In accordance with the TTU Environmental Health states” EHS provides a number of online safety training to faculty, staff and students to introduce applicable policies and procedures established by the university. Training must be completed prior to work beginning in the work area. EHS-administered safety training provides an awareness-level proficiency in hazard identification and mitigation techniques for your work at Texas Tech. On-site, hazard-specific training is to be conducted by your supervisor prior to beginning your work. The TTU Lab Safety Manual paragraph A14.2 which states “Required EHS Safety Trainings Based on Activities”

All new personnel who work at your facility, submit the training enrollment request and we can ensure they are added to your team and their profiles are correctly set up for our tracking purposes as well. Here is the link: <https://www.depts.ttu.edu/ehs/forms/training-request.php>.

Please see me to get the correct training courses you are required to take.

Accordingly, my records reflect that you are due on the following training:

Various please check the web site

To get to your required training please follow the steps below:

 Go to the HIS training home page <https://otis.osmanager4.com/#/saml/login/2688533>

1. Sign in and that will take you to your training.
2. Complete all assigned training
3. Email gary.reid@ttu.edu when completed

**NOTE: YOU WILL HAVE TO USE A WINDOWS COMPUTER AND GOOGLE CHROME**

**\*\*Safety Awareness Training has a new website to complete the training:**

If you need to complete the Safety Awareness training

1. go to <https://ttu.csod.com/samldefault.aspx>

2. you will sign in with your credentials

3. then go to library

4. Scroll down until you find ………..

5. Click this icon

6. Click request

7. Click Launch to Start the course and finish the video make sure you hit finish when the video is done,

8. Then go to Transcript

9. Change active to completed

10. and find safety awareness and download the certificate and then send me a copy of the certificate.

**If you require assistance in completing this course or have any questions or concerns about the training please feel free to come by my office or call my office at 834-2595 or cell 619-988-6864 or email at** **gary.reid@ttu.edu**

Thank you for your assistance in this very important matter