Instructions for EH&S Training for Individuals

To take the Job Hazard Questionnaire (JHQ):

Login to the Training Data Base https://ehswprod.lbl.gov/EHSTraining/Jhq/EHSLogin.asp, or:
1. Click on **Environment, Health & Safety Division** in the A-Z Index on the LBL website
2. On the left find the section called **EHS Quick Links,** and click on **EHS Databases**
3. Click on **JHQ - Job Hazard Questionnaire**, located in the middle of the page
4. Sign in using your LDAP Userid and Password

Click on the **Take JHQ** option on the left.
Click on **Modify/Review Existing** if you've taken the JHQ before, or click on **Take/Retake JHQ** if you haven't. Answer all the JHQ questions, consulting with your Supervisor if necessary. In order to save your answers, click on the **Certification Statement** at the end of the questionnaire.

To view what training is required for you and what training has been taken:

Login to the Training Data Base, as described above.
Click on the **Reports** option on the left.
In the **Reports** folder, click on **Your Profile.**

In your Training Profile you can see:
- If you took the JHQ and when it was taken (in the blue box)
- Required training courses that have been taken (in blue)
- Required training courses that need to be taken (in orange)
- Recommended and extra training courses
- Applicable expiration dates for training courses

You can also download the information into an Excel spreadsheet by clicking on **Download to Excel** at the top of the Profiles page. The orange highlighting of required courses that need to be taken is lost, but one can isolate them by sorting on **Req. Type** (i.e. **Required:**) & **Credit** (i.e. **N**).

To take the training courses that are required for you:

Go to the Training Web Site http://www.lbl.gov/ehs/training/index.shtml, or:
1. Click on **Environment, Health & Safety Division** in the A-Z Index on the LBL website
2. On the right click on **EHS Training**

On the left:
- Click on **Course Listing** to get information about the course you want to take.
- Under **Schedules** click on **Schedule** to find out when a course will be given.
- To register for a course: While you are on the Schedule page above, click on the desired course date, enter your last name in the box, and press the Enter or Return key on your keyboard. Click on the **Finished - Enroll** button to register for the course.