



Training Tracking

Many State and Federal safety and environmental regulations require employers to provide workers specialized training regarding hazards in the work place. Companies that work with hazardous materials are required to train employees as to their proper handling and to keep records of all employees that have been trained. FacTST™ Training Tracking, a feature included in the Health & Safety and EHS Management Suites, is designed to generate reports typically needed to demonstrate compliance with these aspects of the OSHA Hazard Communication Standard, EPA Right to Know laws, EPA and OSHA Asbestos regulations, and RCRA/OSHA HazWopper requirements.

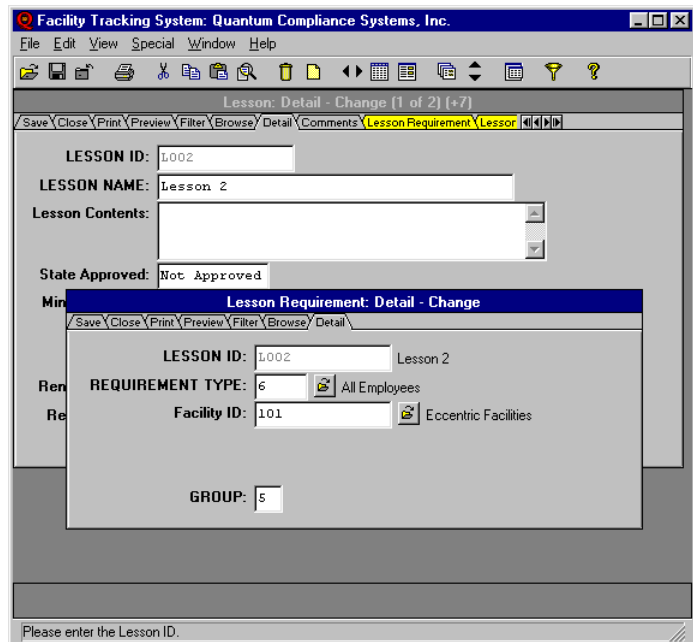
The Training group assists in complying with current Federal, State, and Municipal laws by tracking the training of employees with potential exposure to hazardous products. The Training Tracking feature performs the following:

- ❑ Tracks training needs required by the company or various governmental agencies based on the employee's job, department, products, or equipment used.
- ❑ Identifies when training has expired and handles renewal periods for lessons that may be needed on a regular basis.
- ❑ Maintains training records for both on-site and off-site training as well as on-the-job training records associated to periodic reviews and meetings.

An employee's training requirements can be established by either job classification or potential exposure to a chemical product. An employee's potential exposure to a chemical is established by product usage of the department to which an employee has been assigned. Training requirements can also be defined or established by work location.

FUNCTIONALITY

Training Tracking is used to document that training requirements, as defined by the Hazard Communication Standard, including notification of MSDS review, have been met. The simplest method is to create Course IDs that describe introductory Hazard Communication Training and annual refresher courses. The training maintenance function is then used to log whom has either reviewed the MSDS or taken the appropriate course. As indicated above, training requirements can be assigned either by job class or potential exposure to product. The names of all employees who have not received the appropriate training appear on the requirement reports.





If multiple classes are required to satisfy a requirement, classes can be grouped into a curriculum, and completion can be tracked at both an individual class and curriculum basis.

CLASS REGISTRATION

As employee training is needed, an authorized user can create classes and either sign up users, or allow users to sign up for the class that fits their schedule/location. Class reminders can be emailed or Calendar Messages can remind users when they log in of upcoming classes. Once a class is held, an attendance report listing student grades can be posted or emailed to the appropriate managers.



Instructors and students can also post comments about the class for future improvements.

REPORTS

A wide selection of reports is included with the standard software. Training Tracking performs the following reports, among others:

- Employee Training Status
- Satisfied and Unsatisfied Training
- Job Training Status
- Employee Training History
- Training Requirement Verification
- Department or Facility Training Status
- Class Roster/Class Attendance

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