



WASHINGTON STATE
UNIVERSITY

VCEA Student & Visitor Safety Training Access

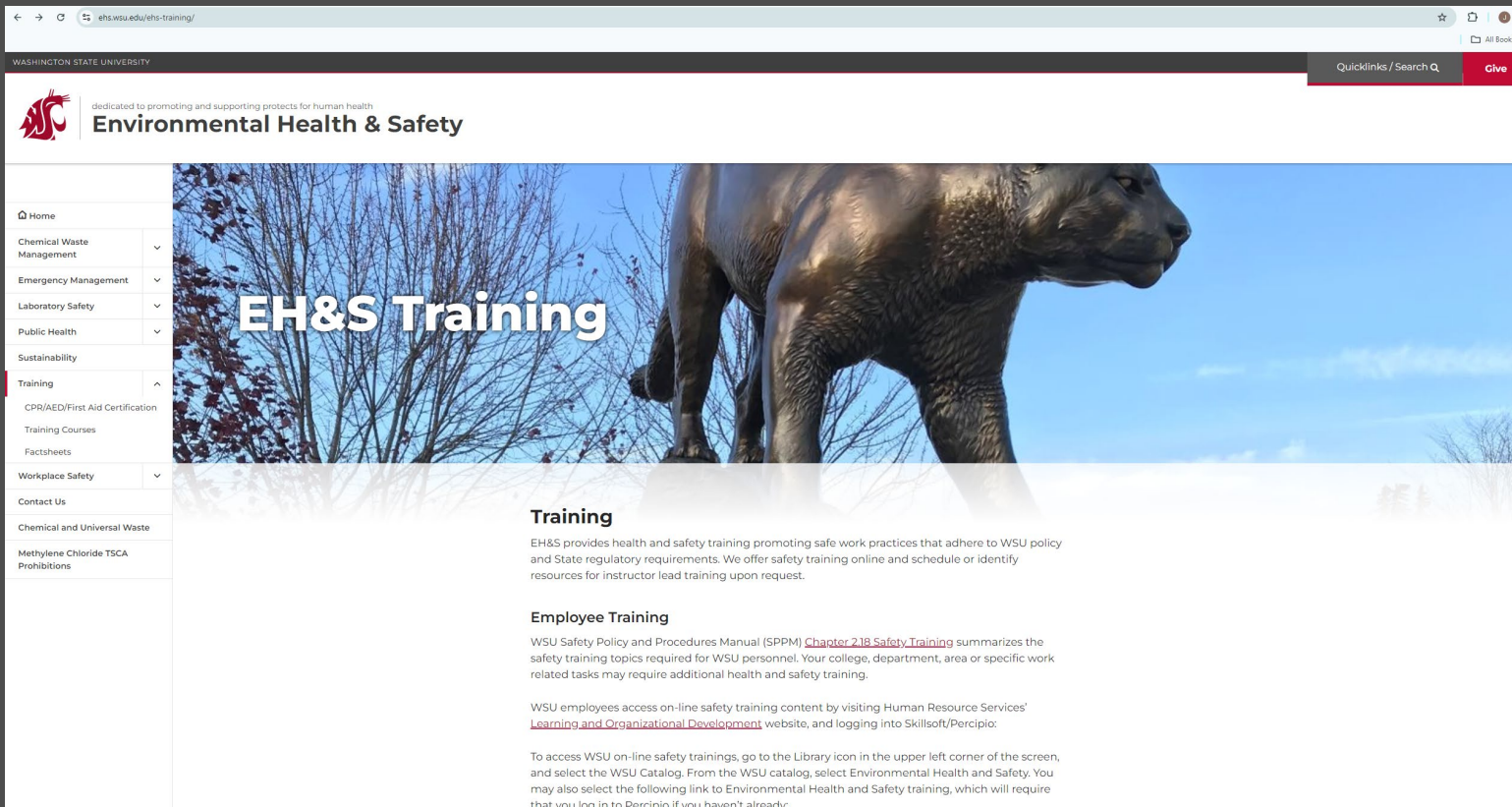
September 2024

Facilities Operations and Safety Services



Voiland College of
Engineering and Architecture

Step 1: Navigate to WSU EH&S



The screenshot shows the WSU Environmental Health & Safety website. The header includes the WSU logo and the text "dedicated to promoting and supporting protects for human health Environmental Health & Safety". A navigation menu on the left lists various categories, with "Training" selected. The main content area features a large image of a cougar statue with the text "EH&S Training" overlaid. Below the image, there are sections for "Training", "Employee Training", and instructions on how to access on-line safety training content.

WASHINGTON STATE UNIVERSITY

Quicklinks / Search Q Give

dedicated to promoting and supporting protects for human health
Environmental Health & Safety

EH&S Training

Home

Chemical Waste Management

Emergency Management

Laboratory Safety

Public Health

Sustainability

Training

CPR/AED/First Aid Certification

Training Courses

Factsheets

Workplace Safety

Contact Us

Chemical and Universal Waste

Methylene Chloride TSCA Prohibitions

Training

EH&S provides health and safety training promoting safe work practices that adhere to WSU policy and State regulatory requirements. We offer safety training online and schedule or identify resources for instructor lead training upon request.

Employee Training

WSU Safety Policy and Procedures Manual (SPPM) [Chapter 218 Safety Training](#) summarizes the safety training topics required for WSU personnel. Your college, department, area or specific work related tasks may require additional health and safety training.

WSU employees access on-line safety training content by visiting Human Resource Services' [Learning and Organizational Development](#) website, and logging into Skillsoft/Percipio:

To access WSU on-line safety trainings, go to the Library icon in the upper left corner of the screen, and select the WSU Catalog. From the WSU catalog, select Environmental Health and Safety. You may also select the following link to Environmental Health and Safety training, which will require that you log in to Percipio if you haven't already:

NOTE: You will need you WSU Network ID and Password to begin.

- Go to <https://ehs.wsu.edu/ehs-training/>. The link will take you to the page shown to the left.
- **Scroll to the bottom of the page** shown below. **Click on the Canvas link**, as shown by the blue arrow below.

Completed safety training content is retained on your learning transcript. Supervisors or administrative personnel wanting information summarizing completed employee safety training courses may contact EH&S at 335-3041 or sringo@wsu.edu.

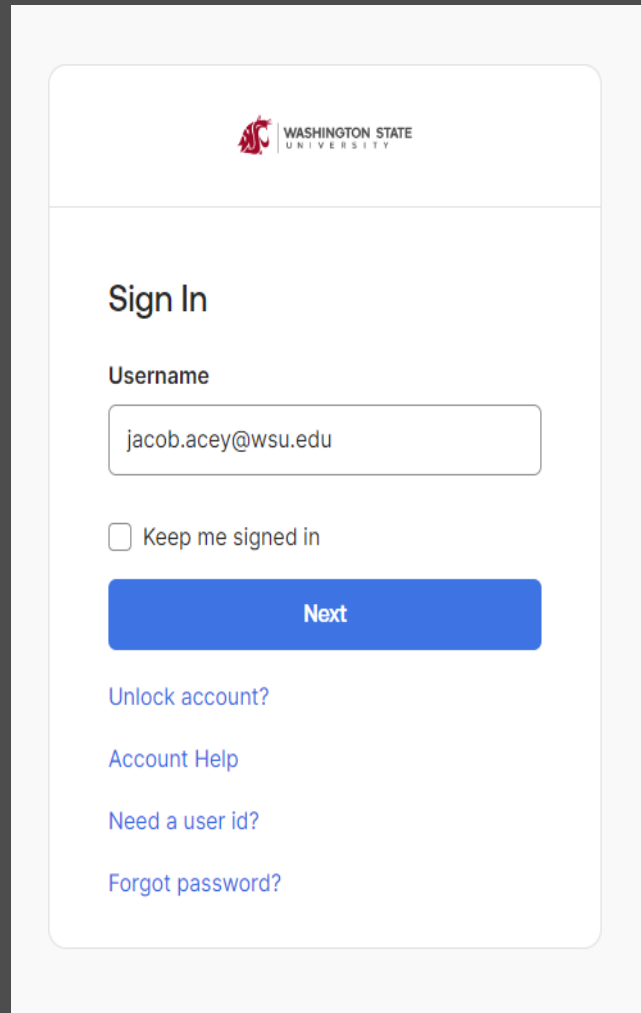
For additional training content, please visit our [Training Courses](#) page.

Student Training

Students may access the same health and safety training content available to employees via [Canvas](#). Instructors may integrate Canvas safety training directly into coursework.



Step 2: Log into WSU portal with MFA

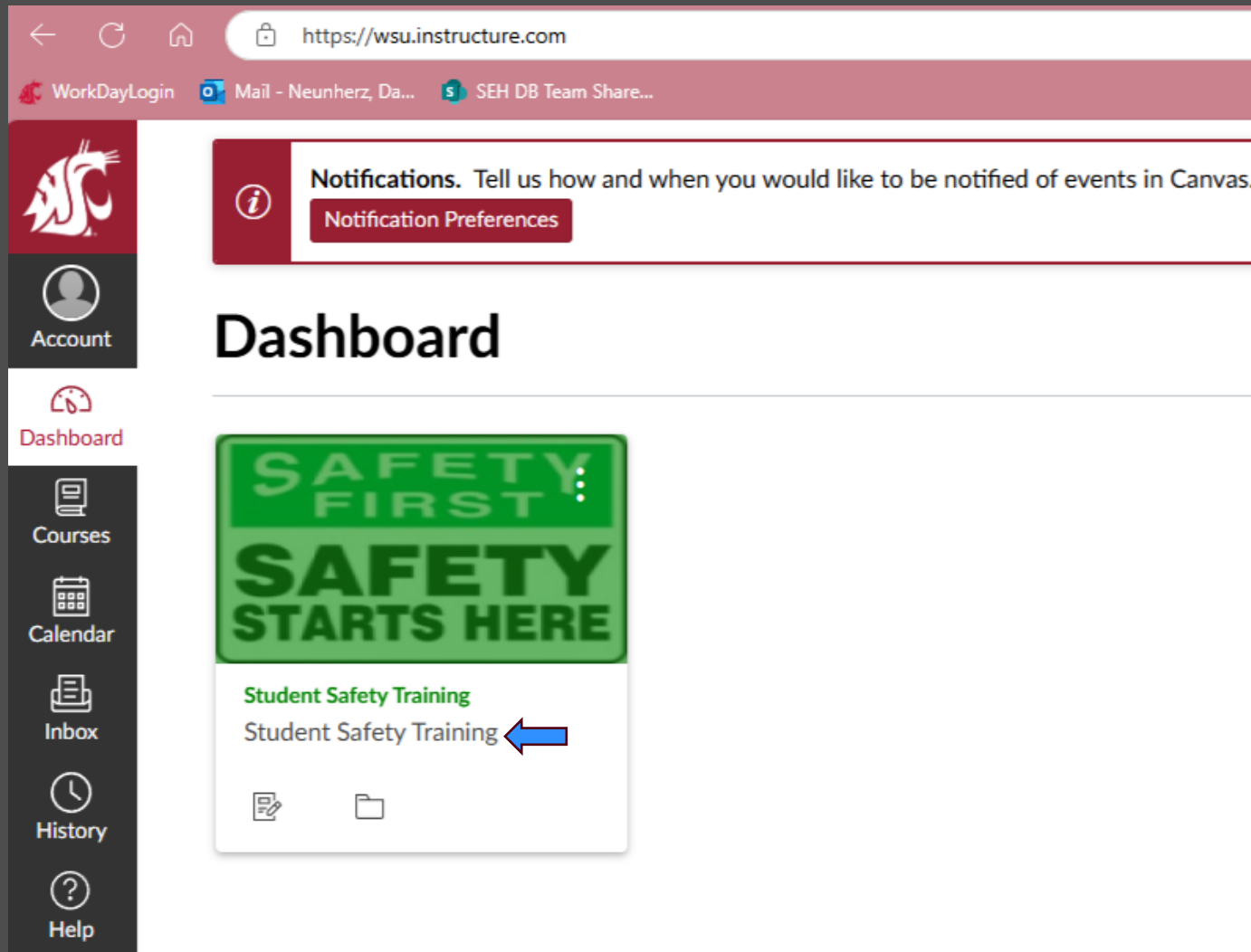


The screenshot shows the WSU Sign In page. At the top left is the WSU logo with the text "WASHINGTON STATE UNIVERSITY". Below the logo is the heading "Sign In". Underneath is the "Username" label and a text input field containing "jacob.acey@wsu.edu". Below the input field is a checkbox labeled "Keep me signed in". A blue button labeled "Next" is positioned below the checkbox. At the bottom of the form are four links: "Unlock account?", "Account Help", "Need a user id?", and "Forgot password?".

- You will be taken to a page where you must log into WSU's Portal. Log into the WSU portal using your network ID and password.
- You will then be redirected to a new screen asking to authenticate it is you.
- Push the button to send the authentication to email or cell phone.
- You will then need to confirm it is you when the authentication comes to your mobile device or email depending on which you selected to authenticate through.
- If you do not want to go through this same authentication again, you can check the 'keep me signed in' box.
- NOTE: You will need to have your multi-factor authentication MFA security settings in the WSU Security System before you can log in and or authenticate. It is recommended you use SMS (text your cell phone or Voice Call so you can respond to WSU's MFA variations quickly from anywhere.



Step 3: Find your Assignments

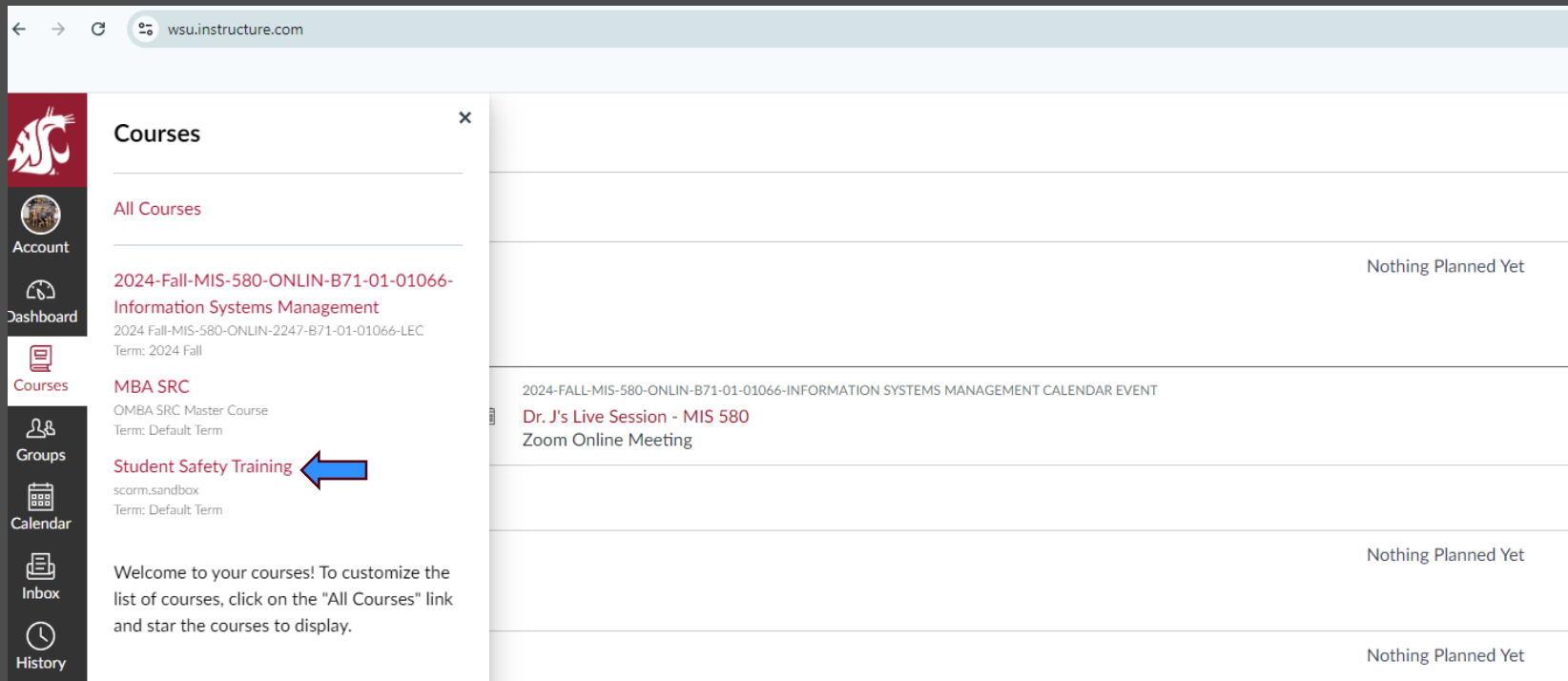


The screenshot shows a web browser window with the URL <https://wsu.instructure.com>. The browser's address bar and tabs are visible at the top. Below the browser, there is a navigation sidebar on the left with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area features a notification banner at the top with an information icon and the text "Notifications. Tell us how and when you would like to be notified of events in Canvas." Below this is a "Dashboard" heading. The central focus is a green safety sign graphic that reads "SAFETY FIRST" and "SAFETY STARTS HERE". Underneath the sign, there is a card titled "Student Safety Training" with a sub-link "Student Safety Training" and a blue arrow pointing to it. Below the card are icons for a document and a folder.

- You will then be redirected to WSU's Canvas Safety Training portal. The page will look like the one to the left. Click on the red 'Student Safety Training' link, as indicated by the blue arrow. The page will look like this the first you try to register for the safety courses.



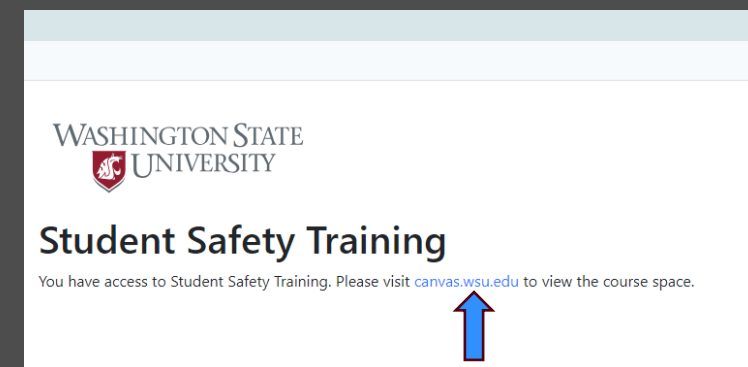
Step 3: Find your Assignments



The screenshot shows the Canvas LMS interface. On the left is a sidebar with navigation options: Account, Dashboard, Courses, Groups, Calendar, Inbox, and History. The 'Courses' section is expanded, showing a list of courses. A blue arrow points to the 'Student Safety Training' link in the sidebar. The main content area displays a list of courses with the following details:

Course ID	Course Name	Status
2024-Fall-MIS-580-ONLIN-B71-01-01066-	Information Systems Management	Nothing Planned Yet
2024 Fall-MIS-580-ONLIN-2247-B71-01-01066-LEC	Term: 2024 Fall	
2024-FALL-MIS-580-ONLIN-B71-01-01066-INFORMATION SYSTEMS MANAGEMENT CALENDAR EVENT	Dr. J's Live Session - MIS 580 Zoom Online Meeting	
		Nothing Planned Yet
		Nothing Planned Yet

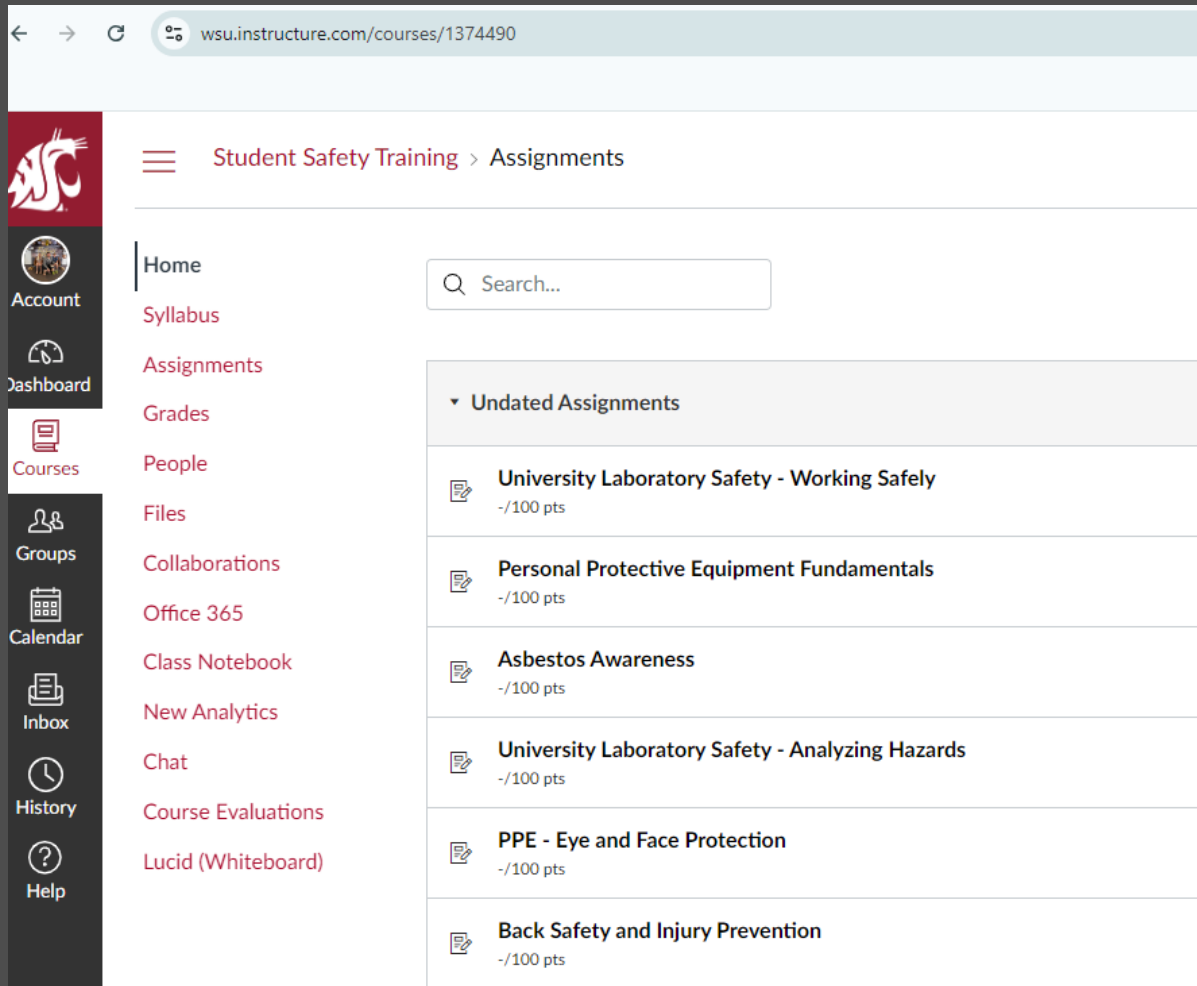
- Once you have been logged in you will need to confirm that you want to continue into the student safety training portal. Once you have confirmed you want access, you will be redirected to the Student Safety Training website shown below.
- In the Student Safety Training Website, click on the blue link, 'Canvas.wsu.edu' shown in the image below by the blue arrow.
- Once that is complete, select 'Courses' option and display the Student Safety Training Option. Select Student Safety Training by the blue arrow on the image to the left.









The screenshot shows the Student Safety Training website. At the top is the Washington State University logo. Below it, the text reads "Student Safety Training". Underneath, it says "You have access to Student Safety Training. Please visit canvas.wsu.edu to view the course space." A blue arrow points to the "canvas.wsu.edu" link.



Step 3: Find your Assignments



The screenshot shows a web browser window with the URL `wsu.instructure.com/courses/1374490`. The page title is "Student Safety Training > Assignments". On the left is a navigation sidebar with icons for Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The main content area has a search bar and a list of assignments under the heading "Undated Assignments".

Undated Assignments	
	University Laboratory Safety - Working Safely -/100 pts
	Personal Protective Equipment Fundamentals -/100 pts
	Asbestos Awareness -/100 pts
	University Laboratory Safety - Analyzing Hazards -/100 pts
	PPE - Eye and Face Protection -/100 pts
	Back Safety and Injury Prevention -/100 pts

- The list of WSU Safety Training Courses will appear for you. Choose a training course to get started.



Step 4: Launch and Complete your Assignment

The screenshot shows a web browser window with the URL wsu.instructure.com/courses/1374490/assignments/5525387. The page title is "University Laboratory Safety - Working Safely". The breadcrumb trail is "Student Safety Training > Assignments > University Laboratory Safety - Working Safely". The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Lucid (Whiteboard). The main content area shows the assignment details: "Due No Due Date", "Points 100", and "Submitting an external tool". Below this is a table of sections:

Section	
Launch	1. Perform Work - Prudent Practices
	2. Perform Work - Recognition of Exposure
	3. Perform Work - Emergencies
	4. Laboratory Security
	Exam

A blue arrow points to the "Launch" button for the first section.

- To start the course, select the blue launch button, as show to the left by the blue arrow.
- As you complete each section, you'll see the launch button is replace with a review button and there is a green check mark in the status column. You can go back to review any section as often as you'd like.
- There will be a quiz at the end of the course. You'll need to score an 80% or higher to pass the course.
- If you need to stop the course, it will remember where you were. When you restart the course, it will ask you if you want to restart where you left the course. If you select 'No', it will restart the lesson over from the beginning. If you select, 'Yes', it will take you back to where you left off.



Step 4: Launch and Complete your Assignment

Student Safety Training > Assignments > University Laboratory Safety - Working Safety

University Laboratory Safety - Working Safety

Due: No Due Date | Points: 100 | Submitting: an external tool

University Laboratory Safety - Working Safety

Congratulations
You have completed all requirements for University Laboratory Safety - Working Safety.
You passed the exam with a score of 100%.

[View Certificate ✓](#)

Select a section from the list below. When completed, the section will be checked. All required content (⚠) must be completed.

Section	Status
Review [x] 1. Perform Work - Prudent Practices	✓
Review [x] 2. Perform Work - Recognition of Exposure	✓
Review [x] 3. Perform Work - Emergencies	✓
Review [x] 4. Laboratory Security	✓
Exam ⚠	✓

[Exit Lesson ✕](#)

- When you have finished the course and completed the quiz, you will be immediately notified of your score and if you passed (80% or higher you will be awarded a certificate.
- Print/save your certificate – Click on 'View Certificate', select 'Print' (top right) and you can print the certificate, or select 'Print to PDF' and save it to your computer, which you can then attach to an email and send to your laboratory supervisor/faculty.



Step 4: Launch and Complete your Assignment

- Tip #1: Be sure to click on, and explore, the different tabs within the modules. Many of the quiz answers will be found within these tabs. An example of where to find these tabs are show by the red arrows to the left.

The screenshot shows a Blackboard LMS interface. The top navigation bar includes 'Student Safety Training > Assignments > University Laboratory Safety - Working Safely'. The main content area is titled 'University Laboratory Safety - Working Safely' and includes a blue header for the current assignment and a sub-header 'Perform Work - Prudent Practices'. Below this is a 'Basic Housekeeping' module with five tabs: 'Organization', 'Compatibility', 'Preparation', 'Work Environment', and 'Attention'. Red arrows point to each of these tabs. The 'Organization' tab is selected, showing a photo of a laboratory cabinet and text: 'It is extremely critical to store certain chemicals in separate cabinets. Never store flammables and oxidizers in the same cabinet. The same rule applies to acids and bases. Use Safety Data Sheets to determine recommended storage conditions for the chemicals you use. Keep the work area clean and uncluttered, store personal belongings out of the way, and keep the floor dry.'



Step 4: Launch and Complete your Assignment

The screenshot displays a user interface for a course titled "University Laboratory Safety - Working Safely". The left sidebar contains navigation options: Home, Syllabus, Assignments, Grades, People, Files, Collaborations, Office 365, Class Notebook, Chat, and Course Evaluations. The main content area shows the assignment details, including a due date of "No Due Date", a point value of "100", and a submission method of "Submitting an external tool". Below this, a blue header identifies the assignment as "University Laboratory Safety - Working Safely". The main content area features a "Practice Exercise 3" section with a "Reset" button and a "Check My Answer" button. A green arrow points to the "Check My Answer" button. The exercise consists of five statements, each with two radio button options: "Should" and "Should Not". Green arrows point to the "Should" radio buttons for each statement.

	Should	Should Not	
Joke around with your lab partner during an experiment.	<input type="radio"/>	<input type="radio"/>	←
Consume and store food outside the laboratory.	<input type="radio"/>	<input type="radio"/>	←
Work alone.	<input type="radio"/>	<input type="radio"/>	←
Use solvents to clean your skin.	<input type="radio"/>	<input type="radio"/>	←
Dispose of sharps and broken glass in appropriately labeled containers.	<input type="radio"/>	<input type="radio"/>	←

- Tip #2: Take the practice exercises as these questions are often on the quiz. These practices are not graded, and you can check your answers as many times as you would like. An example practice exercise is shown to the left – the green arrows indicate where you respond (click inside the circle you think is correct), and where you can click to check or reset your answers.



WSU and VCEA Required Safety Courses

- All Voiland College employees must complete the following courses in accordance with WSU Policy and VCEA Policy.
- **WSU Required Courses Part 1:**
 - Back Safety and Injury Prevention
 - Slips trips and Falls
 - Emergency and Fire Safety Preparedness
- **WSU Required Courses Part 2:**
 - Portable Fired Extinguisher Safety
 - Personal Protective Equipment Fundamentals
 - Office Ergonomics
 - Asbestos Hazard Awareness
- **VCEA Required Courses**
 - University Laboratory Safety: Working Safely



VCEA Required Safety Courses: Personnel Working in a Lab

- All Voiland College Employees, visitors, guests, and students working within laboratories are required to take the following basic lab safety training courses. Other courses may also be necessary for the safety of lab personnel depending on risk. Please consult lab's Principle Investigator(s) for direction in obtaining additional training necessary for lab specific hazards.
- **VCEA Personnel Working in a Lab**
 - University Laboratory Safety: Analyzing Chemical Hazards
 - University Laboratory Safety: Analyzing Physical Hazards
 - University Laboratory Safety: Analyzing Developing and Using Controls
 - Risk Assessment
 - PPE: Eye and Face Protection
 - PPE: Hand Protection

