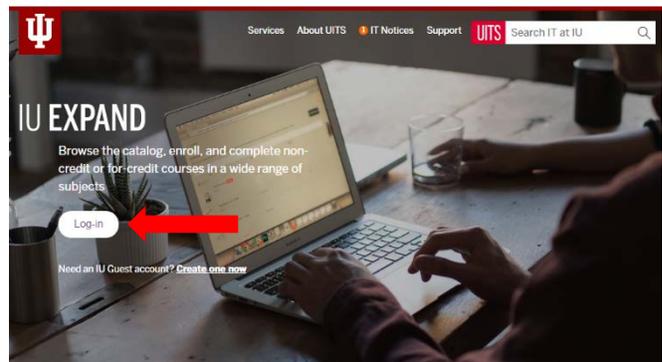
1. Click "Enroll"
2. Login to Expand if you have not already done so. You will use your IU credentials to login, or you can take the steps to create a guest account if you do not have IU credentials.
3. Click "Enroll in Course"
4. Select "Go to Your Dashboard"
5. Locate the proper course under "In Progress" then select "Begin"

### Launching an On-line Course:

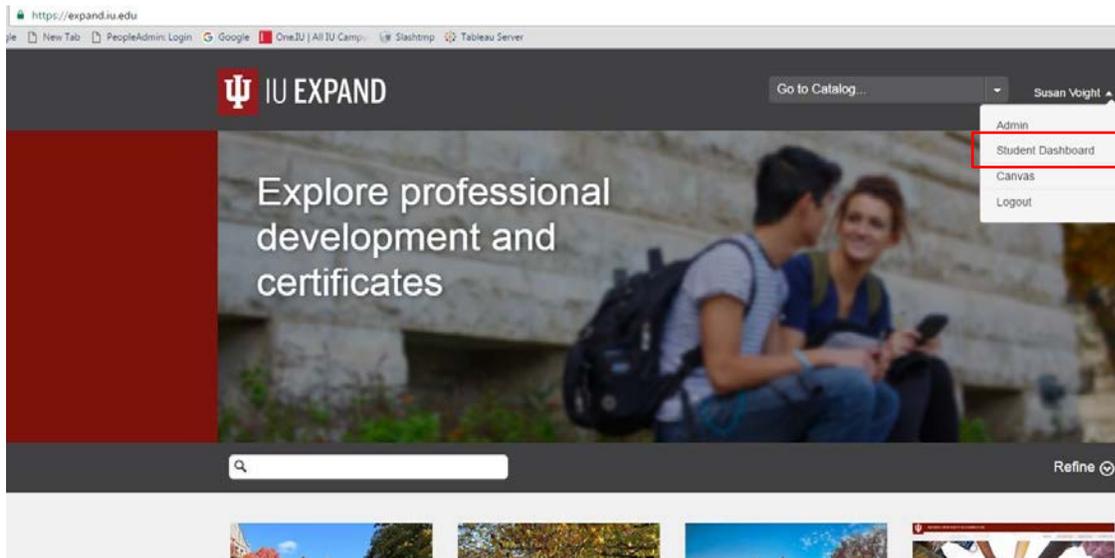
After enrolling, log-in to e-training through one.iu.edu. You may initiate an on-line course through the student dashboard.



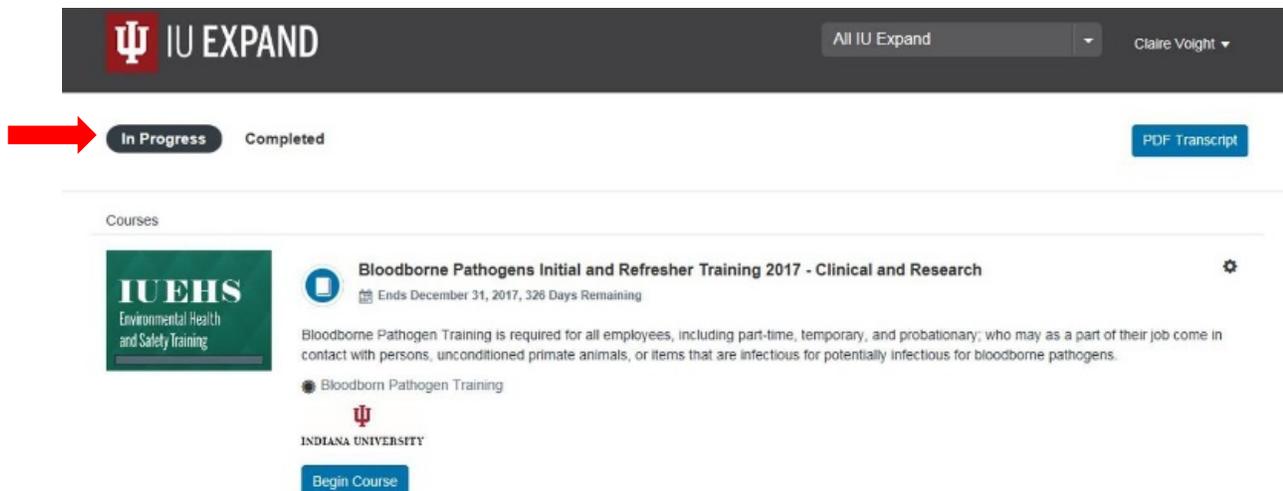
1) Login to e-training, this will launch IU expand



2) Select **Log-in** button from IU expand



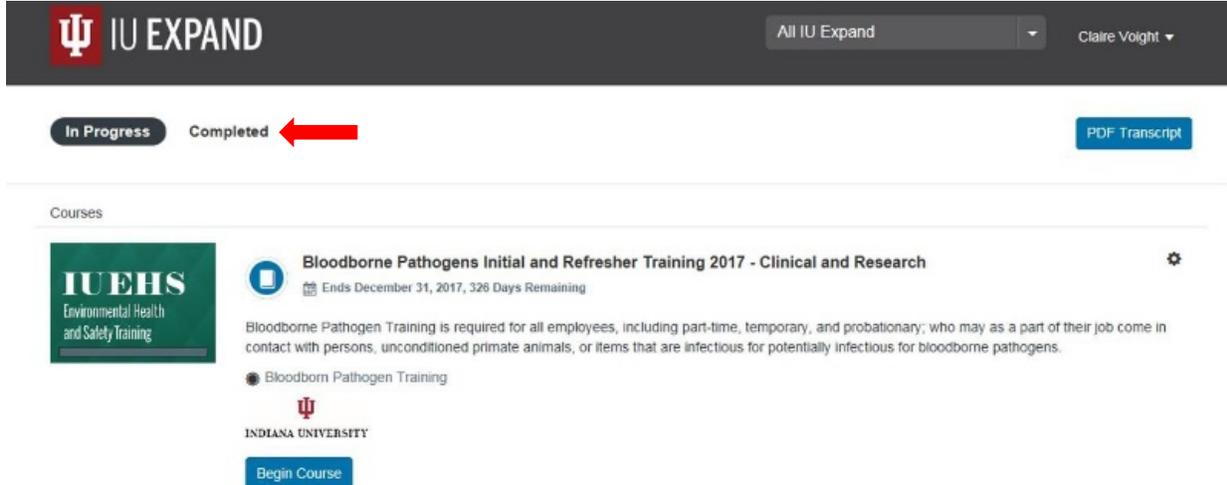
3) Go to your *Student Dashboard*.



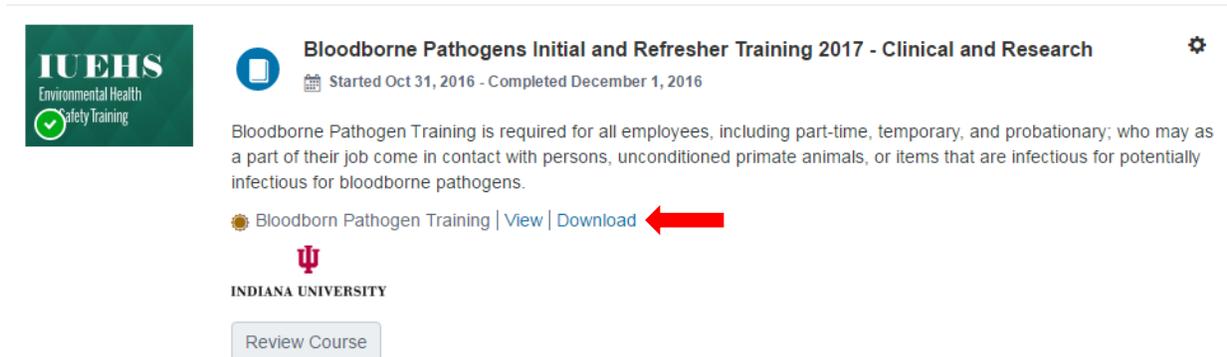
4) Choose **"In Progress"**. You will find a list of your online classes with a link to begin or resume a course. Select **"Begin Course"** to launch a new course.

## Accessing Training Records:

From the Student Dashboard used to launch training (described directly above), you may view your training records and generate completion certificates. Please note, training completed prior to the new system (November 2016) will not be accessible by this method.



1) Select **“Completed”**. This will generate a list of completed courses.



2) Scroll to the completed course you need a certificate for. Select **“Download”** to obtain a pdf version of the certificate.

## Troubleshooting tips:

- 1) For the best experience in using the training system, using Chrome or Firefox is recommended over Internet Explorer.
- 2) Training will not play. Errors in launching training may occur if you are accessing the network from within IU Health facilities or Riley. These networks require a VPN to be in place for the training courses to play. Please contact your IT support to ensure a VPN is in place and configured correctly.

- 3) I can't access my training records or certificates. Only training completed after November 1, 2016 can be accessed by the above method. If you need a training certificate for courses completed between 2013 and November 1, 2016, your laboratory safety specialist or [Susan Voight](#) may be able to assist you.

If you have additional questions about accessing training, you may contact our Training Compliance and Administrative Manager, [Susan Voight](#).