



ENVIRONMENTAL HEALTH AND SAFETY

CLARITY

WEB-BASED SAFETY TRAINING

Introduction/Summary:

In order to continue to provide university employees with a safe and healthy work environment, it is the policy of Cal Poly Pomona to require attendance by faculty and staff at certain campus environmental health and safety training sessions. Employees are required to attend the various sessions based on job classification, duties, and applicable state and federal health and safety laws. Additional information on required training can be found in the Environmental Health & Safety Regulatory Training Requirements Manual available at <http://www.csupomona.edu/~ehs/ftp/Regtraining.doc> or on the EH&S (Environmental Health & Safety) Training Web Page available at <http://www.csupomona.edu/~ehs/training.html>.

EH&S provides several methods to comply with these training requirements. In addition to the traditional classroom training and the training video loan program, EH&S has implemented, in cooperation with the CSU Council of EH&S Directors, a Web-based safety training program. The Clarity Web-based Training Program allows faculty and staff (all campus employees) to access safety training programs from their computers at work. The training is self-paced, allowing the freedom to complete it on a flexible schedule. The time to complete a training session is typically 20 to 60 minutes.

The following table is a list of the Clarity Web-based training courses currently available.

Asbestos in Construction	<i>Back Safety</i>	Bloodborne Pathogens	Defensive Driving
Electrical Power Generation	Electrical Safety	Ergonomics	Fall Protection
Fire Safety	Forklift Safety	Hazard Communication	Hearing Protection
Indoor Cranes	Laboratory Safety	Lockout/Tagout	<i>Office Safety</i>
Personal Protective Equipment	Respiratory Protection	<i>Safety Orientation</i>	Sexual Harassment: You Make the Call
Trenching and Shoring	Workplace Violence		

Required Web-Based Training:

Employees are assigned to Job Safety Classifications based on their job duties and the hazards in their work area. For example: Employees who work in an office environment are assigned to the "Office Worker" classification; while employees working in Chemical Laboratories are assigned to the "Laboratory Worker" Classification. When you log onto the Web-Based Training, you will typically see two separate links to access training. The first link will take you to courses required for your Job Safety Classification. This link will be titled "Courses for Office Workers", "Courses for Laboratory Workers", "Courses for Maintenance Workers", etc. It is recommended that you click this first link and complete the courses listed. The other link named "All Courses" will take you to a list of every course available.

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Your participation in training and attention to both your personal safety and the safety of the campus community is appreciated.

Clarity Workstation Requirements:

In order to use the Clarity training system, you will need either of the following:

IBM Computer - Minimum Configuration

- Intel Pentium Processor or higher
- 32 or more Megabytes of RAM
- 16 bit or better sound card
- High speed internet connection (ISDN, DSL, or Cable Modem)
- Microsoft Internet Explorer 4.01 or higher/Netscape Navigator 4.5 or higher
- Microsoft Windows Media Player 6.0 or higher

Macintosh Computer - Minimum Configuration

- Intel Pentium Processor or higher
- 32 or more Megabytes of RAM
- 16 bit or better sound card
- High speed internet connection (ISDN, DSL, or Cable Modem)
- Netscape Navigator 4.5 or higher
- Microsoft Windows Media Player 6.0 or higher

Please note that a dial up connection is **not** recommended or supported.

An IBM computer running Microsoft Internet Explorer 4.01 or higher works best and is recommended. However, the Clarity Web Based Training Program will run on a Macintosh Computer using Netscape Navigator 4.5 or higher. You will need to disable pop up blockers to use the Clarity Web Based Training Program.

Accessing the Clarity Web-based Training Program:

To access the Clarity Web-based Training Program send an email to EH&S at ehs@csupomona.edu, with name, position and department, to request a username and password.

When you receive your username and password, go to <http://www.csupomona.edu/~ehs/clarity.htm> and click on "Enter Training".

You will then see a list of safety training courses. The administrator of the program will record completion of each course automatically. This data is available to Deans, Directors, and Department Chairs in a Microsoft Excel file at <http://www.csupomona.edu/~ehs/ftp/TrainingDatabase.xls>, which is updated on a monthly basis.

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Operational Notes:

- You will need to disable pop up blockers to use the Clarity Web Based Training Program (see information below).
 - Disable pop-up blocker through Internet Explorer
 - Go to Tools - choose Turn off pop-up blocker option
 - Or Go to tools, Internet Options, Privacy Tab - remove the check on Turn on pop-up blocker.
 - Disable pop-up blocker through a special browser
 - This can be seen, usually, below the Internet Explorer address bar.
 - Move the mouse over the icons to get the pop-up blocker option.
 - Disable pop-up blocker by pressing the CTRL key before clicking the course module.
 - Example, press and hold the CTRL key then click on Introduction.
 - Disable pop-up blocker through the Internet Security/Firewall
 - If all the options have been exhausted, check if you have Internet Security/Firewall set up and ask your IT person if they can either disable the pop-up blocker settings or allow the company.claritynet.com site in the “safe” list.
- As you utilize the Clarity Web Based Training Program, please allow time for each page and associated audio script to load before keying in your response or moving on to the next page. If you get ahead of the program it will freeze up. If the program continues to freeze up, please verify/try the following:
 - Verify that your workstation meets the minimum computer hardware and/or software requirements listed above in this memorandum.
 - Verify that you are allowing each page to completely load before typing the next response.
 - Try closing all other programs that are running on your computer especially Microsoft Outlook or Eudora. These programs increase your traffic on the Internet and place heavy demands on your computer’s resources.
 - Try running the program early in the mornings or late afternoon, when the campus internet traffic is typically lower.
- If you connect to an internet address or link from a Clarity Training Course, you should press the “Back Space” key or <alt> “Left Arrow” key to go back to the same page, where you selected the internet address or link. If you press “Previous” on the top menu, you will return to the page before the page, where you selected the internet address or link. If this happens, just press “Next” from the top menu.

If the problem persists, please call us at Extension 4697 or email us at ehs@csupomona.edu.

FAQ (Frequently Asked Questions):

What is Web Based Safety Training and does it substitute for the classroom training provided by EH&S?

Web Based Safety Training is a tool utilized by the EH&S Department and supervisors to provide CSU employees with the necessary safety training. This tool is not necessarily intended to substitute classroom training provided by the EH&S Department or supervisors. However, this is an extremely useful tool for someone who is not able to attend the scheduled training sessions and is required to complete the training. For more information, please contact your supervisor or the EH&S Department. The EH&S Department can be reached at Extension 4697 or via email at ehs@csupomona.edu.

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How do I get into the training?

You may enter the training by visiting the EH&S Web Safety Training Site at <http://www.csupomona.edu/~ehs/clarity.htm>. You'll be directed to the User Login and Registration web page. At this time you'll need to enter your pre-assigned Username and Password. To obtain a username and password send an email to EH&S at ehs@csupomona.edu including your name, position and department.

How do I get a Username?

To obtain a username and password send an email to EH&S at ehs@csupomona.edu including your name, position and department.

How do I get a Password?

To obtain a username and password send an email to EH&S at ehs@csupomona.edu including your name, position and department.

I forgot my password, whom do I contact?

If you forgot your password, you will need to contact the EH&S Department at Extension 4697 or via email at ehs@csupomona.edu.

How do I know if I need to take the training?

Not everyone is required to take all the training courses available. If you work exclusively in an office environment you must complete the Back Safety, Office Safety and Hazard Communication. If you use significant amounts of chemicals and are exposed to higher levels of risk you must complete the Back Safety, Safety Orientation and Hazard Communication. Individuals exposed to higher levels of risk include, but are not limited to, maintenance, landscape services, chemical laboratory, biology laboratory and engineering laboratory employees. You may be required to take other Clarity Web-based Training Courses, based on their job duties. To find out which other training you need, contact the EH&S Department at Extension 4697 or via email at ehs@csupomona.edu.

Once I receive my Username and Password, can I change the Password to another one that is familiar to me?

Once you have obtained a Username and Password, you have an option to change it to another password that is familiar and easily remembered by you. After you log-on, your Password can be changed from the Course's Web Page by clicking "AppLink" in the upper left corner and then clicking "Edit Profile" also in the upper left corner to get to the User Profile Page. From the User Profile Page type your new password in the Password and Confirm Password Boxes and click "Save" at the bottom of the page.

Note: It's is strongly recommended that you do not enter or save any data in the Personal Information Section of the User Profile Page. This is to protect your personal information.

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How do I get credit for taking the course?

Once you have gone through all of the required modules, you are then ready to take the examination that will test your knowledge of the training subject you had just taken. You will need to complete the examination, titled Self-Check under the Course Self-Check module, with a successful passing score, which is normally 80%.

Whom do I contact if I have a question about the training program?

If you have any questions regarding Web Based Safety Training Program, you can contact the EH&S Department at Extension 4697 or via email at ehs@csupomona.edu.

What if I can only do a portion of the course at one time?

Each of the Web Based Safety Training Courses is equipped with a Bookmark feature. This feature will allow you to stop at any point within the training program without losing your place. You will never lose your place if you are logged out properly and log back into the system under the same Username.

Do I need to take the test at the end of the course? If so, what score is passing?

If you wish to take credit for the course you have just completed, you MUST take Self-Check under the Course Self-Check module. Passing scores are set by the EH&S Department. The successful passing score is normally 80%.

How do I get a copy of my Certificate of Training when I pass the test at the end of the course?

After you successful complete the course, click "Print Certificate" then click Print in top right of the next screen to print the certificate.

To print out a certificate for a course you previously completed:

- When you first log on to Clarity Web Based Training click on "Mastered Certificates" on the left side of the screen.
- Under Site, select "Clarity Site (Default)" from the Site Drop Down Menu
- Under Course, select the Course your completed from the Course Drop Down Menu
- Click "Process Report"
- Click Print in top right of screen to print the certificate

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