Finding ESAMS

ESAMS can be accessed from the following website www.hgwllc.com. Select the link entitled "Customer Links," then click on "ESAMS Login" for the ESAMS Login Page. This can be saved as a favorite for easy reference.

Logging into ESAMS

The temporary User ID is the last name followed by the last five digits of the social security number (SSN); for example, **DOE56789**. For first-time login, the temporary password is the last five digits of the user's SSN; for example, **56789**. Upon logging in, the user will be directed to change his/her User ID and password, set up a security question, and input a current e-mail address. The user must verify the answer to the security question to acquire the UserID/Password for future use, whether he/she uses the "ESAMS Account Retrieval" feature or calls the ESAMS Help Desk. A security question should be answered accurately and not used as a hint for the current password. ESAMS Help Desk personnel will NOT be able to reset a password over the phone unless the user can correctly answer the question. At this time, the user will be referred to his/her Regional Safety Manager Contact.

Forgot your Password or User ID?

Click on "Forgot Password" or "Forgot User ID" on the ESAMS Login Page. Follow the directions provided. The security question must be entered EXACTLY as it was established. The password will be e-mailed to the user; User IDs will be displayed on the webpage. First-time users should contact the ESAMS Help Desk.

Reports Management System (RMS)

RMS is accessible by all users. The reports displayed within RMS are dependent on the access level of the user. All personnel with default access, Supervisor, or Supervisor NDR Access will see only Course Listing and Duty/Task Listing. For all other reports, RMS access is based upon the user's specific access for each module.

Quick Launch Features

My Links:

- Messages / Not Read
- Profile
- Web Training
- Classroom Training Schedule
- Needed Training
- My Inspections
- Report Near Miss
- My Abatements / Corrective Actions
- Report Unsafe/Unhealthful
- Surveys
- Change My Password
- Change My User ID

* Please refer to the General Reference Guide for details about the above section.

Supervisor Links:

- Supervisor's Tools
- Report a Mishap
- Report a Property Damage
- Report a Near Miss
- SOH Report Card
- Monthly Safety Talks
- Record OJT
- Record IDP
- Record RODS
- Respirator Use Questionnaire
- Ergonomic Checklist
- My Workplace Inspection Checklist

Monthly Safety Talks

Monthly Safety Talks is an OJT topic:

- The date of training is restricted to the current month.
- Monthly Safety Talks gives credit for two courses: Monthly Safety Talks-Given and Monthly Safety Talks-Received. Supervisors listed in Section A are given credit for "Given." Personnel listed in Section B receive credit for Monthly Safety Talks-Received.

Mishap Reporting (IIRTS)

Supervisors can submit a supervisor's report of injury, illness, property damage, or a near miss.

Report a Mishap

1. Select the "Submit Mishap" button. Follow the search criteria instructions to find the injured person's name.
2. Select the name of the injured person. A form is created with the selected person's information already populated based on his/her TRMS (Training and Records Management) employee record.
3. Complete all required fields. These fields are bolded in red. Additional supervisors can be added at the bottom of the report prior to submittal. Selected supervisors receive an email notice, can access the mishap from the hot list, and can append additional comments to the record.
4. Select the "Submit" button at the top left of the screen. Successful submittal will generate a printer friendly copy of the mishap, and the record will be viewable from the supervisor's hot list. An email notification is sent to appropriate personnel.

Report a Property Damage

1. Select "Submit Property Damage" button.
2. Complete all required fields. These fields are bolded in red. Click "Save."
3. A more detailed form appears that needs to be completed. This form has two options, Save and Submit. The information must be saved prior to submittal.

Report a Near Miss

1. Select "Submit Near Miss" button.
2. Complete all required fields. These fields are bolded in red. Additional supervisors can be added at the bottom of the form.

Hot List

In each area (injury/illness, property damage, or near miss) supervisors have a hot list of all submitted, open, and closed reports.

OJT - Given By Supervisor

Supervisors may record OJT (On the Job Training) and other training typically given by supervisors. A list of available training can be found by selecting the "Record OJT" icon. Each OJT topic provides various aids and/or tools to assist the supervisor in training his/her direct reports. Once the training has been completed, the supervisor records the training by following these steps:

1. Select the appropriate OJT topic.
2. Select the "Record" button generally located at the bottom.
3. Verify that the date trained is correct.
4. Check the box for personnel trained. A direct report list is displayed with the last date of training and whether or not the training is required.
5. Click on "Submit Class Roster" to record training.

Optional Features

- Additional supervisors can be added which will automatically include their direct reports to the training roster.
- Any individual within the supervisor's command can be given OJT credit by using the "Add to Class List" located at the bottom of the screen.
- OJT's can now be recorded as Monthly Safety Talks. When recording the OJT, check the box after the "Record OJT as Monthly Safety Talk" statement.
- RODS (Recreational Off-Duty Safety) classes may also be recorded by the supervisor in exactly the same way as OJT. Supervisors can use the "Record RODS" link under Supervisor Links to do this.

Supervisor Tools

Supervisors can assign or un-assign direct reports, assign duties/tasks, and run a variety of reports:

- View and Assign Direct Report - If the list of direct reports is incomplete, use the triangle to open a search window and find the missing person. Click on his/her name, then add the individual by clicking the "Add to My List" button. In addition, duties/tasks can be added to personnel using the associated link. The "RC" button will display the supervisor report card for personnel who are supervisors.
- Supervisor's OSH Report Card
- Training Plan
- Training Plan With Down-Line
- PPE Requirements
- Monthly Safety Talks Report
- Respirator Workers
- Medical Surveillance Programs
- Duty/Task
- OJT Report

E-mail Notifications

- Individual notifications are generated monthly informing personnel of their outstanding commitments (both overdue as well as those due within 65 days).
- Supervisor notifications are generated monthly listing direct reports with outstanding commitments (both overdue as well as those due within 65 days).
- Upcoming class reminders are sent weekly to personnel enrolled in classes scheduled within ten days.
- Mishap Notification is sent to the supervisor if a mishap is electronically submitted for a direct report.
- Hazard abatement notices are sent to personnel designated as responsible when inspections are completed.

ESAMS©

Supervisors

Quick Reference Guide

ESAMS Help Desk:
www.hgwllc.com
Fax: (865) 693-3242
Phone: (865) 693-0048

CONUS: Toll-free number (1-866-249-7314)

OCONUS: (DSN) Dial 809-4-OFF-DSN (809-463-3376)
At the second dial tone, dial: (1-866-249-7314), including the "1"

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