






This quick assessment provides you with a list of **REQUIRED** and **RECOMMENDED** safety training courses to complete.

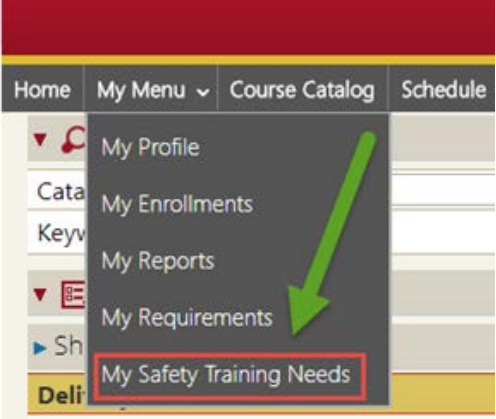
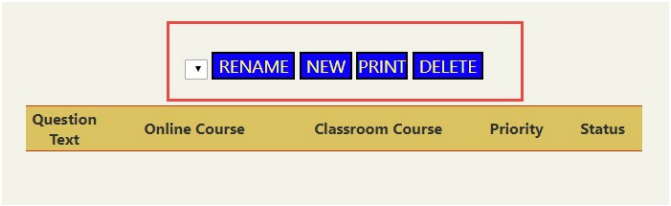
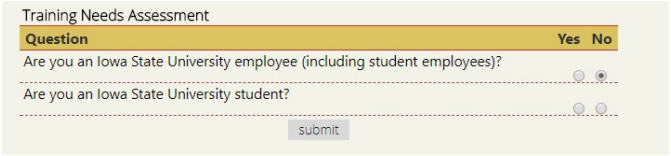
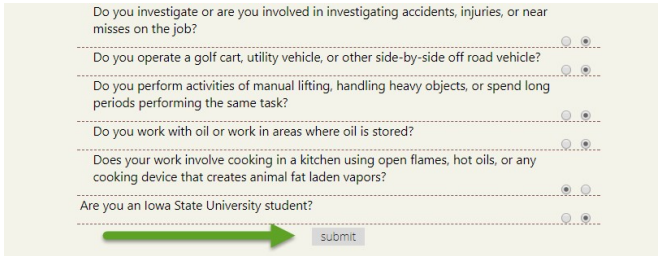
Quick Guide My Safety Training Needs Assessment

Use these instructions along with guidance from your supervisor to complete the My Safety Training Needs assessment. When completed, the My Safety Training Needs assessment provides you a list of required and recommended safety training courses to complete based on your responses.

Please review the list of courses with your supervisor to ensure you have covered all the hazards you are working with in your current role.

<p>Access the Learn@ISU website. www.learn.iastate.edu</p>	
<p>Click on Login, enter your Net-ID and password to access Learn@ISU.</p>	
<p>On the Learn@ISU homepage, click on the My Menu drop down tab.</p>	

Quick Guide My Safety Training Needs Assessment

<p>Click on My Safety Training Needs link to access the tool.</p>	
<p>Review the instructions prior to selecting NEW to begin the assessment.</p> <p>NOTE – if you have previously completed the assessment, your previous results are available for review. You can have more than one assessment.</p>	
<p>Choose your role (employee or student) and answer the questions accordingly.</p> <p>NOTE – student employees please choose YES for the question “Are you an Iowa State University employee?”</p>	
<p>Answer the questions based on your response to the first question. When you have answered all the related questions, click Submit.</p>	

Quick Guide My Safety Training Needs Assessment

Based on your answers to the questions, a list of courses generates. The courses include classroom or online and required or recommended.

Take a moment to review the list and then share with your supervisor to ensure you have covered all the hazards you are working with.

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Question Text	Online Course	Classroom Course	Priority	Status
?		Fire Safety and Extinguisher Training	Recommended	Not Taken
?	Shop Safety Fundamentals - Basic Procedures and Policies		Required	
?	Fire Safety and Fire Extinguisher Training		Required	
?		Cardiopulmonary Resuscitation (CPR), AED & First Aid	Recommended	
?	Emergency Response Guide Video		Required	
?		Accident Investigation for Supervisors	Required	
?	Office Ergonomics		Recommended	
?	Office Ergonomics		Recommended	
?	Waste and Recycling Guidelines for Ancillary Personnel		Required	
?	Suspicious Package Recognition Training		Recommended	
?		Fire Safety and Extinguisher Training	Required	Not Taken

Click on the **My Menu** drop down tab, click on the **My Requirements** link.

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My Safety Training Needs

My Requirements
My Safety Training Needs

My Needs Assessment.
2016 MENU If you previously completed (and saved) a training needs assessment, assessment under a name of your choosing, completed Training Needs Assessment, log down.

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?	Office Ergonomics		Recommended	
?	Office Ergonomics		Recommended	
?	Waste and Recycling Guidelines for Ancillary Personnel		Required	
?	Suspicious Package Recognition Training		Recommended	
?		Fire Safety and Extinguisher Training	Required	Not Taken

You can start online courses from here, or review dates and register for classroom courses from this page.

NOTE – if you have previously completed any of the courses in your list, they have a status and status date listed.

Learning Track: Training Needs Assessment Track

27	Course	Shop Safety Fundamentals - Basic Procedures and Policies	Finished - Expired	12/27/2013	Launch
27	Course	Cardiopulmonary Resuscitation (CPR), AED & First Aid	Enrolled	09/01/2017	Launch
27	Course	Suspicious Package Recognition Training	Finished - Pass	03/25/2016	Launch
27	Course	Waste and Recycling Guidelines for Ancillary Personnel	Finished - Expired	04/07/2016	Launch
27	Course	Office Ergonomics	Finished - Pass	04/07/2015	Launch
27	Course	Fire Safety and Fire Extinguisher Training	Finished - Pass	07/12/2017	Launch
27	Course	Emergency Response Guide Video	Finished - Requirement Met	04/28/2017	Launch
27	Course	Fire Safety and Extinguisher Training	Not Taken		List Events
27	Course	Accident Investigation for Supervisors	Finished - Expired	03/06/2014	List Events