



# EHS Assist Lab Hazard Signs Guide





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# Accessing the Hazard Signs Module

## Step 1

Login into EHS Assist - <https://ehsa.vanderbilt.edu>

- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

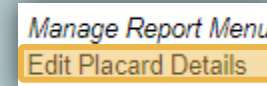
## Step 2

From the EHSA Homepage, select the **Hazard Signs** icon.



## Step 3

Once clicked, a dropdown will appear. Select **Edit Placard Details**.







# The Locations/Labs Page

1 The Locations / Labs page appears that are associated with the PI/Lab manager.

2 Highlight the row you wish to edit the placard for.

3 Click the  button.

EHSA Locations / Locations / Labs 1

3  Reports PI: Test, PI

Drag a column header and drop it here to group by that column

Building ↑	Building Name	Room/Lab	Status	Location Description	Institution Num
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
186	KECK FREE ELECTRON LASER CTR	211	Active	UTILITY/MECHANICAL SPACE	
186	KECK FREE ELECTRON LASER CTR	212	Active	RESEARCH/NONCLASS LABORATORY	
23C	MRB III BIO/SCI	V1216	Active	UTILITY/MECHANICAL SPACE	
23C	MRB III BIO/SCI	V1218	Active	UTILITY/MECHANICAL SPACE	
23C	MRB III BIO/SCI 2	V3100	Active	PUBLIC CORRIDOR	
23C	MRB III BIO/SCI	V3100A	Active	PRIVATE CIRCULATION	
23C	MRB III BIO/SCI	V4128	Active	RESEARCH/NONCLASS LABORATORY	
23C	MRB III BIO/SCI	V4128A	Active	RESEARCH/NONCLASS LABORATORY SER	

# Adding Location Contacts (steps 1-5)

*The contact information for the door sign / lab placard is the only information that can be edited at this time.*

- 1 Any existing workers will be displayed along with the contact information populated during Worker Registration.
- 2 Those workers with a blue check mark in the **Placard Contact** column are currently displayed on the placard.
- 3 Check/Uncheck the workers to display them on the placard.
- 4 To change a **Contact Function**, click the item and a drop down will appear.
- 5 Click Save

EHSA Locations / Location / Edit Lab Placard 5 Save Cancel Help

Location: MRB III BIO/SCI : V3100

Placard Hazards, Warnings & PPEs

Location Contacts

☐ Search By PI / Permit ☐ Search All Workers

Workers attached to Lab / Room: 23C:V3100 1 2

	Worker Name ↑	Contact Phone #	Emergency Phone #	Email	PI / Permit	Contact Function	Placard Contact
<span>Detach</span>	Crantek, Jeremy	(555)555-5555	(555)555-5556	jeremy.crantek...	Test, PI / C-TEST	Safety Contact 1	<input checked="" type="checkbox"/>
<span>Detach</span>	Harris, Jacob	(615)300-1970	(777)777-7777	jacob.m.harris@...	Test, PI / C-TEST	Safety Contact 2	<input type="checkbox"/> <span>3</span>
<span>Detach</span>	Test, PI	(314)963-9934	(555)555-5555	onsite@hpassist...	Test, PI / C-TEST	PI <span>4</span>	<input checked="" type="checkbox"/>

# Adding Location Contacts (steps 6-12)

The first method to attach a worker, **Search by PI/Permit**, will display all existing workers registered to the PI.

6 Click **Search By PI /Permit**.

7 Choose a **Permit #**.

8 The list of workers will appear.

9 Click the **Attach** button.

10 A pop up will appear asking for any missing information.

11 Once the worker is attached, assign a **Contact Function** and check the box to make them a **Placard Contact**.

12 Click **Save**

**Location Contacts**

6 ☒ Search By PI / Permit ☐ Search All Workers

PI Test, PI 7 Permit # C-TEST

PI: Test, PI Workers attached to Lab / Room: 23C:V3100

Worker Name	Attach	ct Phone #	Emergency Phone #	Email	Contact Function	Placard Contact
George, Andrea	8 Attach	555-5555	(555)555-5556	jeremy.cranter@Vanderbilt.Edu	Safety Contact 1	11 <input checked="" type="checkbox"/>
Harris, Jacob	Attach	300-1970	(777)777-7777	jacob.m.harris@vanderbilt.edu	Safety Contact 2	<input type="checkbox"/>
Hegarty, Joseph	Attach	963-9934	(555)555-5555	onsite@hpassist.com	PI	<input checked="" type="checkbox"/>
Test, PI	Attach					

Missing Data

Emergency Phone # 10

Cancel Confirm

# Adding Location Contacts (steps 13-19)

EHSA Locations / Location / Edit Lab Placard

19

Save

Cancel

Help

The second method to attach a worker, **Search All Workers**, will allow a search of all registered workers.

13 Click **Search All Workers**.

14 Type in a **Worker Name**.

The list of workers will appear.

16 Click the **Attach** button.

17 A pop up will appear asking for any missing information.

18 Once the worker is attached, assign a **Contact Function** and check the box to make them a **Placard Contact**.

19 Click **Save**

Location Contacts

☐ Search By PI / Permit ☒ Search All Workers 13

☐ Begins With ☒ Contains ☐ Equals

Worker Name Last Name, First Name 14

Worker Name Contains "hegarty" Workers attached to Lab / Room: 23C.V3100 18

Worker Name	Attach	ct Phone #	Emergency Phone #	Email	Contact Function	Placard Contact
Hegarty, Joseph	<input type="button" value="Attach"/> 15 16	555-5555	(555)555-5556	jeremy.cranter@Vanderbilt.Edu	Safety Contact 1	<input checked="" type="checkbox"/>
		300-1970	(777)777-7777	jacob.m.harris@vanderbilt.edu	Safety Contact 2	<input type="checkbox"/>
		963-9934	(555)555-5555	onsite@hpassist.com	PI	<input checked="" type="checkbox"/>

Missing Data

Emergency Phone #  17

# Viewing/Printing the Hazard Sign

EHSA Locations / Locations / Labs 1

3 Edit Lab Placard Reports PI: Test, PI

Lab Placard

Drag a column header and drop it here to group by that column

Building ↑	Building Name	Room/Lab	Status
186	2	211	Active
186	KECK FREE ELECTRON LASER CTR	212	Active

1 After saving the Location Contact updates, you are brought back to the **Location / Labs** page.

2 Highlight the row you wish to print the placard for.

3 Click **Reports** and then select Lab Placard.

4 A PDF printout of the placard appears.

**CAUTION**

VANDERBILT UNIVERSITY MRB III BIO/SCI: V3100 PUBLIC CORRIDOR

EMERGENCY INFORMATION

AREA HAZARDS

REGULATORY INFORMATION

EMERGENCY CONTACTS

ENTRANCE INSTRUCTIONS

updated: 05/24/2023



# EHS Assist – Additional Info

Find additional EHS Assist guides here:

**<https://www.vanderbilt.edu/facilities/ehs/ehsa>**

With any questions, concerns or suggestions, contact the EHS Assist Administrator - **[ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu)**



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