

# ESAMS<sup>®</sup>

## ESAMS Supervisor User's Manual



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**[www.hgwllc.com](http://www.hgwllc.com)**

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# ESAMS System Training for Supervisors

## Introduction to ESAMS for Supervisors

ESAMS (Enterprise Safety Applications Management System) has been selected as the SMS (Safety Management System) by CNI headquarters to provide a secure NMCI compliant web-based means to manage all facets of the Navy's Safety & Health programs. ESAMS is composed of a suite of web-enabled applications to manage SOH data requirements including mishap reports, training, direct and indirect costs, medical surveillance, hazard analysis, etc. ESAMS enables Navy personnel to demonstrate full compliance with all current OSHA and SOH standards, and provides real-time data for headquarters and command level personnel allowing them to make informed decisions based on current data and metrics. Once implemented, ESAMS will automate many of the OSH program data calls and required reports. ESAMS allows employees, supervisors, training coordinators and safety professionals to manage their training, metric, medical surveillance, mishap, inspection, and deficiency data which can be limited to echelon, installation, region, command, and various other levels.

## Training Objective

The main objective is to understand ESAMS from a Supervisor's perspective. Specific Topics cover the following:

- Quick Launch Links - My Links and Supervisor Links
- Record OJT (On-the-Job-Training) Given by Supervisor
- On-Line Web Training
- Mishap Reporting - Illness Reporting and Tracking System (IIRTS)
- Respirator Use Questionnaire
- Filing an Unsafe/Unhealthy Report

## Finding ESAMS

The web site login can be accessed directly by using the following URL:

[https://www.hgwillc.com/ESAMS\\_GEN\\_2/LoginESAMS.asp](https://www.hgwillc.com/ESAMS_GEN_2/LoginESAMS.asp)

Users can also find the login at <http://www.hgwillc.com>. Select the Customer Links hyperlink; then click on the ESAMS Login link that is located at the top of the Customers Links page.

## Logging into ESAMS

For first time users, the User ID is the **full last name and last five digits of the social security number**. For first time users, the default password is the **last five digits of his/her social security number**.

A screenshot of the ESAMS login form. It features a dark blue header bar. Below the header, there are two input fields: "User ID:" with the text "smith12345" and "Password:" with five dots. Below the password field, the text "(Password is Case-Sensitive)" is displayed. A "Login" button is located to the left of the password field.

First time users will not be allowed to enter the system until the User ID and password are each changed from the initial settings and a security question has been entered. User IDs are not case sensitive so do not worry about capitalization; Passwords are case-sensitive and require both capital and lower-case letters. The user will first be required to change the User ID. The user must enter the Current User ID (the User ID that was used to login to the ESAMS website), then enter a new User ID. The User ID must be re-entered to ensure that the user is certain of the ID being entered. Clicking the “Continue” button takes the user to the next step.

The next step in the first time login process, the user must change the Password. The user must enter the Current Password (the Password that was used to login to the ESAMS website), then enter a new Password. The Password must be re-entered to ensure that the user is certain of the password being entered. Clicking the “Continue” button takes the user to the next step.

Next, first time users will see a screen in which they must select the specific security question using the drop-down box, then must enter the correct answer to the security question (shown below). Once this information is entered, the user should click the “Continue” button to move to the next step.

The next step is for the user to select the Login Preference option. This will determine how the user is allowed to log into the ESAMS website in the future. The user may choose to login: 1) using PKI/CAC **only**, 2) using User ID/Password **only**, or 3) using both PKI/CAC and User ID/Password, which allows the user to login with either procedure. The user should click the desired option and click the “Continue” button.

Users who select either login option that includes PKI/CAC login will see a “PKI Login” button on the ESAMS Login page when they return to Login to ESAMS in the future. Clicking on the “PKI Login” button will allow the user to login using only the PKI/CAC card. **Note: The PKI/CAC certificate must be in the PKI/CAC reader of the computer for the PKI/CAC login to work.**

PKI Owner: JAMES HAMILTON **PKI Login**

User ID:

Password:   
(Password is Case-Sensitive)

**Login**

The last step in a first time login, the user must confirm the email address that is associated with the user’s account. The current email address is listed in an open text field, in which the user may type any corrections to the address that are needed. Clicking on the “Continue” button completes the first time login process, and takes the user to the ESAMS Main page.

**ESAMS**

Welcome Alyssa Jones ESAMS Login Page

**OPTIONS**

- Security Question
- Login Preference
- Email Address**

**Email Address**

E-mail:

If an e-mail address is not shown below, please enter one.

**Continue**

**- Email Address Help -**

- Any requests for your password are mailed to your e-mail account.
- Please check the accuracy of your e-mail address.
- Used for Password Retrievals.

Users who have had the password reset by the ESAMS Help Desk will see the screen below, which will require them to change their password before entering the ESAMS website – they may change their security question and email at this point as well, but this is not required. The security question is used to identify the user in the case he/she cannot remember his/her login at a later date. The ESAMS Help Desk may ask for this information to verify the identity of a caller.

**Forgot Password**

Users who cannot remember their Password for ESAMS can move the cursor/mouse over the “HELP” link to see the “ESAMS Account Retrieval” section and use the “Forgot Password” link. Clicking on the “Forgot Password” link opens a new window in which the user can retrieve his/her Password. After passing the web security page, the user must enter his/her correct User ID and answer the Security Question correctly. The answer to the Security Question must be typed exactly as it was entered (including capitalization) or the system will not recognize the answer. Once these actions are completed, ESAMS will send the user’s password to the email address on the user’s record. Alternatively, users logging in with a CAC/PKI certificate can change their password and then enter directly into the website.

**“HELP” Link**



## Security (CAPTCHA) Screen

**ESAMS**  
Powered by **HGV**

**Password Assistance**

If you have logged into the system before and selected a new password, you should have also selected a "Security Question" and provided an answer for that question. When you answer your "Security Question" correctly, your password will be e-mailed to the e-mail address stored in ESAMS.

If you do not have an e-mail address in ESAMS, you will have to contact HGV for assistance. [Click here](#) for contact information.

**Type the characters you see in the picture below.**

Click Refresh to Change Image



Letters are Case-Sensitive

## Get Security Question

**ESAMS**  
Powered by **HGV**

**Password Assistance**

If you have logged into the system before and selected a new password, you should have also selected a "Security Question" and provided an answer for that question. When you answer your "Security Question" correctly, your password will be e-mailed to the e-mail address stored in ESAMS.

If you do not have an e-mail address in ESAMS, you will have to contact HGV for assistance. [Click here](#) for contact information.

If you forgot your password, enter your User ID below and click on the Get Security Question button.

Enter User ID:

## Answer Security Question

**ESAMS**  
Powered by **HGV**

**Password Assistance**

If you have logged into the system before and selected a new password, you should have also selected a "Security Question" and provided an answer for that question. When you answer your "Security Question" correctly, your password will be e-mailed to the e-mail address stored in ESAMS.

If you do not have an e-mail address in ESAMS, you will have to contact HGV for assistance. [Click here](#) for contact information.

Question: **Pet's Name** Answer:

## Password E-mailed

The screenshot shows the ESAMS interface with the following elements:

- ESAMS logo with "Powered by HGV" below it.
- A "Close Window" button in the top right corner.
- A blue header bar with the text "Password Assistance".
- Main text: "If you have logged into the system before and selected a new password, you should have also selected a 'Security Question' and provided an answer for that question. When you answer your 'Security Question' correctly, your password will be e-mailed to the e-mail address stored in ESAMS."
- A second text block: "If you do not have an e-mail address in ESAMS, you will have to contact HGV for assistance. [Click here](#) for contact information."
- A red text block: "Your password has been mailed to you at [jhamilton@hgwllc.com](mailto:jhamilton@hgwllc.com) If this e-mail address is incorrect, please contact the Help Desk at the above phone number."

### Forgot User ID

Users who cannot remember their User ID for ESAMS can move the cursor/mouse over the “HELP” link to see the “ESAMS Account Retrieval” section and use the “Forgot User ID” link. Clicking on the “Forgot User ID” link opens a new window in which the user can retrieve his/her User ID. After passing the web security page, the user must enter his/her Last Name and Social Security Number, and answer the Security Question correctly. The answer to the Security Question must be typed exactly as it was entered (including capitalization) or the system will not recognize the answer. Once these actions are completed, ESAMS will display the user’s current User ID. Users who have not yet changed their User ID will be informed that the Login is the user’s Last Name and Last 5 digit of the SSN.

### “HELP” Link

The screenshot shows a menu with the following items:

- A red circle highlights the "HELP" link in the top right corner.
- Other menu items include "Contact Webmaster", "ESAMS Login Help", "CAC/PKI Authentication Help", "Help Desk", "ESAMS Account Retrieval", "Forgot Password", and "Forgot User ID".

### Security (CAPTCHA) Screen

The screenshot shows the ESAMS User ID Assistance security screen with the following elements:

- ESAMS logo with "Powered by HGV" below it.
- A "Close Window" button in the top right corner.
- A blue header bar with the text "User ID Assistance".
- Main text: "You will be asked to enter the letters correctly for a CAPTCHA (letters in a distorted picture), after 4 incorrect tries you will have to close the popup and try again. If you have correctly answered the CAPTCHA you will be asked to Enter your Last Name and **Full Social Security Number (Will be used for validation)**. If ESAMS accepts your Last Name and Social Security Number as valid, you will be asked to answer your Security Question. Then you can retrieve your User ID from the system."
- A second text block: "If you have a problem retrieving your User ID please contact HGV for assistance: [Click here](#) for contact information."
- A blue bar with the text: "Type the characters you see in the picture below".
- A CAPTCHA image showing the characters "UGGHKKX" in a distorted, noisy background.
- Buttons: "Click Refresh to Change Image" and "Refresh".
- Text: "Letters are Case-Sensitive".
- Input field: "UGGHKKX".
- Submit button: "Submit".

## Enter Last Name and Full Social Security Number

**ESAMS**  
Powered by **HGV**

Close Window

**User ID Assistance**

You will be asked to enter the letters correctly for a CAPTCHA (letters in a distorted picture), after 4 incorrect tries you will have to close the popup and try again. If you have correctly answered the CAPTCHA you will be asked to Enter your Last Name and **Full Social Security Number (Will be used for validation)**. If ESAMS accepts your Last Name and Social Security Number as valid, you will be asked to answer your Security Question. Then you can retrieve your User ID from the system.

If you have a problem retrieving your User ID please contact HGV for assistance:  
[Click here](#) for contact information.

**Forgot your User ID?**

**Please enter your Last Name and your Full Social Security Number (SSN).**

Enter Last Name:

Enter SSN:  -  -  123-45-6789

## Answer Security Question

**ESAMS**  
Powered by **HGV**

Close Window

**User ID Assistance**

You will be asked to enter the letters correctly for a CAPTCHA (letters in a distorted picture), after 4 incorrect tries you will have to close the popup and try again. If you have correctly answered the CAPTCHA you will be asked to Enter your Last Name and **Full Social Security Number (Will be used for validation)**. If ESAMS accepts your Last Name and Social Security Number as valid, you will be asked to answer your Security Question. Then you can retrieve your User ID from the system.

If you have a problem retrieving your User ID please contact HGV for assistance:  
[Click here](#) for contact information.

**Answer the following question to retrieve your User ID:**

**Security Question:**  
Pet's Name?

## View User ID

**ESAMS**  
Powered by **HGV**

Close Window

**User ID Assistance**

You will be asked to enter the letters correctly for a CAPTCHA (letters in a distorted picture), after 4 incorrect tries you will have to close the popup and try again. If you have correctly answered the CAPTCHA you will be asked to Enter your Last Name and **Full Social Security Number (Will be used for validation)**. If ESAMS accepts your Last Name and Social Security Number as valid, you will be asked to answer your Security Question. Then you can retrieve your User ID from the system.

If you have a problem retrieving your User ID please contact HGV for assistance:  
[Click here](#) for contact information.

**User ID is: smith12345**

# **Becoming Familiar with ESAMS**

## **Quick Launch Box**

The Quick Launch box is divided into My Links (for standard level access), Supervisor Links, News and Events, Help and Admin Links. It should be noted that users will only see Quick Launch links pertinent to their access in the system. The Quick Launch contains the following sections:

- My Links
- Supervisor Links
- News and Events
- Help
- Admin Links

### My Links

My Links contains all the basic areas that a standard user would need to access in ESAMS.

### Supervisor Links

Supervisor Links contains all the links that a person with supervisor access would need in ESAMS.

### News and Events

News and Events will contain the most recent ESAMS Newsletter and any messages that the region or claimant wishes to post. Personnel with higher administrative access may see the Executive Safety Summary.

### Help

- Navy POCs (Points of Contact)
- FAQs (Frequently Asked Questions)
- ESAMS Documents contains detailed instructional manuals for each application and quick reference guides.
- Help Desk Number and Hours of operation
- Email the Safety Office to contact the Regional Safety Manager or Claimant Safety Manager.
- Questions and Comments should only be used for problems specific to the web application functions and should not be safety program issues.

### Admin Links

These links are used only by ESAMS Administrators with specific access for each application.

## **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
- Safety Survey
- Change My Password
- Change My UserID

## **Supervisor Links**

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

### **Command Safety Summary**

#### **News and Events:**

**CNIC Safety and Occupational Health Policy**

**ACTION DIRECTIVE FOR IMPLEMENTING ENTERPRISE SAFETY**

**ESAMS Newsletter February 2007**

**SECNAV MESSAGE**

**C<sub>N</sub>Insights**

**The 2005-2006 Navy Safety Campaign.**

**CNIC Safety Net February 2007**

## **Help**

- Navy POCs
- FAQs
- ESAMS Documents
- ESAMS Templates
- ESAMS Help Desk
- Email HGW Safety Office
- Questions or Comments

System Basics include the following topics:

- Basic Navigation
- Exiting ESAMS Applications
- Messaging Pop-ups
- Pop-up Selection Menus
- Logging Into Systems
- The Change Log
- Technical Help

### Navigating and Exiting

Users should try to refrain from using their browser “Back” or “Forward” buttons. Each page in ESAMS should have an “Exit,” “Return to Main Page” link, or a “Back” button within the web application that will allow users to navigate properly through the application screens. When a user is finished using the system, he or she should log off the system by using the “Log Out” link that can be found throughout the applications.



### Messaging Pop-Ups

Below is an example of an ESAMS Message Pop-up. These pop-ups act much like email, but send messages directly to our Technical Support Department.

There are three important items to remember about pop-up email:

#### Time Outs!

The Pop-up window will automatically close after approximately 20 minutes.

#### Pop-Ups Can Hide.

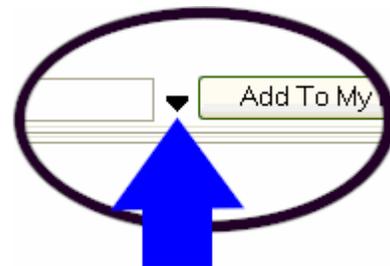
Pop-ups are really only little browser windows and can sometimes hide behind a larger browser window. If a Pop-Up won't open, it may be because it's already open; check the status bar for multiple browser windows.

#### Include Your Name and Phone Number.

Supplying your name, email, and/or phone number will expedite a response. This is not necessary, as the ESAMS Technical Support members can trade messages with users through the “Message” link under My Links, but can help if the support member needs direct contact.

## Using Other Pop-Up Types

Pop-Up Selection windows are used throughout the ESAMS system to populate data fields. To the right is an example of the triangle to click to access these pop-up selection boxes. The triangle refers to a pop-up selector. Whenever possible, select the triangle to generate a pop-up selection menu.



**DO NOT TYPE INTO THE FIELDS WHEN THERE IS A POP-UP SELECTOR AVAILABLE TO USE!**

There are four basic types of Pop-Up Types:

- Calendar/Time
- Fill-In Search
- Single Select
- Multi-Select

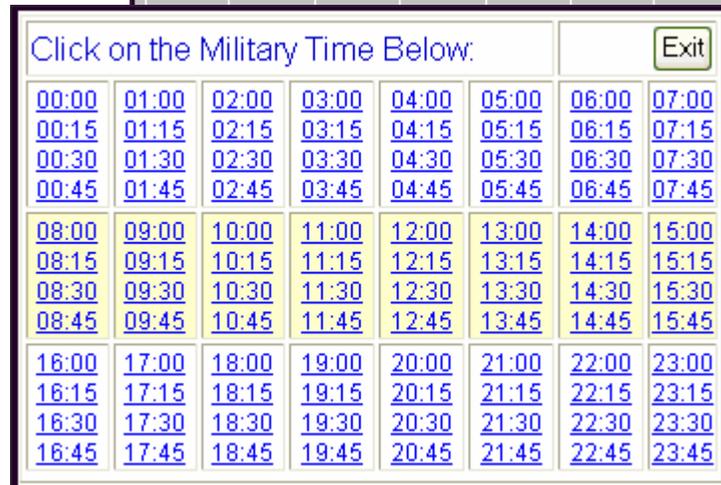
### Calendar/Time Pop-up Selection

To the right is an example of a calendar pop-up selection window used to select dates for fields in the system. Notice the default selection is the current date.



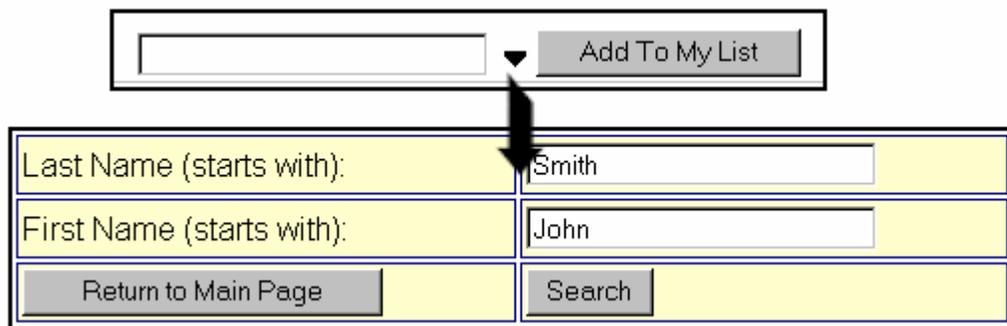
### **To select a date follow these steps:**

Select the year and then select the month. Click on the desired date next. The calendar pop-up window will disappear and the date selected will appear in the text box. Also to the right is an example of a time pop-up selection window. The window displays military time in 15-minute increments. Users should select the time closest to the actual desired time. The pop-up window will disappear and the time you selected will automatically populate the text box.



### The Fill-In Search Selection Pop-Up

To the right is an example of a Fill-In Search Selection Pop-Up. To begin your search, type in the first part of the name and then select the "Search" button. Below and to the right is an example of the results of search criteria that was typed in above. In this case, the result happens to be a Single Select Pop-Up.



## Single Select Pop-Up Windows

Single Select as the name implies only allows the user one item in the list as shown to the right. Left mouse click on the correct item, this action will populate the field and the window will disappear. If the desired record did not appear, try the “[Search Again](#)” button and change the search criteria.

## Multi-Select Pop-Up Windows

Multi-Select pop-up lists allow the users to select more than one item.

<input type="checkbox"/> Select ALL Record(s)			
1.	<input checked="" type="checkbox"/>	U.S. Navy (3)	Active
2.	<input type="checkbox"/>	U.S. Navy (1)	Contractor
3.	<input checked="" type="checkbox"/>	U.S. Navy (6)	Foreign Civilian (attached to USN)
4.	<input type="checkbox"/>	U.S. Navy (5)	Foreign Military (attached to USN)

Exit Search Again	
Name	Activity
1. <a href="#">Smith, John</a>	AIMD Fort Worth
2. <a href="#">Smith, John A</a>	AIMD Fort Worth
3. <a href="#">Smith, John Timothy JR</a>	EODMU 17
4. <a href="#">SMITH, JOHN L</a>	SUBASE KINGS BAY GA
5. <a href="#">Smith, John B.</a>	NAVFAC Washington
6. <a href="#">Smith, John michael</a>	AIMD Willow Grove
7. <a href="#">Smith, John C</a>	NDW
8. <a href="#">Smith, John</a>	USAGAPG
9. <a href="#">SMITH, JOHN D</a>	NR VTU 1314
10. <a href="#">Smith, John</a>	MACS 24
11. <a href="#">Smith, John</a>	VFA-204
12. <a href="#">Smith, John S</a>	HGW Manyville Command
13. <a href="#">SMITH, JOHN MICHAEL</a>	NMCB 24 DET 0524

## Change Logs

All Users should be aware of the change logs that are located throughout all the applications but only viewable by administrative personnel. The Change Log is an expandable memo field that is appended each time a user makes a change to a record. The system logs a date, time, user's name and the action taken. This allows system administrators easily to view who, when and why a record may have been changed. This also serves as an electronic trail to help identify users who choose to abuse the system or are consistently careless in entering data. To the right is an example of a change log.

Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:39:17 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:39:28 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:39:49 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:40:07 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:40:38 PM
Access (,'Command - IDATS View Only','Command - TRMS Class Admin Only','Depart
Modification By: Smith, Anna N On: 2/16/2006 1:40:43 PM continued... Access (code-6) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:40:46 PM continued... Access (code-28) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:40:53 PM continued... Access (code-91) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:40:57 PM continued... Access (code-39) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:41:04 PM continued... Access (code-3) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:41:12 PM continued... JobTitleID (code-3000759) was removed from EMPLOYEE (5105874).
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:41:21 PM
JobTitleID (Security Guard-3000759) was given to (5105874). On: 2/16/2006 1:41:2
End Change Log

## On-Line Help

There are multiple ways to get assistance with ESAMS.

1. Review the ESAMS for Supervisors On-line training
2. Use "Questions and Comments" to send a message to the Webmaster for assistance
3. Download manuals from the ESAMS Documents link
4. Send a Bug Message for assistance
5. FAQs (Frequently Asked Questions) page
6. Call the Help Desk during hours of operation

## Bugs Messaging

Bugs Messaging was referred to in the Messaging Pop-Ups. Administrators will see the "Bugs" button in most of the applications. This is yet another way to get assistance from ESAMS technical support. Any problems or errors experienced should be pasted into this pop-up message, along with a name and number to expedite the process of contacting the user concerning the resolution of the error or problem.

## My Links - Profile

The "Profile" link contains nearly all personal information tracked by ESAMS for each user. Users may only look at their own profile using the "Profile" link. On the main "Personal Info" section, users can view general information, such as access levels, installation, or date of birth. By selecting other sections through the navigation links at the top of the page, such as Training or Medical, users can view other data that has been logged into ESAMS.

Profile for: Ryan Mcbawn, Monday, November 17, 2008						
Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
<input type="button" value="Edit Profile"/>		<input type="button" value="Edit Motorcycle"/>				
<b>Command/UIC:</b> NAS JRB New Orleans LA, UIC: N00206 - Naval Air Station Joint Reserve Base New Orleans LA		<b>Department/Code:</b> Ops -Fire Dept - Ops-Fire Department				
<b>Parent Command:</b> CNRSE		<b>Claimant:</b> N00052 - CNIC		<b>Motorcycle Rider Status:</b> Not a rider Last updated on 11/05/2008 by James Hamilton		
<b>Installation:</b> NAS JRB New Orleans		<b>Building:</b> 2 - Fire Station		<b>Room:</b>		
<b>Phone/Extension:</b> 19002662437/		<b>Fax:</b>		<b>DSN Phone:</b>		
<b>Cell Phone/Pager:</b>		<b>Email:</b> ryan.mcbawn@navy.mil				
<b>Birth Date:</b> 05/02/1979		<b>Service and Status:</b> U.S. Navy - Active		<b>Rank/Grade:</b> O4		
<b>NSC Job Title:</b> FIREMAN (FN) FN		<b>HR Job Title:</b>		<b>Sex:</b> M		
<b>Rate/Series:</b>		<b>Supervisor:</b>				

## Edit Profile

A user can edit his/her profile by clicking on the “Edit Profile” button on the upper left of the profile page, just below the Navigation Bar. When clicking on that button, user will get a pop up to edit some of the information from Section 1.

Information that cannot be edited by the user must be edited by the Safety Office or a TRMS Administrator. Users are provided with contact information for Safety Administrators at the bottom of the Edit Profile window.

## Edit Motorcycle Info

You can edit your profile’s motorcycle rider information by clicking on the “Edit Motorcycle” button on the upper right of your profile page, just below the Navigation Bar. When you click on that button you get a pop up to edit the Motorcycle Rider Questionnaire.

## Access Levels

Below is an example of an employee who has supervisor access. The supervisor access must be assigned to anyone who has personnel reporting directly to them. Without this access the following functions will either be hidden or a message of “Access Denied” will appear.

- Supervisor Tools
- Record OJT
- Mishap application

Multiple access levels can be assigned. Users with no special access will have the Standard Access.

ESAMS Access						
Level	Translation					
Supervisor Access	MUST HAVE A VALID E-MAIL ADDRESS IN ESAMS TO ASSIGN - Submit mishaps, submit completion of any of the OJT which includes the following: Hazcom, PPE, Safety Topics, Ergo Evaluations, view their direct reports data.					
Application Access and User Rights						
Application	Scope	User Rights	Top Level	Regions	Sub Regions	Installations
Supervisor (2)	ALL	Full Rights				

## Section 2 - Duties/Tasks

This section lists the user’s assigned duty/tasks. Each duty/task is listed with the associated training requirements, medical surveillance programs (Stressors), and PPE requirements.

Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
Duties/Tasks						
Job Title		Required Training		Stressors		PPE
(CORE REQ) - NonIndustrial Supervisory (CNRSW) - This is a Core requirement for all Non-industrial supervisors. (Admin) (i.e. Their direct subordinate is a non-industrial employee).		<u>Course Title</u> ESAMS Training for Supervisors (Web or Classroom) Ergonomic Training for Supervisors NAVOSH Orientation Supervisor Annual Training - Non-Industrial (CNRSW) Lockout/Tagout For Authorized Employees (CNRSW)		No stressors associated with this role		No PPE Requirements
Housekeeping/Custodial/Janitorial (CNRSW) - Departments: BOQ/Housing Personnel who perform housekeeping/janitorial/custodial duties at Quarters. These are additional requirements to the Core assessment.		<u>Course Title</u> Asbestos Awareness - OSHA Class IV Asbestos Training Bloodborne Pathogen Training PPE Training (General -One Time Only - Web Based)		<u>Medical Evaluation For:</u> Blood & Body Fluids - 178		<u>PPE Types</u> Chemical Resistant Gloves - Rubber Chemical Resistant Gloves - Nitrile Chemical Goggles

## Section 3 - Training

This section provides both the outstanding requirements and the training history for the user. The initial page shows training requirements coming due and the immediate training history of the user. Outstanding requirements will display the due date in red. Clicking on the “[Course Availability](#)” link for any class will direct the user to the proper area to receive the training.

Profile for: Ryan Mcbawn, Tuesday, March 03, 2009						
Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
<b>Section 1: Needed Training</b>						
ESAMS ID	Title	Course Availability	Due Date	Scheduled Date	Status	Class Id
2378	Motorcycle Rider Safety Training" "Equivalent	<a href="#">Click for details</a>	11/04/2008		Grace Period	
112	Respirator User Training	Classroom	03/31/2009		Grace Period	
5	Respiratory Protection Fit Testing	<a href="#">Click for details</a>	07/07/2009			
<b>Section 2: Scheduled Training (classes that do not satisfy any requirement)</b>						
ESAMS ID	Title	Scheduled Date				
209	AAA Driving Improvement Program (DIP)	8/19/2008				
244	Motorcycle Safety Foundation (MSF) Training Basic (BRC)	1/30/2009				
<b>Section 3: Training History</b>						
<b>Recent Training History</b>						
Course Title	Course ID	Course Type	Date Taken	Status		
Home Fire Safety	2375	Fire Public Education	1/05/2009	Pass		
Fire Safety for Daycare	2376	Fire Public Education	11/24/2008	Pass		
Fire Evacuation Drill Participation	2459	Fire Public Education	10/15/2008	Pass		
Monthly Safety Talks - Given	291	Safety and Occupational Health	8/05/2008	Pass		
Monthly Safety Talks - Received	292	Safety and Occupational Health	8/05/2008	Pass		
Traffic Safety Briefs Prior to Holidays, Liberty, or Extended Weekends	1176	Traffic Safety	8/05/2008	Pass		
Job Hazard Analysis Training	326	Safety and Occupational Health	8/01/2008	Pass		
CBRNE Respirator User Training	1243	Safety and Occupational Health	7/07/2008	Pass		
Respiratory Protection Fit Testing	5	Safety and Occupational Health	7/07/2008	Pass		
Supervisor JHA/AJHA Annual Review/Update	1705	Safety and Occupational Health	6/21/2008	Pass		

### Training History

The “[Training History](#)” button displays the user’s full training history. In the training history pop-up, the course listings can expand (using the “+” next to each course) and provides a detailed list of each class taken for that specific course as shown above. The user can also sort the lists by clicking on the heading of the columns. (Example: If a user wanted an alphabetic listing of his/her historical training, he/she can click on the “[Course Title](#)” heading and this will sort the training list alphabetically. The action will be the same for the other columns as well.) Finally, the user may print out their own training history by clicking on the “[Printable](#)” link, located just above the list of classes. The user will be shown a preview of the training history as it will be printed. Clicking the “[Print Report](#)” button in the top right corner will send the training history to the printer. Users may also print certificates for any OJT or Web-based courses taken on ESAMS by clicking the “+” next to the desired course. The expanded list will show the “Print Certificate” link. This action can also be performed from the “[Needed Training](#)” link. **Note: Users cannot print certificates for courses that are no longer available on ESAMS, only for currently available training.**

**Printable** Close Window

To print a certificate click the "+" beside the desired course and click "Print Certificate."  
 Certificates for completed Classroom Training are available through your Local Safety Office.

**Training History For: Ryan Mcbawn (5419401)**

Course Title	Course ID	Course Type	Date Taken	Status
<input type="checkbox"/> Back Injury Prevention Training (Annual)	40	Safety and Occupational Health	3/3/2009	Pass
<b>Class History</b>				
<input type="checkbox"/> <b>Print Certificate</b>	40	4707582 NO	3/3/2009	Pass
<input type="checkbox"/> Home Fire Safety	2375	Fire Public Education	1/5/2009	Pass
<input type="checkbox"/> Fire Safety for Daycare	2376	Fire Public Education	11/24/2008	Pass
<input type="checkbox"/> Fire Evacuation Drill Participation	2459	Fire Public Education	10/15/2008	Pass
<input type="checkbox"/> Traffic Safety Briefs Prior to Holidays, Liberty, or Extended Weekends	1176	Traffic Safety	8/5/2008	Pass
<input type="checkbox"/> Monthly Safety Talks - Given	291	Safety and Occupational Health	8/5/2008	Pass
<input type="checkbox"/> Monthly Safety Talks - Received	292	Safety and Occupational Health	8/5/2008	Pass

### Section 4 – Mishaps

This section provides a list of mishaps that have been filed on the user; it displays the mishap date and the status of the mishap.

Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
<b>Mishap History</b>						
<b>Mishap Date</b>			<b>MishapStatus</b>			
09/23/2002			Closed			

## Section 5 - Medical

This section displays the Medical Surveillance Programs the user is enrolled in and the information associated with physical exams and medical stressors. It includes past evaluation results, the dates until which those physical exams are good, the next scheduled physical, and a list of the "Physician/Designee" for each past evaluation. Clicking on the "detail" link will open a window allowing the user to view the medical surveillance record for each evaluation.

ESAMS Main		Fire Main		<b>LOG OUT</b>	
				Bugs Help Desk	
<b>Profile for: Ryan Mcbawn, Tuesday, October 20, 2009</b>					
<b>Personal Info</b>		<b>Duties/Tasks</b>	<b>Training</b>	<b>Mishaps</b>	<b>Medical</b>
		Respirator	Equipment		
<b>Medical Surveillance</b>					
<b>Medical Surveillance Program</b>		<b>Limitations</b>	<b>Evaluation Results</b>		<b>Good Until</b>
161 - Lead			Passed Without Restrictions		03/15/2010
503 - Noise			Passed Without Restrictions		07/04/2010
<b>Scheduled Physical</b>					
		<b>ScheduledDate</b>			
<a href="#">detail</a>		3/15/2010 8:00:00 AM			
<b>Physical History</b>					
		<b>Physician/Designee</b>		<b>Taken</b>	
<a href="#">detail</a>		Dr Chad Williams		7/4/2009 8:00:00 AM	
<a href="#">detail</a>		Dr Chad Williams		3/15/2008 8:00:00 AM	

## Section 6 – Respirator

This section displays the user's participation in a respirator program (if any). It includes all fit tests taken by the user and the results of those tests.

Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
<b>Fit Test Id</b>	6026		<b>Test Date</b>	01/19/2007	<b>Test Time</b>	12:56:00
Respirator Brand	INTERSPIRO SPIROMATIC S - HP 4500		Respirator Type	HFAP - Half Face AP	Respirator Size	L
Test Type	Test Gas - Test Gas Test		Portacount S/N	968574	Test Results	PASSED
Task Requiring Respirator	Abrasive Blasting - Abrasive Blasting					
Change out period	Every: 0 Day					
First Cartridge and or Filter	Particulate Filter - R 99 (Resistant to Oil)		Second Cartridge and or Filter	N/A	Third Cartridge and or Filter	N/A
Cartridge Comments	usage 1					
<b>Fit Test Id</b>	6026		<b>Test Date</b>	01/19/2007	<b>Test Time</b>	12:58:00
Respirator Brand	3M - Model 6900		Respirator Type	HFSA - Half Face Supplied Air	Respirator Size	L
Test Type	Test Gas - Test Gas Test		Portacount S/N	1232356	Test Results	PASSED
Task Requiring Respirator	Fuel Cell Maintenance - Fuel Cell Maintenance					
Change out period	Every: 3 Hours					
First Cartridge and or Filter	Particulate Filter - N 99 (Not Resistant Oil Proof)		Second Cartridge and or Filter	Combo - Organic Vapor / P100	Third Cartridge and or Filter	N/A
Cartridge Comments	usage 2					

## Section 7 – Equipment

This section displays any equipment that has been placed under the user through the E-Tracker system. Pertinent data about the equipment can be viewed in this section.

Personal Info		Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
ID	Title	Description	Serial Number	Manufacturer	Make/Model	Date Placed In Service	Expiration Date
10615	Truck 654	Water Pumper Truck	8274284B98GF723TF2BF9	Little Red Trucks	Pumper 2000	12/31/2006 12:00:00 AM	12/31/2011 12:00:00 AM
10620	Truck 285	Ladder Truck	86F49GF46J421K71Q3	Little Red Trucks	Waiyup X23	10/4/2006 12:00:00 AM	10/4/2011 12:00:00 AM

## My Links - Classroom Training Schedule

To enroll personnel in a class that has already been created, but if the user is not the creator or an administrator of the class, users may employ the “Classroom Training Schedule” link. This link is located on the main ESAMS page under the “My Links” section. Selecting this option opens a window to a list of available scheduled classes for the current day and for the current month. Users may search for classes in future months by selecting the proper month at the top of the list of shown classes. Classes are listed in order of the day that they are being conducted on and then alphabetically. If a class is not shown, that class has not been created and a new class will need to be made using the New/Edit Class function of TRMS.

Once the user has found the class in which personnel need to be enrolled, the user may enroll these personnel by selecting the “Enroll Other” link, located next to each available class on the far right of the page. Selecting this link open a search screen that allows users to find personnel that they can enroll. The scope of personnel that can be enrolled by the user is based upon the scope of TRMS access that the user has (i.e., a user with Command TRMS can enroll any personnel within his command). **Note: This function is not available to users with TRMS Enterprise Access.** The user may search by filling in any or all fields available in the search window. Once the search criteria have been filled in, users must click the “Search” button. This opens a window that displays the personnel found by the search. Personnel can be enrolled by selecting the box next to their name(s) and then clicking either “Enroll” button. All personnel in the window can be enrolled in the class by choosing the “Select All” box and the clicking the “Enroll” button. After the “Enroll” button is selected, the user is taken back to the Scheduled Classes page. **Note: Once the “Enroll” button has been selected, the user will not be able to disenroll any personnel. This may only be done by the class administrators or by the personnel themselves.**

Search
Reset
Return to Main Page

Last Name (starts with):	<input type="text" value="smith"/>
First Name (starts with):	<input type="text" value="mary"/>
Middle Name (contains):	<input type="text"/>
SSN (Last Four):	<input type="text"/>
Employee ID:	<input type="text"/>
Command:	<input type="text" value="▼"/>
Installation/Base:	<input type="text" value="▼"/>
Department (dep Command):	<input type="text" value="▼"/>
Class ID:	<input type="text"/>
Access Level:	<input type="text" value="▼"/>
Duty/Task:	<input type="text" value="▼"/>
Supervisor:	<input type="text" value="▼"/>
Under the age of 25: (Includes No Birthdates)	<input type="checkbox"/>
Service and Status:	<input type="text" value="▼"/>

Search Again
Enroll
Search Results
Close Window

Select the source you were searching for by clicking on it. Otherwise select the "Exit" button to close the window or the "Search Again" button to continue your search.

Name (Last5): Supervisor	Activity	Facility	Dept/Code
Select ALL: <input type="checkbox"/>			
1. <input type="checkbox"/> HOFSTADSMITH, MARY C (1272) :Assigned To: Greenwood, Michael	CNRSW	NAVBASE SAN DIEGO - MAINSIDE	N80
2. <input checked="" type="checkbox"/> SMITH, MARY C (5761) :Assigned To: GOODELL, CLAIRE E	NAVAL AIR WARFARE CTR WEAPONS DIV CHINA LAKE	NAWS China Lake	781200D
3. <input type="checkbox"/> SMITH, MARY C (5032) :Assigned To: NOTHSTEIN, HARRY N	NSF PATUXENT RIVER	PAX River	865100A
4. <input type="checkbox"/> SMITH, MARY E (8280)	NR PERSMOBTM 1813	Naval Station Great Lakes	Department Not Specified
5. <input type="checkbox"/> SMITH, MARY ELLEN (0727)	Navy Personnel Command	NSA Mid-South	4011
6. <input type="checkbox"/> SMITH, MARY F (1313) :Assigned To: SMALLS, ELIJAH	NAVCENT - BAH	NSA BAHRAIN	N3-OPERATIONS
7. <input type="checkbox"/> SMITH, MARY KATE (7094)	NH JAX FH JAX DT	NAS Jacksonville	Dept Not Specified
8. <input type="checkbox"/> SMITH, MARY KATHRYN (8303) :Assigned To: WALSH, RAY A	NSA Panama City	NSA Panama City	PCXD21

Search Again
Enroll

## Supervisor Tools

By selecting the “[Supervisor Tools](#)” hyperlink, supervisors have the options listed below. If a supervisor does not have personnel who match the report criteria, the report will not be accessible or underlined.

Supervisor Tools - Information Concerning Direct Reports Only!	
<b>View and Assign Direct Reports</b>	Allows supervisors to view and assign their direct reports and assign Duties/Tasks to their direct reports.
<b>Supervisor's OSH Report Card</b>	Displays a summary (by percentage) of the OSH training and mishap reporting of supervisor and his /her direct reports.
<b>Training Plan</b>	Displays a list of all outstanding required training for direct reports.
<b>Training Plan With Down-Line</b>	Displays a list of all outstanding required training for direct reports and their down-line.
<b>PPE Requirements</b>	Displays a list of PPE requirements with the number of personnel assigned. Selecting the number drills down to the assigned personnel.
<b>Monthly Safety Talks Report</b>	Displays Monthly Safety Talks received by your current employees.
<b>Respirator Workers</b>	Displays a list of all direct reports with respirator requirements, including respirator training due date and last respirator medical evaluation.
<b>Medical Surveillance Programs</b>	Displays a list of Medical Surveillance Programs (Stressors) with the number of personnel assigned. Selecting the number drills down to the assigned personnel.
<b>Duty/Task</b>	Displays a list of Duty/Task with the number of personnel assigned. Selecting the number drills down to the assigned personnel.
<b>OJT Report</b>	This report allows supervisor to search for and display OJT given.

### To Assign Direct Reports

1. Click on the “[Add to My List](#)” button to search for a new direct report. A pop-up will display a search for the direct report.

Entire Down List		Supervisor Tools							
<b>Direct Report List for Mcbawn, Ryan</b>									
Employees (Click for Details)	Duties/Tasks	Mishap History	Med Surv	Report Card	Training History	Motorcycle Rider	Info. Comp.	Remove	Termination or Transfer
Jones, Alyssa	<a href="#">Review/Add</a>	1	Yes	<a href="#">View</a>	<a href="#">View</a>	NR*	N/A	<a href="#">Unassign</a>	<a href="#">Email Request</a>
Parsons, Brad	<a href="#">Review/Add</a>	0	Yes	<a href="#">View</a>	<a href="#">View</a>	NR*	N/A	<a href="#">Unassign</a>	<a href="#">Email Request</a>
*No Response									
If your list of direct reports is incomplete, please use the 'Add to My List' Button below to open a search window. From this new window, select the correct employee and click on their name to add them to your list.									
<a href="#">Add to My List</a>									

2. Type the direct report's last name and first name or initial in the appropriate fields.
3. Click the “[Search](#)” button (see below). A list of names will display based on the information entered. **Note: Supervisors can pick up External Users as direct reports and assign them duties/tasks. However, A TRMS Administrator must first validate the External User's record before the External User can enter the ESAMS application as a standard ESAMS User.**

Search		Close Window	
Last Name (starts with):	<input type="text" value="williams"/>		
First Name (starts with):	<input type="text" value="chad"/>		

4. Click on the name of the person to be added. The person will be added as a direct report. If the person for whom the supervisor is searching does not appear on the list, one of the following has occurred:
  - the person does not have a record in ESAMS, and a TRMS Administrator must create a record for that person,
  - The person has a deactivated record in ESAMS, and a TRMS Administrator must reactivate the account,
  - the person exists outside of the supervisor's command, and a TRMS Administrator must have the person transferred into the command.
  - the person's name does not match the spelling entered in the search field, and the supervisor may click the "Search Again" button to change the information in the search field

If the person's name appears on the list but is not **bolded**, that person is already a Direct Report to a supervisor, and cannot be a Direct Report to another supervisor and thus cannot be selected. Only that person's current supervisor or a TRMS Administrator may remove a supervisor from a person's record.

Search Again Close Window

Select the employee you were searching for by clicking on their name. Click SEARCH AGAIN if you made a typo and the list does not contain who you were searching for, or you want to start again.

Name	Command	Facility	Dept/Code
1. WILLARD, CLARENCE A :Assigned To: ELLIOTT, JEFFERY	NAS Jacksonville	Naval Station Mayport FL	N96
2. WILLIAMS, ALAN R :Assigned To: SULLIVAN, ANDREW	NAS Jacksonville	NAS Jacksonville	030-034 T-Line
3. Williams, Bryan :Assigned To: AGOSTO, CARLOS	NAS Jacksonville	NAS Jacksonville	010
4. Williams, Buster :Assigned To: Bingol, Thomas	NAS Jacksonville	NAS Jacksonville	100-RM
<b>5. Williams, Chad</b>	NAS Jacksonville	Naval Station Mayport FL	N96
6. WILLIAMS, CHRISTINE :Assigned To: MCCORVEY, CAROLYN	NAS Jacksonville	NAS Jacksonville	110
7. WILLIAMS, DESMOND LAMONT :Assigned To: COOPER, JAMES	NAS Jacksonville	NAS Jacksonville	020-MWR-Liberty
8. WILLIAMS, DEWAYNE :Assigned To: HUBBELL, MATTHEW	NAS Jacksonville	NAS Jacksonville	030-032 ATC
9. WILLIAMS, DONALD L :Assigned To: Jakes, Charles	NAS Jacksonville	NAS Jacksonville	040-Galley

5. If the person being added as a Direct Report is listed with different organizational information than the supervisor, that information can be changed by the supervisor to match the supervisor's information. The supervisor will see a box showing the name, department and installation of the direct report and the supervisor. The supervisor will be able to change the department and/or installation of the direct report by selecting the checkboxes of the information to be changed and then clicking the "Update" button.

Close Window

The Direct Report being picked up is listed with different information than yours. If you'd like to update the information to match yours, please select the items below to update.

Direct Report's Information	Supervisor's Information
<b>Name:</b> Williams, Chad	<b>Name:</b> Mcbawn, Ryan
<b>Department:</b> Fire Department Mayport	<b>Department:</b> Fire Department Jacksonville
<b>Installation:</b> Naval Station Mayport FL	<b>Installation:</b> Naval Air Station, Jacksonville
<input checked="" type="checkbox"/> Change Department from Fire Department Mayport to Fire Department Jacksonville.	
<input checked="" type="checkbox"/> Change Installation from Naval Station Mayport FL to Naval Air Station, Jacksonville.	
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Update</span>	

Actions within the View and Assign Direct Reports Screen

1. Click the “Entire Down Line” button to view a complete down line of his/her direct reports.
2. Click the “Supervisor Tools” button, and it will return the user to the main Supervisor Tools area.
3. Click the “Review/Add” link to review or add duties/task for a direct report.
4. Click the “View” link under “Report Card” to view a report of each direct report that is also a supervisor (refer to Supervisor Report section.)
5. Click the “View” link under “Training History” to view the complete historical training for each direct report.
6. Click the “Unassign” link to remove the person from the list of direct reports.
7. Click the “Email Request” to request the termination or transfer of a direct report.
8. Click on the direct report’s name to open the direct report’s Profile. This allows the supervisor to view the direct report’s personal information. By clicking on the “Edit Motorcycle” button, the supervisor can edit the person’s “Motorcycle Rider Status” as well as the data on the “Motorcycle Information Form” for the direct report. (See the General User’s Manual, pg 5).

**Supervisor Report Card**

To view the Supervisor Report Card:

1. Click “Supervisor Tools” found in the Quick Launch box.
2. Click the Supervisor’s Report Card link. This will automatically pull up the report similar to the one below.

<a href="#">Return to Supervisor Reports</a>				
Department:	Command and Staff			
Command:	<b>UIC:HHGW01 : HGW Maryville Command</b>			
Installation/Base:	hgw Maryville			
Supervisor's data is current as of 3/8/2006		Command and Department data is current as of: 1/26/2006 7:07:05 PM		
Supervisor's OSH Report Card for Smith, Anna N	Personal Status	Department Status	Command Status	OSH Goal
OSH Personal Training Compliance	10%	N/A	N/A	90%
OSH Training Compliance for Direct Reports	37%	---	---	90%
Timely Mishap Reporting FY	None Filed	100%	N/A	90%
<b>OSH Personal Training Compliance is Based on the following courses:</b>				
Course ID/Course Title				
(98)Bloodborne Pathogen Training				
(227)CPR American Heart Association (Heart Saver- 2 Yr Requal)				
(103)CPR American Red Cross (Adult)				
(113)EVOC (Emergency Vehicle Operators Course Initial/Refresher)				
(110)Hearing Conservation Training				
(322)Lead Awareness - Non-Lead Workers (Possible Contact)				
(239)PPE Job Specific Usage - Conducted by your supervisor (OJT by Supervisor)				
(112)Respirator User Training				
(5)Respiratory Protection Fit Testing				
(111)Sight Conservation Training				

## Training Plan

To view the Supervisor's Training Plan

1. Click "Supervisor Tools" found in the Quick Launch box.
2. Click the "Training Plan" link. This will automatically pull up the training plan for direct reports similar to the one below.

Supervisor Training Plan for Direct Reports				
Direct Reports Training Requirements		Search Found: 10		
Name (Last, First)	Title	Course ID	Scheduled Date	Required By Date
Jones, Alyssa	DoD Fire HAZMAT Incident Commander	1672	Not Scheduled	5/5/2008
Jones, Alyssa	DoD Fire Instructor II	1674	Not Scheduled	5/5/2008
Jones, Alyssa	DoD Fire Officer III	1677	Not Scheduled	5/5/2008
Jones, Alyssa	DoD Fire Inspector II	1675	Not Scheduled	5/5/2008
Jones, Alyssa	IS-700 National Incident Management System (NIMS): An Introduction	1804	Not Scheduled	6/9/2008
Jones, Alyssa	IS-800 Equivalent - National Response, An Introduction	2367	Not Scheduled	6/9/2008
Jones, Alyssa	Motorcycle Rider Safety Training Equivalent	2378	Not Scheduled	9/30/2008
Jones, Alyssa	CBRNE Respirator User Training	1243	9/25/2008	10/30/2008
Jones, Alyssa	ICS 100 Incident Command System	1197	Not Scheduled	11/1/2008
Jones, Alyssa	Respiratory Protection Fit Testing	5	Not Scheduled	9/25/2009

## Training Plan With Down-Line

The Training Plan With Down-Line works exactly as the above Training Plan, but allows supervisors to view the training plans for their own direct reports, as well as the direct reports of supervisors that report to the supervisor who is running the training plan. By clicking on the Level Controls (1, 2, 3), the supervisor can control what level of the direct reports down-line to view.

Training Plan For Direct Reports			
Supervisor: Ryan McBawn			
Level: 1   2   3			
<b>Jones, Alyssa</b>			
Course Title	Scheduled Date	Due Date	
CBRNE Respirator User Training	9/25/2008	10/30/2008	
DoD Fire HAZMAT Incident Commander	Not Scheduled	5/5/2008	
DoD Fire Inspector II	Not Scheduled	5/5/2008	
DoD Fire Instructor II	Not Scheduled	5/5/2008	
DoD Fire Officer III	Not Scheduled	5/5/2008	
ICS 100 Incident Command System	Not Scheduled	11/1/2008	
IS-700 National Incident Management System (NIMS): An Introduction	Not Scheduled	6/9/2008	
IS-800 Equivalent - National Response, An Introduction	Not Scheduled	6/9/2008	
Motorcycle Rider Safety Training Equivalent	Not Scheduled	9/30/2008	
Respiratory Protection Fit Testing	Not Scheduled	9/25/2009	
<b>Williams, Chad</b>			
Course Title	Scheduled Date	Due Date	
Anthrax Exposure and Awareness	Not Scheduled	2/4/2009	
ARFF Administration and Standards NFPA/405	Not Scheduled	4/25/2009	
ARFF Air Force Technical Order Review NAVAIR/00-80R-14	Not Scheduled	4/25/2009	
ARFF Aircraft Cargo Hazards NFPA/405	Not Scheduled	4/25/2009	
ARFF Aircraft Familiarization and Hazards NFPA/405	Not Scheduled	4/25/2009	
ARFF Airfield Emergency Communication Procedures NAVAIR/00-80R-14	Not Scheduled	4/25/2009	
ARFF Airport Emergency Plan NFPA/405	Not Scheduled	4/25/2009	
ARFF Airport Familiarization NFPA/405	Not Scheduled	4/25/2009	
ARFF Basic Structural Firefighting NAVAIR/00-80R-14	Not Scheduled	4/25/2009	
ARFF Confined Space Rescue NAVAIR/00-80R-14	Not Scheduled	4/25/2009	
ARFF Crash Locator Maps-On and Off Station Familiarization NAVAIR/00-80R-14	Not Scheduled	4/25/2009	
ARFF Ejection Seat Training NAVAIR/00-80R-14	Not Scheduled	4/25/2009	
ARFF Emergency Aircraft Evacuation Assistance NFPA/405	Not Scheduled	4/25/2009	

## PPE Requirements

To view the PPE Requirements:

1. Click "Supervisor Tools" found in the Quick Launch box.
2. Click the "PPE Requirements" link. This will automatically pull up the PPE requirements assigned to direct reports similar to the top portion below:

To view a list of personnel who are assigned, click the number in the # of People column to display the personnel. This is shown in the bottom portion below.

**PPE Listing** 7 # Records Meeting Search Criteria.

Type	PPE	Description	# of People
1.	Eye Protection	Safety Glasses with side Shields	<a href="#">1</a>
2.	Hearing Protection	Sggle Hearing Protection- Inserts, Disp, Sound-Ban	<a href="#">1</a>
3.	Respiratory Protection	Air Purifying Respirator- ½ Face	<a href="#">1</a>
4.	Respiratory Protection	Air Purifying Respirator- Full Face	<a href="#">1</a>
5.	Respiratory Protection	Air Purifying Respirator- PAPR- N95/99/100	<a href="#">1</a>
6.	Respiratory Protection	Air Purifying Respirator- PAPR- P95/99/100	<a href="#">1</a>
7.	Respiratory Protection	PAPR- Pesticide Filter (Chg every 8 Hours)	<a href="#">1</a>

**Training History** Search Found: 1

Name (Last,First)	Course	Last Completed Date	Mandatory	Status
Activity: USAGAPG Department: IMNE-APG-MW/DIRECTORITE MORALE, WELFARE AND RECREATION				
1. Columbus, Bob	No PPE training found.			

## Duty/Task

To view the Duties/Tasks of direct reports:

1. Click "Supervisor Tools" found in the Quick Launch box.
2. Click the Duty/Task link. This will automatically pull up all duties/tasks assigned to personnel.
3. Click the number in the # of People column to display the assigned personnel.

To the right is an example of the direct report's duty/task.

**Duty/Task Listing** 8 # Records Meeting Search

Type	Duty/Task	Description	# of People
1.	Government Motor Vehicle Operator	Required for A) all Military under the age of 26; B) all personnel required to operate a government motor vehicle (GMV); and C) military or civilian personnel driving a GMV involved in a crash (on or off govt property.)	<a href="#">2</a>
2.	Auxiliary Security Police	For military personnel who provide supplemental police support on an as needed basis. Must have completed the 10 day academy offered by NDW Security (N31)	<a href="#">1</a>
3.	HGW Work Center 020 Maintenance Control	For personnel that work in the HGW Maintenance Control department	<a href="#">1</a>

## Monthly Safety Talk Report

To view the list of Monthly Safety Talks Given:

1. Click "Supervisor Tools" found in the Quick Launch box.
2. Click the "Monthly Safety talks Report" link. This will open up a new window with a search screen.
3. The user can fill in the "Date Range" and/or "Supervisor notes contains" fields to search for specific Monthly Safety talks, or may leave the fields blank to view all Monthly Safety Talks received by the user's employees, whether they were given by the user or by another supervisor. The "Reset" button will remove all information from the data fields.
4. Clicking on the "Run Report" button will display the results of the search. The user may click the "Search Again" button at the top of the page to run the report with different criteria.

Date	Given by	Title (ESAMS ID) click on title to view enrollment	Notes
11/8/2007	Ryan McBawn	<a href="#">Monthly Safety Talks - Received(292)</a>	[Holiday Safety]
10/18/2007	Ryan McBawn	<a href="#">Monthly Safety Talks - Received(292)</a>	[Halloween Safety]
9/6/2007	Ryan McBawn	<a href="#">Monthly Safety Talks - Received(292)</a>	[September Safety]
11/8/2007	Ryan McBawn	<a href="#">Monthly Safety Talks - Received(292)</a>	[Holiday Safety]
10/18/2007	Ryan McBawn	<a href="#">Monthly Safety Talks - Received(292)</a>	[Halloween Safety]
9/6/2007	Ryan McBawn	<a href="#">Monthly Safety Talks - Received(292)</a>	[September Safety]

## Respirator Workers

To view the Respirator requirements for direct reports:

1. Click "Supervisor Tools" found in the Quick Launch box.
2. Click the "Respirator Workers" link. This will automatically pull up the personnel assigned to respirator requirements.

Enrolled in Respirator Program (ordered by Command,Department,Installation,Last Name)					
Name:	Command:	Dept:	Installation:	Training Due Date:	Last Medical Evaluation:
1. Ball, Lucy	USAGAPG(UIC: NHGW10)	IMNE-APG-RS	hgw Maryville	7/28/2006	None.
2. Duffs, Katie	USAGAPG(UIC: NHGW10)	IMNE-APG-ZB	hgw Maryville	3/5/2006	(5796) Passed Without Restrictions on 6/9/04

## Medical Surveillance Programs

To view the Medical Stressors for direct reports:

1. Click "Supervisor Tools" found in the Quick Launch box.
2. Click the Medical Surveillance Programs link. This will automatically pull up the Medical Surveillance requirements assigned to direct reports.
3. Click the number in the # of People column to display the assigned personnel.

Stressor Listing		4 # Records Meeting Search Criteria.
Stressor	Command: HGW Maryville Command - UIC:NHGW01 : HGW Maryville Command	
Type	Description	# of People
1. Benzene	(117) Benzene	<a href="#">1</a>
2. MM/VF	(212) Man Made Mineral/Vitreous Fibers	<a href="#">1</a>
3. Noise	(503) Noise	<a href="#">6</a>
4. Respirator User	(716) Respiratory User	<a href="#">2</a>

## OJT Report

The OJT Report allows users to view any OJT courses that the user has given. **The user will not be able to see any OJT records other than ones created/logged by the user.** The user may search for OJT's by title by using the popup triangle in the "Training Title" field to select the OJT course they are searching for. The user may also define which OJT course is being searched for by filling in the "Supervisor's notes contain" area by manually typing in words that are contained in the "Supervisor's notes" field within the particular OJT class. The user may search for OJT's within a certain time frame by entering the relevant dates within the "Period starting date" and "Ending date" fields, either by using the drop-down calendar or manually typing the date into the fields. The user may run the report without filling in any of the fields if the user wishes to see all OJT's that were created by that user. Once all fields that the user requires to define the range of OJT's for which the user is searching have been filled in, clicking the "Run Report" button will bring up the results of the search. The user will be able to view the OJT class date, title and any notes that were placed in the notes field. Also, the user can click on the "Title" link for each OJT course to see all personnel that were enrolled in the OJT, whether or not they were passed, and any grade each personnel was given upon completion of the OJT.

Supervisor Tools

**Supervisor's On-The-Job (OJT) Given Report**

Reset
Run Report

To search for OJT provided please use the controls below. You may leave criteria blank to display all training. You may use any of the controls below to narrow your search.

Training Title:

Date Range

Period starting date:

Ending date:

Supervisor notes contain:

Search Again

**My OJT Report**

7 record(s) found.

Date	Instructor	Command	Title (ESAMS ID) click on title to view enrollment	Notes
11/8/2007	Ryan McBawn	NSA New Orleans	Monthly Safety Talks - Given (291)	[[Holiday Safety]]
11/8/2007	Ryan McBawn	NSA New Orleans	Monthly Safety Talks - Received (292)	[[Holiday Safety]]
11/8/2007	Ryan McBawn	NSA New Orleans	Ergonomic Baseline (conducted by the Supervisor) (373)	Note: Created by component HGWCreateClass.CreateClass(ver 1.0) on:11/8/2007
10/18/2007	Ryan McBawn	NSA New Orleans	Monthly Safety Talks - Given (291)	[[Halloween Safety]]
9/6/2007	Ryan McBawn	NSA New Orleans	Monthly Safety Talks - Given (291)	[[September Safety]]
10/18/2007	Ryan McBawn	NSA New Orleans	Monthly Safety Talks - Received (292)	[[Halloween Safety]]
9/6/2007	Ryan McBawn	NSA New Orleans	Monthly Safety Talks - Received (292)	[[September Safety]]

Close PopUp

Class Date: 11/8/2007  
 Course: Monthly Safety Talks - Received  
 Notes/Comments: [[Holiday Safety]]

**Class Admin Info**

Administrator	Administrator Role
McBawn, Ryan	Class Creator
McBawn, Ryan	Class Admin

**Personnel Enrolled**

Name	Status	Grade
Alyssa Jones	Pass	N/A
Brad Parsons	Pass	N/A
Jessica Cosgrove	Pass	N/A
Chad Williams	Pass	N/A

## Record Monthly Safety Talks/OJT/IDP/RODS

Supervisors may record On the Job Training (OJT) and other training typically given by Supervisors. A list of available training can be found by selecting the "OJT Given By Supervisor." Monthly Safety Talks may only be recorded for the current month. To record a past Monthly Safety Talk, the supervisor will need to contact an ESAMS administrator with TRMS access to create the class record. **Note: Monthly Safety Talks can be recorded for a previous month within 24 hours of the month's end date (EST).**

### OJT - Recording the Requirement

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. Fill in any notes that may need to be input.

Record Monthly Safety Topics Training	
<b>Section 1</b>	
Safety Topic: Electrical Hazards	Date Submitted: 3/8/2006
Supervisor Completing Monthly Safety Talk Requirement for : March, 2006	Smith, Anna N
Class Date (Defaults to current date): 03/08/2006 ▼	
Notes: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
<p><small>If you were a stand-in for other supervisors and need to submit their notice of completion in addition to your own, select and identify them in the spaces below. Click on the ▼ button for a 'PopUp' window to search for a list of supervisors. From this list, click on the correct supervisor's name to fill in the complete name in the box.</small></p> <p>Supervisors 1 through 5 below will receive credit for Monthly Safety Talks - Given in addition to Smith, Anna N</p> <p>1. Additional Supervisor:(optional) <input style="width: 100px;" type="text"/></p>	

### Optional Features (Record OJT Training for Other Supervisors)

Additional supervisors can be added to the training roster that will automatically include their direct reports. Any individual within the supervisor's command can be given credit by using the "Add to Class List" located at the bottom of the screen. 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. Click on "Save Roster" to record training.

Section 2 - Personnel selected below will receive credit for Monthly Safety Talks - Received. NOTE: Supervisors need credit for Monthly Safety Talks - Given and should be listed in Section 1 above.

Name(Last,First)	Select ALL: <input type="checkbox"/> Personnel Receiving Safety Talk
1. Ball, Lucy	<input checked="" type="checkbox"/>
2. Buggs, Steven	<input checked="" type="checkbox"/>
3. Columbus, Michael	<input checked="" type="checkbox"/>
4. Columbus, Bob	<input checked="" type="checkbox"/>
5. Duffs, Katie	<input checked="" type="checkbox"/>
6. Elite, James	<input checked="" type="checkbox"/>
7. Inspector, Facility	<input checked="" type="checkbox"/>
8. Inspector, Region	<input checked="" type="checkbox"/>
9. Morris, Oscar	<input checked="" type="checkbox"/>

You may add an employee other than a direct report by clicking on the ▼ symbol to open a search window. Select the correct employee and click on their name to return it to the text box below. Next add them to the list by clicking the add button.

### Optional Features (Record OJT as Monthly Safety Topic)

In addition, record this training as my Monthly Safety Talk. (The OJT will be recorded as the monthly safety topic.):

Supervisors can elect to record an OJT training as their Monthly Safety Topic by checking the box (see image above). This will record the training twice; once as an OJT training and again as their Safety Topic for the Month.

## Report a Mishap/Property Damage/Near Miss (IIRTS)

The Mishap Reporting applications can be accessed from either the ESAMS Main page navigation bar, or the “[Submit Mishap](#)” link found in Supervisor Tools.

### Mishap Reporting - Injury Illness Report

To report an incident, a supervisor must click on one of the following links under “Supervisor Tools”:

- Report Mishap
- Report Property Damage
- Report Near Miss

A Hot List of all mishap reports will be displayed. The Hot List will contain all the mishaps that the supervisor has access to and the current status of the mishap. To submit a new mishap, a supervisor must select the appropriate button on the Mishap page to report the incident: “Submit Mishap”, “Submit Near Miss” or “Submit Property Damage”.

ESAMS Main		Fire Main		Bugs		Help Desk		IIRTS Main		Log Out			
<b>29 CFR Part 1904</b> <b>IIRTS User's Manual</b> <small>OPNAV Medical Referral Form (PDF fillable)</small>				<b>WESS Feed</b> <b>Navy Safety Center</b> <b>OPNAV 5102.1</b>				<b>OPNAV 5100.23G Chapter 14</b> <b>Department of Labor Website</b> <b>Department of Labor Website (CA Forms)</b> <b>EDI - Worker's Compensation Claim Form (CA-1 or CA-2)</b>					
Submit Mishap			Submit Near Miss			Submit Property Damage							
Reports			Corrective Action HotList										
Reset to Hotlist								Search Criteria					
<b>MISHAPS</b>													
MR Id	Injured Person	Status	Command	Installation	Injury on:	Facility Where Mishap Occurred	OSHA Recordable	CA Count	LTA Days	Light Duty Days	Hosp. Days	SIQ Days	Case Type
18087	Whitman, Chad	Open	NAS JRB New Orleans LA	NAS JRB New Orleans	3/1/2008 10:00:00 AM	NAS JRB New Orleans	1	15	0	6	0	0	One or More Lost Work Days
18088	Whitman, Chad	Open	NAS JRB New Orleans LA	NAS JRB New Orleans	4/8/2008 12:30:00 PM	NAS JRB New Orleans	0	0	0	0	0	0	One or More Lost Work Days

### Submitting a Mishap – Supervisor’s Report

To initiate a new mishap follow these steps:

1. Click the button at the top of the screen “[Submit Mishap](#).” A pop-up screen will appear.
2. Enter in the employee’s last and first name.

Search		Close Popup	
Last Name (starts with):	<input type="text"/>		
First Name (starts with):	<input type="text"/>		

- Click "Search." If the desired individual cannot be found, the employee probably has not been entered into the system or is deactivated in the system. Contact the ESAMS Help Desk, the Command HSO, or the Department Safety Coordinator to locate the employee's record or to add the individual to the system.
- Click on the individual's name once he/she is located and a Medical Referral/Mishap form will be generated with the individual's pertinent employee attributes as shown on the following page.

ESAMS Main

Search Again

Close Popup

Name (Last, First)	Command/Dept.	Employee Work Phone
1 Teacher, Clarence	HGW System Administrator / Technical Support	(855)384-7829

Select the employee you were searching for by clicking on their name. Click SEARCH AGAIN if you made a typo and the list does not contain who you were searching for, or you want to start again.

**Status: New Report**

**Section 1 - Injured Person Information** \*\*\*FOR OFFICIAL USE ONLY\*\*\*

Required fields \*

Injured Person: Last Name  First  \* Middle  Suffix

Command/UIC of Injured person:

Department/Code:

SSN:

Service/Status:  \* ▼

Rate/Job Title:  \* ▼

Birth Date:  \* ▼

Badge No:

Installation:

Phone/Ext (Format 9991112345):  /

Grade(Civilian)/Rank(Military):  \* ▼

Supervisor:  \* ▼

HR Job Title:

Sex: M:  F:  \*

**Section 2 - Supervisor's Report of Mishap by Safetyman, Safe**

Installation where the mishap occurred:  \* ▼ OR if the mishap occurred off base or at an installation that is not in your list, then enter the location or installation:  \*

Did the mishap occur on base? (check for Yes)  \*

Incident Date/Time (If this is an illness, input date reported): Date:  \* ▼ Time:  \* ▼

Dispensary Location:  \* ▼

Medical Treatment Provided By: (ONLY if different from dispensary location)

On/Off Duty:  \* ▼

Time employee began work (On Duty Only):  \* ▼

Project ID:

Experience with task  Years \*  Months \*  Days \*  NA

Date Return to Work:(If Available)  ▼

Was off-site medical treatment authorized?  ▼

Shift working when injured:  \* ▼

Job Order:

Time Return to Work:(If Available)  ▼

## Section 1- Injured Person's Information

- Some fields allow the user to correct data such as birth date, employee category, rank, etc. These changes are global to ESAMS, and any modification will be reflected in all other ESAMS applications. Black triangles provide pop-up windows with selection criteria. When available, use the popup triangles – type directly into the box when they are not. Using these triangles automatically saves any information entered onto the report; changes made in Section 1 will be reflected on the individual's personnel profile in the system. Please review the personnel information that is in the top portion of the report and verify for the correct information.

IIRTS Mishap Submit Page	
<input type="button" value="Submit"/> <input type="button" value="Spell Check"/>	
Status: New Report	
Section 1 - Injured Person Information	***FOR OFFICIAL USE ONLY***
Required fields *	
Injured Person: Last Name Smith First <input type="text" value="John"/> * Middle <input type="text" value="Michael"/> Suffix <input type="text"/>	
Command/UIC of Injured person: AIMD Willow Grove / N44493	Installation: NAS JRB Willow Grove
Department/Code: DIV 500	Phone/Ext (Format 9991112345): <input type="text" value="2154436142"/> / <input type="text"/>
SSN: ***.**-****	Grade(Civilian)/Rank(Military): <input type="text" value="E04"/> * ▼
Service/Status: <input type="text" value="U.S. Marine Corps - Active"/> * ▼	Sex: M: <input checked="" type="checkbox"/> F: <input type="checkbox"/> *
Rate/Job Title: <input type="text" value="AVIATION STRUCTURAL MECHANIC (AM)"/> * ▼	Supervisor: <input type="text" value="Kirk, Marc J"/> * ▼
Birth Date: <input type="text" value="2/17/1979"/> * ▼	HR Job Title: <input type="text"/>
Badge No: <input type="text"/>	

## Section 2 - Report of Injury/Illness

- In the area marked “[Supervisor's Report](#),” the supervisor is required to fill out the appropriate information concerning the mishap. All required fields are labeled in dark red and asterisked; and if left blank, a pop-up box will appear at the point of submission and inform the user of the missing required data. Additional pop-up boxes will appear until all required fields have been entered.  
**Note: The supervisor will have the ability to change the Injury/Incident Date, as long as the mishap report remains in “Initiated” status. An IIRTS administrator may change this date until the mishap reaches “Closed” status.**

Adding a Supervisor:

Additional supervisors that need access to this mishap. Note: Each supervisor listed below should have received an email notification provided their e-mail address is valid.

1.	<input type="text" value="Miller, Ryan"/>
<input type="button" value="Add Additional Supervisor"/>	

- If another supervisor requires access to the mishap report, these individuals can be associated with the mishap to gain access to the report. At the bottom of Section 2, click the “[Add Additional Supervisor](#)” button; a pop-up box will appear for selecting a supervisor.  
**Note: IIRTS administrators will be able to add additional supervisors to an incident (mishap, property damage, or near miss) after submission of the incident and even once the incident has been closed.**
- Type in the supervisor's last and first name, and click the “Search” button.
- A list of names will be displayed. Click on the name of the supervisor to be added.

4. All supervisors associated with the mishap report will receive email notifications about the mishap. Also, any supervisor listed on the report can be chosen as a Person Responsible for Corrective Actions (PRCA) associated with the mishap (See below, pg 17).

### Submitting the Mishap

1. Fill in all required fields on the mishap. The system will inform the user if any required fields have not yet been filled. Once all required information has been entered, the mishap is ready to be submitted.
  2. Click “[Submit](#).”
- When the mishap has been submitted, an automatic email will be generated and sent to the Safety Officer assigned to the respective command. The screen will also change to a printable copy of the report. At this point, a Mishap Report has been initialized. By clicking on the “[Return to IIRTS Main Page](#)” button, the supervisor will return to the main screen and the MR/Mishap just submitted will be listed under the first heading “Supervisor’s Report of Injury - Submitted.”

The supervisor can log back into IIRTS to view the submitted incident but can modify only the date returned to work, time returned to work, and additional information. **NOTE:** The save button must be clicked to record the additional information.

The bottom of Section 2 allows a supervisor to list additional supervisors who need access to this mishap.

**Select additional supervisors that need access to this mishap. (the submitting supervisor, and/or the employee’s supervisor already have access.):**  
**Note: Each supervisor with access will receive an email notification.**

1. Other Supervisor:	<input type="text" value="Coggins, Larry"/>	▼	
2. Other Supervisor:	<input type="text" value="Blackcreek, Xaviar"/>	▼	
3. Other Supervisor:	<input type="text"/>	▼	
4. Other Supervisor:	<input type="text"/>	▼	
5. Other Supervisor:	<input type="text"/>	▼	

### Mishap Reporting - Property Damage

The Property Damage mishap is similar to the Injury/Illness type mishap with the following differences:

- Supervisors initiate the record and then submit the record (2-step process).
- Status can be Initiated, Open, or Closed.

The supervisor may elect to initiate the property damage report and come back at a later time to submit it to the Safety Office.

### Mishap Reporting - Near Miss

The Near Miss mishap is similar to the Injury/Illness type mishap with the following difference:

- Status can be Open or Closed.

## Respirator Use Questionnaire

Supervisors with personnel enrolled in a Respirator program can also use the Respirator Use Questionnaire. This questionnaire is an informational aid to assist the RPPM (Respirator Protection Program Manager) during fit testing and training. The link to the questionnaire can be found on the main ESAMS page under “Supervisor Links.” Supervisors can enroll their direct reports by selecting the “Enroll in RPP!” link. This will bring up all current duty/task that have a respirator requirement and allow them to assign the duty/task. Clicking the “[Respirator Use Questionnaire](#)” link will take the supervisor to a list of Direct Reports. Supervisors will be able to click on the name of any personnel enrolled in a Respirator program to view the questionnaire for that person.

Supervisor's Direct Reports ESAMS Main

Employees (Click for Questionnaires)	Command	Dept.	Facility	Remove From My List	Enroll in Respirator Program
1. Jones, Alyssa (NOT ENROLLED)	FISC JAX	001	NAS Jacksonville	<b>Unassign!</b>	<b>Enroll In RPP!</b>
2. <b>Parsons, Brad</b>	NAS JRB New Orleans LA	Ops -Fire Dept	NAS JRB New Orleans	<b>Unassign!</b>	Already Enrolled!

If your list of direct reports is incomplete, please use the ▼ symbol to open a search window. Do not type the employee name into the text box below...use the search window which opens. From this new window, select the correct employee and click on their name to return it to the text box below. Next add them to your list by clicking the "Add to My List" button.

▼ Add To My List

If no questionnaire has been filled out, the supervisor will be given the option to create a new questionnaire for that person by clicking the “[New](#)” button. Once creating this new questionnaire, they will fill it out in the same way an administrator would (see pg 13).

New Main Bugs Help

No Respirator Use Questionnaire has been filed on Parsons, Brad .  
Click on New to create a new Respirator Use Questionnaire.

New Main Bugs Help

If the questionnaire has been filed out, the supervisor will see the completed questionnaire just as an administrator would. However, supervisors have the ability to edit the questionnaire. By clicking on the “[Update Questionnaire](#)” button, the supervisor can open a completed report for editing.

Update Questionnaire Main Bugs Help

**Super Quest ID: 1634 2/4/2008 10:26:30 AM** **Respirator Use Questionnaire**

Employee: Parsons, Brad	Phone: () - Email: jhamilton@hgwllc.com
Supervisor: McBawn, Ryan	Phone: (623) 555-1234 Email: jhamilton@hgwllc.com

**CHECK THE TYPE OF RESPIRATOR(S) TO BE USED:**

1. Air-Supplied (Tight Fitting):	Yes	2. Air-Purifying (Powered) (Tight Fitting):	No
3. Air-Supplied (Hooded):	No	4. Air-Purifying (Powered) (Hooded):	No
5. Open-Circuit SCBA:	No	6. Combination Airline/SCBA:	Yes
7. Closed-Circuit SCBA:	No	8. Air-Purifying (Non-Powered):	No
		Filtering Facepiece: No	or Elastomeric: No
		N: No P: Yes R: No	95: No 99: Yes 100: No
		Type of Chemical Cartridge:	
Work Effort:	Moderate	Extent Of Usage:	Occasionally
Length of average work day in respirator:	1		

Special Work Conditions: (i.e. high places, temperature/humidity extremes, hazardous materials, other protective clothing worn, climbing etc.)  
temperature/humidity extremes, -possible hazardous materials, other protective clothing worn

Update Questionnaire Main Bugs Help

## Ergonomic Checklist

The “[Ergonomic Checklist](#)” link provides the user with a downloadable Word document that contains common ergonomic dangers in the workplace. This is a useful tool for both prevention and training.

## My Workplace Inspection Checklist

The “[My Workplace Inspection Checklist](#)” link takes the user to a new area in which Workplace Inspection Checklists can be viewed, edited and created. Workplace Inspection Checklists are used to determine if any safety issues exist in the supervisor’s organization. Three different types of checklists are available for supervisors to use: Administrative, Industrial and Laboratory/Research. Supervisors may use any or all of these checklists as needed.

The initial screen the supervisor will see will contain the “Assessment Filter Criteria” search fields that the supervisor can use to find any checklist the supervisor has previously created. (See the “Data Fields within the Search Screen” section of the RMS Manual, p 6, for more information on how to fill out the Search Screen.) Clicking the “[Reset](#)” button will clear the search fields. Below the search fields, the Hotlist of checklists will be displayed, separated by type (Administrative, Industrial and Laboratory/Research). This Hotlist will initially display all open checklists created by the supervisor; when the supervisor uses the search function, the hotlist will display the requested records. Clicking on the ID, Installation or Building link will open the associated checklist for viewing/editing. Checklists can only be edited if they are in the “Open” status. Clicking on the “x” to the left of any checklist will delete that checklist and all of its information. Checklists may only be deleted in the “Open” status.

**Supervisor Workplace Inspection List**

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**Supervisor Workplace Inspection Checklist Filter Criteria**

Installation: <input style="width: 90%;" type="text" value="NAS Pensacola"/>	▼ X	Status: <input style="width: 90%;" type="text" value="Open"/>
Building(s): <input style="width: 90%;" type="text"/>	▼ X	
		Date: <input style="width: 90%;" type="text" value="12/01/2009"/>
		Range: <input style="width: 90%;" type="text" value="01/31/2010"/>
		to

---

**Administrative Inspection List** i

**ADMINISTRATIVE**

Id	Installation	Building(s)	Start Date	Closed Date	Status
X 193	NAS Pensacola	1	12/2/2009		Open
X 208	NAS Pensacola	1519	1/12/2010		Open

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**Industrial Inspection List** i

**INDUSTRIAL**

Id	Installation	Building(s)	Start Date	Closed Date	Status
No Assessments Found...					

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**Laboratory / Research Inspection List** i

**LABORATORY / RESEARCH**

Id	Installation	Building(s)	Start Date	Closed Date	Status
No Assessments Found...					

At the top of the Search/Hotlist screen is the “Create New Workplace Inspection...” button. Clicking this button will open a new screen in which the supervisor can create a new inspection checklist. The supervisor must select the Inspection Type, the Installation and Building(s) at which the inspection is being performed, and the Start Date of the inspection. Clicking the “Create New” button will create the new inspection checklist for the supervisor to complete.

[Return to HotList](#)

**Step 1: Select the Inspection Type and Installation and Building(s)**

**Supervisor Workplace Inspection (Administrative) CheckList Screen**

Inspection Type: Administrative

Installation: Naval Air Station Pensacola FL

Building(s): 1

Start Date: 12/02/2009

[Create New](#)

**Sections that will be included on this Supervisor Workplace Inspection (Administrative) Checklist**

Description
<input checked="" type="checkbox"/> Sign Posting/Labeling
<input checked="" type="checkbox"/> Housekeeping
<input checked="" type="checkbox"/> Electrical
<input checked="" type="checkbox"/> Miscellaneous
<input checked="" type="checkbox"/> Fire Protection
<input checked="" type="checkbox"/> Hazardous Material
<input checked="" type="checkbox"/> Training

The top portion of the checklist contains the organizational information concerning the checklist, including: the name of the checklist’s creator, the installation and building being inspected, the starting date of the checklist’s inspection, and the current status of the checklist. The “Return To Hotlist” button will take the supervisor back to the Hotlist/Search screen.

[Return To Hotlist](#)

**Supervisor Inspection CheckList (Administrative)**

**Created By:** Ryan Mcbawn **on** 1/12/2010

**Installation:** NAS Pensacola  
**Building(s):** 1519  
**Start Date:** 1/12/2010 **Current Status:** Open

[Attach A Document](#)

Attached Document/File	Uploaded By	Upload Date	Size
No documents attached...			

When the new Inspection Checklist is created, it will contain multiple sections within the "Assessment Summary" portion, listed under the "Summary" column. Clicking on a section title (for example, Training) opens up the selected summary section. Each section contains multiple questions concerning safety compliance that must be answered "Yes", "No", or "N/A", as applicable. For any question that is answered "No", the supervisor must enter a response in the "Comments/Issues/Actions Taken" field found to the right of each question. For sections that do not pertain to the location or inspection, an "All Responses are N/A" button is available at the top of the screen. Once all questions in the section have been answered, the supervisor must click "Save Assessment" to retain all entered information.

Supervisor Workplace Inspection Checklist Summary							
		#	Questions				Missing Comment
			No Response	Yes	No	N/A	
<b>Summary</b>		52	52	0	0	0	0
<b>Sign Posting/Labeling</b>		9	9	0	0	0	0
<b>Housekeeping</b>		9	9	0	0	0	0
<b>Electrical</b>		11	11	0	0	0	0
<b>Miscellaneous</b>		8	8	0	0	0	0
<b>Fire Protection</b>		10	10	0	0	0	0
<b>Hazardous Material</b>		2	2	0	0	0	0
<b>Training</b>		3	3	0	0	0	0

Close
Save Assessment

**Supervisor Inspection Checklist (Administrative)**

Created By: Ryan Mcbawn on 12/2/2009 Installation: NAS Pensacola  
Building(s): 1  
Status: Open

All Responses are N/A

**(Respond to each question to indicate that the standard is met "Yes", not met "No" or does not apply "N/A". Each question must have a response.)**

**Questions For:**

Training	Question	Standard Met (Y/N?)	Comments / Issues / Actions Taken (2000 characters max) <small>(Required for a "No" Response)</small>
A.	Are all personnel assigned appropriate (Core) duty/task(s)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<div style="border: 1px solid #ccc; height: 30px;"></div>
B.	Are all personnel assigned correct job specific duty/task(s) that correctly identify their training requirements?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	<div style="border: 1px solid #ccc; padding: 5px;">This is where the supervisor enters comments, etc.</div>
C.	Are all personnel current with required training and Medical Surveillance?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	<div style="border: 1px solid #ccc; height: 30px;"></div>

The checklist displays a summary for each section, showing:

- 1) the number of questions in each section,
- 2) the number that have not yet been completed,
- 3) the number of questions answered "Yes", "No", or "N/A",
- 4) the number of questions that are missing a comment (for those questions that require a comment).

Below the Summary portion, the "Assessment Validation Results" area shows the supervisor the total number of questions in the inspection, the total number of questions that still require a response, and the total number of questions that are missing comments. This helps the supervisor to know that there is still more work to be done on the inspection before it is completed. All questions must be responded to, and all questions answered "No" must have a comment entered before the validation area will allow the supervisor to close the inspection checklist. When the checklist is finished, the supervisor must click on the "Complete Checklist" button at the bottom of the page. Once the Inspection checklist is completed, no further changes may be made to the record. **Note: If a "Closed Date" is not selected at the bottom of the Checklist, the Closed Date will default to the current date when the "Complete Checklist" button is used.**

Return To Hotlist

### Supervisor Inspection CheckList (Administrative)

**Created By:** Ryan McBawn **on** 12/2/2009

**Installation:** NAS Pensacola  
**Building(s):** 1

**Start Date:** 12/2/2009 **Current Status:** Open

Attach A Document

Attached Document/File	Uploaded By	Upload Date	Size
No documents attached...			

**Supervisor Workplace Inspection Checklist Summary**

	Questions					
	#	No Response	Yes	No	N/A	Missing Comment
<b>Summary</b>	52	4	25	4	19	2
Sign Posting/Labeling	9	0	4	2	3	1
Housekeeping	9	1	4	1	3	1
Electrical	11	0	0	0	11	0
Miscellaneous	8	0	8	0	0	0
Fire Protection	10	0	9	1	0	0
Hazardous Material	2	0	0	0	2	0
Training	3	3	0	0	0	0

**Supervisor Workplace Inspection Checklist Validation Results**

Item	Count	Completed	Notes
Total # Questions:	52		
Total Questions With No Response:	4	<input type="checkbox"/>	Failed. (NOTE: Must be 0 to complete)
Total Questions Missing Comments:	2	<input type="checkbox"/>	Failed. (NOTE: Must be 0 to complete)

This Supervisor Workplace Inspection CheckList's current status is Open.

This Supervisor Checklist is Incomplete, it must be completed before it can be closed!

Closed Date: 
Complete Checklist

## Attaching Documents

At the top of the checklist, supervisors will see the “[Attach A Document](#)” button. The “[Attach A Document](#)” button allows the supervisor to attach files pertaining to the inspection checklist. The files uploaded can be Word documents, Excel Spreadsheets, pictures or several other types of files. The size of the files is limited based upon access levels. Attached files can only be removed by the individual who attached them via clicking the “x” next to the file to be removed.

Attach A Document				
	Attached Document/File	Uploaded By	Upload Date	Size
1.	 <a href="#">My Workplace Inspection Checklist.doc</a>	Mcbawn, Ryan	1/12/2010 4:51:55 PM	99,328

### HGW File Upload

**Use controls below to select and upload your file**  
(Maximum file size 25000000 bytes)  
(Files with the following extensions are allowed:  
.txt, .doc, .xls, .jpg, .gif, .bmp, .pdf, .rtf, .ppt, .lst, .mpg, .mpp, .mov, .msg)

Note: if you have a Microsoft Access File (.mdb) to upload, please export your data to Microsoft Excel (.xls), then upload that Excel document.

# RMS - Reports Management System

## Duty/Task Detail Report

The "Duty/Task Detail" report provides the user with a list of the active duties/tasks for specified commands, a description of the duty/task, training, medical stressors and PPE assigned to the duty/task. The user may specify duties/tasks within specific commands, or with specific courses, role types, medical surveillance programs, or PPE attached to them. (See the "Data Fields within the Search Screen" section of the RMS Manual, pg 6, for more information on how to fill out the Search screen.) If the user desires to see all duties/tasks active in the system, regardless of command restrictions, they must simply fill in none of the available fields and click the "Include All Duty Tasks" checkbox. This will provide the user with a list of ALL active duties/tasks in the system, a description of the duty/task, training, medical stressors and PPE assigned to the duty/task. When the list of duties/tasks is displayed, the user may click on the "View" link to see requirements for a specific duty/task. Alternatively, the user may check the box next to each duty/task that the user needs to view and click the "Save" button at the top of the window to view all selected duties/tasks.

### Dutv/Task Filter

Search
Reset
Close Popup

Title (contains):

Description (contains):

Duty/Task Id:

Include All Duty Task(s)  (If not checked, then only duty tasks in my scope will be shown)

---

**Advanced filtering options:**

Courses:  ▼

Medical Surveillance:  ▼

PPE:  ▼

Hazards:  ▼

Hazard Category:  ▼

Commands:  ▼

### Dutv Task Search Results

SAVE
Back to Filter
Close Popup

Check the desired values below. (41 records found)

Select All Records

	Title	Id	Description	Hazard Category	Requirements
1.	<input type="checkbox"/> (CORE REQ) Civilian Non-Supervisor - NAS Pensacola	4001115	For all civilian non-supervisory personnel in the NAS Pensacola.	Category C - Low	<a href="#">View</a>
2.	<input type="checkbox"/> (CORE REQ) Contractor - Supervisor (CNRSE)	4001427	For contractor personnel who are in full-time supervisory positions and are on-site supporting a navy activity or command.	Category C - Low	<a href="#">View</a>
3.	<input type="checkbox"/> (CORE REQ) Contractor-Supervisor	3000728	For contractor personnel who are in full-time supervisory positions and are on-site supporting a navy activity or command.	Category C - Low	<a href="#">View</a>
4.	<input type="checkbox"/> (CORE REQ) Military Non-Supervisor - NAS Pensacola	4001114	For all military non-supervisory personnel in the NAS Pensacola.	Category C - Low	<a href="#">View</a>
5.	<input type="checkbox"/> (CORE REQ) NAVFAC NON-SUPERVISOR INDUSTRIAL	4001209	For all non-supervisory NAVFAC personnel who work in, or may be exposed to, industrial types of hazards/environments.	Category A - High	<a href="#">View</a>

Close Window

**(CORE REQ) Supervisor Level NDR** - For military personnel who do not supervise others and are E5 or above. They are considered to be supervisors as outlined in OPNAVINST 5100.23 series.

### Training Requirements

1. Ergonomic Baseline (conducted by the Supervisor) (373)
2. Ergonomics Awareness Training for Supervisors (372)
3. HAZCOM Training Job/Chemical Specific (OJT by Supervisor) (100)
4. Safety Orientation for Supervisors (Web or Classroom) (1077)

### Stressor Requirements

No Stressor Requirements

### PPE Requirements

No PPE Requirements

#### Duty/Task Detail Report

1.	Title:	Description:	Job Hazard Category:	ESAMS ID
	(CORE REQ) Supervisor Level NDR	For military personnel who do not supervise others and are E5 or above. They are considered to be supervisors as outlined in OPNAVINST 5100.23 series.		(3000616)
<b>Training Requirements</b>		<b>Medical Surveillance Program</b>	<b>PPE</b>	
1. Ergonomic Baseline (conducted by the Supervisor) (373) 2. Ergonomics Awareness Training for Supervisors (372) 3. HAZCOM Training Job/Chemical Specific (OJT by Supervisor) (100) 4. Safety Orientation for Supervisors (Web or Classroom) (1077)		1. No Medical Surveillance Requirements	1. No PPE Requirements	
2.	(CORE REQ) Contractor-Supervisor	For contractor personnel who are in full-time supervisory positions and are on-site supporting a navy activity or command.		(3000728)
<b>Training Requirements</b>		<b>Medical Surveillance Program</b>	<b>PPE</b>	
1. Safety Orientation for Supervisors (Web or Classroom) (1077)		1. No Medical Surveillance Requirements	1. No PPE Requirements	
3.	(CORE REQ) Civilian Non-Supervisor - NAS Pensacola	For all civilian non-supervisory personnel in the NAS Pensacola.		(4001115)
<b>Training Requirements</b>		<b>Medical Surveillance Program</b>	<b>PPE</b>	
1. Back Injury Prevention Training (Annual) (40) 2. Environmental Management System Awareness Training (NASP One-Time Only) (1769) 3. Ergonomic Awareness Training (371) 4. Fire Prevention and Portable Fire Extinguisher Training and Education (1024) 5. NAVOSH for New Employees (1202)		1. No Medical Surveillance Requirements	1. No PPE Requirements	
4.	(CORE REQ) Contractor - Supervisor (CNRSE)	For contractor personnel who are in full-time supervisory positions and are on-site supporting a navy activity or command.		(4001427)
<b>Training Requirements</b>		<b>Medical Surveillance Program</b>	<b>PPE</b>	
1. Contractor Site Safety Orientation (1027)		1. No Medical Surveillance Requirements	1. No PPE Requirements	

## Course Listing

The “Course Listing” report provides the user with a list of the active courses for specified commands, a description of the course, the retrain period (in months), the length of the course (in hours), the course type, and the availability of the course (whether it is Web-based, OJT or Classroom). The user may also view any instructions, regulations, or any training that is required before personnel take the specified course. The user may search for courses by title, description, type, command, TRMS ID number, module number, and/or course availability (ESAMS Web or OJT) by filling in the appropriate fields.

If the user desires to see all courses active in the system, they must simply fill in none of the available fields and click the “[Include All Course\(s\)](#)” checkbox. This will provide the user with a list of ALL active courses in the system as well as other course information, such as description, retrain period, etc. In the “Availability” column, the class availability will be displayed as a link:

- ESAMS Web – This link will take the user directly to the selected training.
- ESAMS OJT – This link will take supervisors and administrators to the OJT recording area for the selected course.
- Click for Details – This link will display any special notes for the course (if details are not available, the user will be directed to a supervisor).
- Classroom – This link opens a new window in which the user may view Classroom Availability for the selected course. The user will see all scheduled classes in the selected area(s).

ESAMS Course Listing							
Course Title (ESAMS ID)	Module	Description	Retrain Period (Mos.)	Length (Hours)	Course Type	Availability	Instructions/Regulations Requiring Training
1. AAA Bus Driver Safety Training (30 + passengers) (ID: 1247)			0	8	Traffic Safety	<b>Classroom</b>	No Requirements
2. AAA 15-Passenger Van Safety Training (ID: 251)			0	4	Traffic Safety	<b>Click for details</b>	1. OPNAVINST 5100.12G
3. AAA Driving Improvement Program (DIP) (ID: 209)	Mod 4001	Driving Improvement Program (DIP) (AAA)	0	8	Traffic Safety	<b>Classroom</b>	1. OPNAVINST 5100.12G
4. AAA Driving Improvement Program (DIP) for Instructors (ID: 312)		This course is a 40 hour course sponsored by the AAA and taught by Navy Safety Center or a local club. Only certified leaders can teach the course. The certification is good for 3 years. An instructor must teach 1 class per year to maintain certification.	36	40	Traffic Safety	<b>Click for details</b>	No Requirements
5. AAA Driving Improvement Program (DIP) Instructor Trainer (MASTER) (ID: 2299)		This is certification as a AAA Driver Improvement Program (DIP) Instructor Trainer. Certification as a Master Trainer or Leader.	0	0	Traffic Safety	<b>Click for details</b>	1. OPNAVINST 5100.12G

## Command Safety Summary

The command Safety Summary displays a quick summary of all mishap, inspections, training and survey information for the user's command.

My Command Safety Summary													<a href="#">Return To Reports</a>	
Welcome, Brad												Thursday, March 8, 2007		
FY 2006 Class							FY 2007 Class							
Mishaps	A	B	C	D	UA*	Total	A	B	C	D	UA*	Total		
Military On-Duty:	0	0	0	1	0	1	0	0	0	0	0	0		
Military Off-Duty:	1	0	2	0	0	3	0	0	1	1	0	2		
Civilian (On-Duty):	0	0	1	0	0	1	0	0	0	1	0	1		
Property Damage:	0	0	0	0	0	0	0	0	0	0	0	0		
DARTS:	0	0	3	1	0	4	0	0	1	1	0	2		
Lost Time Work Days:						23						1		
Traffic Related:	1	0	0	0	0	1	0	0	0	1	0	1		
Alcohol Related:	0	0	1	0	0	1	0	0	0	0	0	0		
Drug Related:	0	0	0	0	0	0	0	0	0	0	0	0		
Drug and Alcohol Related:	0	0	0	0	0	0	0	0	0	0	0	0		
Near Misses:						0						1		
Inspections				Safety Training Information										
	FY 2006	FY 2007		OSHA Training (ReportCard)		FY 2006	FY 2007							
Total Inspections Performed:	42	9		Percentage of Required Training Completed:		18%	32%							
Deficiencies/Hazard Abatements				(223/1244)					(284/895)					
Risk Assessment(RAC):	ALL Currently Open	Total FY 2006	Total FY 2007	Safety Perception Survey information (for : FY 2007)										
1-Critical	1	2	1	Employee:	0									
2-Serious	8	5	0	Supervisor:	0									
3-Moderate	6	2	0											
Other	105	27	1											
* Unassigned														

## Summary

As an employer, the Navy is obligated to provide a safe and healthful work environment in accordance with the Occupational Safety and Health Act of 1970. The Navy has adopted these standards while making adjustments for military-unique situations. The Navy Occupational Safety and Health (NAVOSH) Program was developed with the intention of providing all personnel with the safest and healthiest possible working environment. ESAMS is a tool to aid in NAVOSH program implementation and demonstration of NAVOSH compliance.

### **Important Items to Remember**

#### Duty/Task

The system is a Duty/Task based system. Training, medical surveillance and PPE requirements are generated based on the duty or task assigned.

#### Review/Add Duties/Tasks

Supervisors can add and review currently assigned duty or work tasks assigned to his/her direct reports. **Duty/Task cannot be unassigned by the supervisor.** If the incorrect duty or task is assigned, the Safety Office will have to be contacted to remove the duty/task.

#### Email Notifications

Email notifications for all training coming due within 65 days or training that is past due will be sent to both the individual and his/her supervisor. Notifications for the next week's scheduled training are sent to enrolled students every Wednesday as class reminders. A mid-month reminder will also be sent to Supervisors who are required to give monthly safety talks. **Notifications will only be sent to personnel who have an accurate email address.**

#### Quick Launch Box

The Quick Launch is a window that contains links to all possible supervisory-type functions.

#### Internet Access and Browser Settings

ESAMS is a web-based application and is therefore dependent on the internet and browser settings. Internet Explorer is the preferred browser for all ESAMS applications.

#### Help Desk Support

ESAMS has a customer oriented dedicated support staff who can be reached at 865-693-0048 during the hours of 0700 - 2000 week days and 0800 - 1500 on Saturday (ET).