



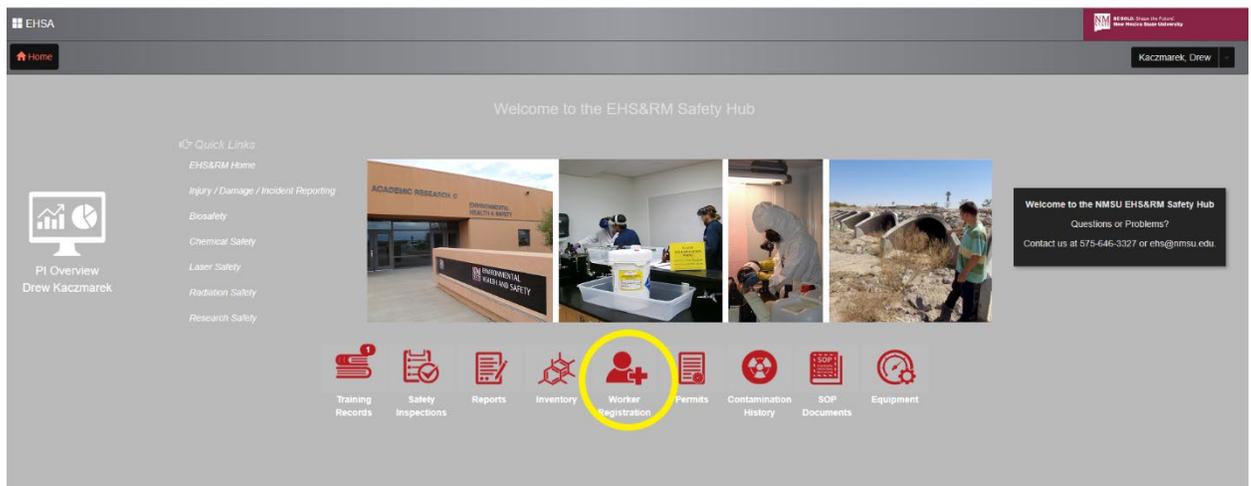
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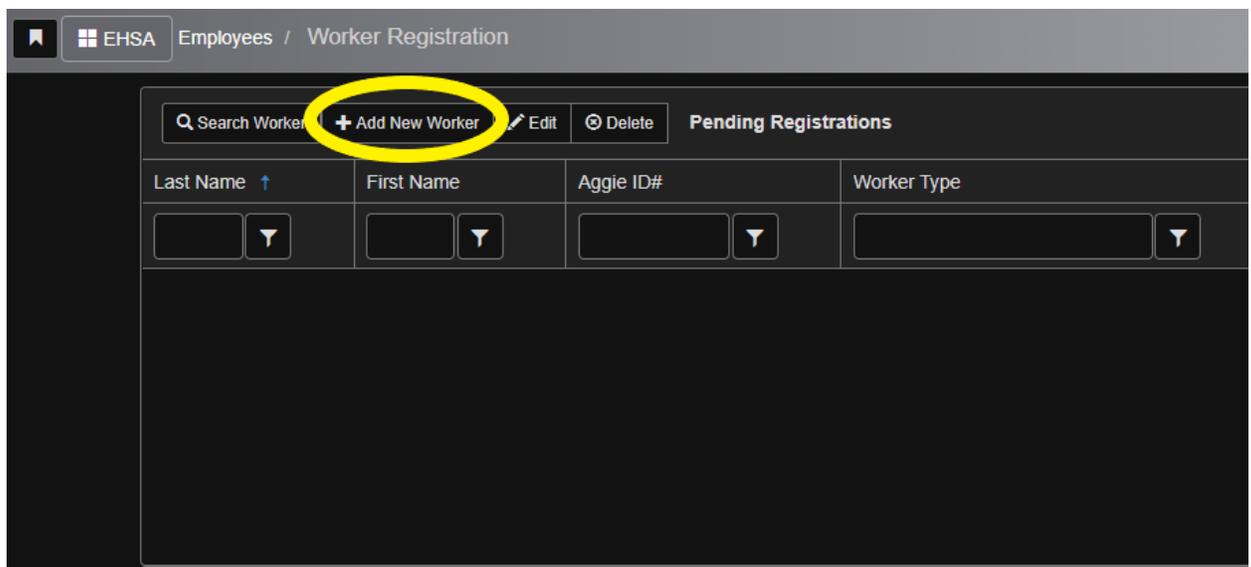
EHS&RM SAFETY HUB PI GUIDE

Adding or Removing Workers

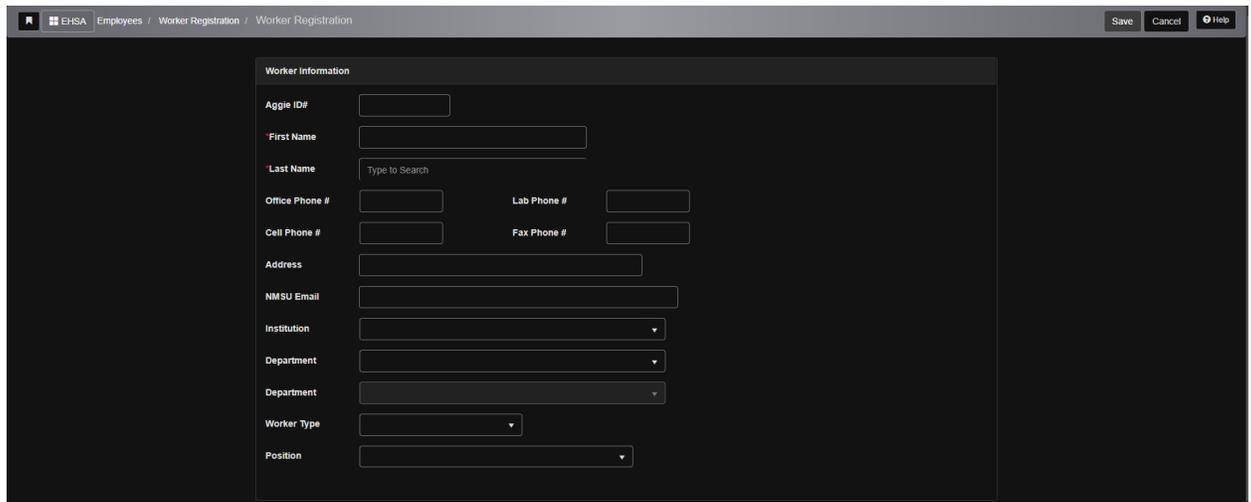
1. Log into EHS&RM Safety Hub
2. Click Worker Registration



3. Click Add New Worker



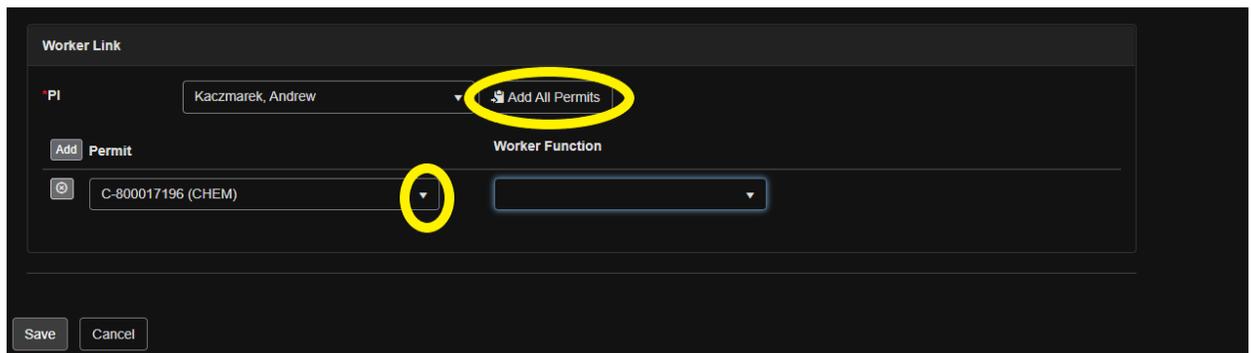
4. Fill out as much as you can of the Worker Information Section. We need Aggie ID #, First and Last name, and NMSU email at the minimum.



The screenshot shows a web application interface for 'Worker Registration'. The 'Worker Information' section contains the following fields:

- Aggie ID#
- First Name
- Last Name (with a 'Type to Search' prompt)
- Office Phone # and Lab Phone #
- Cell Phone # and Fax Phone #
- Address
- NMSU Email
- Institution (dropdown menu)
- Department (dropdown menu)
- Department (dropdown menu)
- Worker Type (dropdown menu)
- Position (dropdown menu)

5. Attach worker to appropriate Permit by selecting the drop-down menu and selecting the correct permit or by selecting Add All Permits. Add Worker Function if possible. Select the Add button located by the Permit



The screenshot shows the 'Worker Link' section of the application. It features a dropdown menu for 'PI' with the value 'Kaczmarek, Andrew' and an 'Add All Permits' button. Below this is an 'Add Permit' section with a search box containing 'C-800017196 (CHEM)' and a dropdown arrow. To the right is a 'Worker Function' dropdown menu. At the bottom are 'Save' and 'Cancel' buttons. Two yellow circles highlight the 'Add All Permits' button and the dropdown arrow in the 'Add Permit' section.

Worker Link

PI: Kaczmarek, Andrew Add All Permits

Add Permit Worker Function

C-800017196 (CHEM)

Save Cancel

6. Select save at the bottom of the page
7. EHS&RM will be sent this information and will verify the worker in the Safety Hub
8. The added worker(s) will show up under the pending registrations

EHSA Employees / Worker Registration

Search Worker + Add New Worker Edit Delete Pending Registrations

Last Name	First Name	Aggie ID#	Worker Type	PI	Permit	Department
Test 1	Test	12345	STAFF	Kaczmarek, Andrew	C-800017196	
Test 1	Test	12345	STAFF	Kaczmarek, Andrew	G-800017196	

9. Once EHS&RM approves the worker they will show up under the workers attached the PI

Workers Attached to: Kaczmarek, Andrew

	Name	Permit #	Function	Phone	Email	Com
Remove from Permit						Click
Remove from Permit						Click
Remove from Permit						Click
Remove from Permit						Click
Remove from Permit	Test 1, Test	C-800017196			Test@nmsu.edu	Click
Remove from Permit						Click

10. To remove a worker simply select Remove from Permit. You will see a pending removal button appear by the removed worker. EHS&RM will approve the removal of the worker in Safety Hub. After approval the worker will be removed from the Permit.

Pending Removal (Undo)	Test 1, Test	C-800017196			Test1@nmsu.edu
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