

RWU Faculty Staff Only - Instructions for Checking Safety Training Completions AY24-25

1. Go to <https://ql.tc/GnjUVv> and enter in the report access code:

WEB VIEW - CONTACT EHS FOR PASSWORD

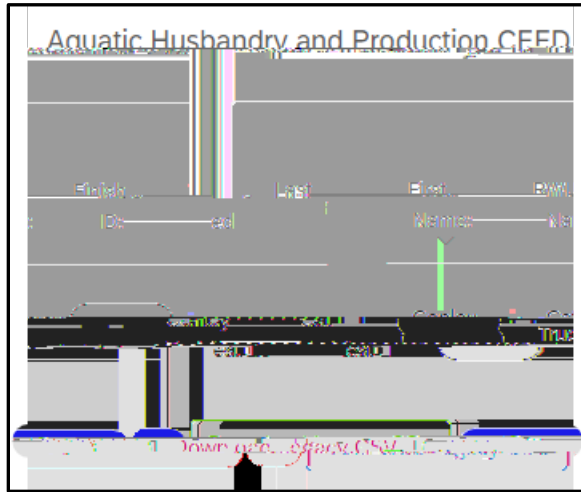
2. Select the report page for your group in the left-hand column. Each page displays the safety agreement completion status, plus all potentially applicable training curriculums. The report is updated live in real-time.

3. Each report page displays the completions for that group -- alphabetical order by last name.

“Safety Agreement” column is for the Safety Agreement. All other columns are for curriculums. All

completed trainings for that specific c8)3.7(s)1.9(atu)3.8)2 (l.9p)f (c28h)3.3.7(it2.2 (e)eted)2.1 (in)3.7(8)3.t” co)3

4. You can download the current information for any report page by clicking the “Download Legacy CSV” button.



| | A | B | C | D | E | F | |
|---|---------------|-------------|---------|----------|-------------------------|------------------|--------------------|
| 1 | Last Name: | First Name: | RWU ID: | Finished | Recorded Date | Safety Agreement | AHP |
| 2 | Conlev Test 1 | Cat Test 1 | | TRUF | Aug 21 2024 10:10am EDT | I agree | Aquatic Zoonoses C |
| | | | | 3 | | | |