

How to Read a Training Report

The top of the report includes the type of report (Safety Training Status, Status, EOHW, Safety Training Summary, etc.), the name of the report filter (this indicates department/work area), and the date the report was run. Noted on the report is that all dates shown are the **next due date** for training. For example, a date for a yearly training such as Fire Safety indicates that the training was last taken one year prior to that date.

Staff are grouped on the report according to payroll features (organizational units, comp codes, pay points, etc.). Next to the employee's name, you will see dates corresponding to their training records, as recorded by the OESO database. The different trainings shown on the particular report are listed across top (TB, BBP, Fire, etc.). Note if this report only shows compliance for **one** training (as a Status Report would do), the training will be listed in the top left above the first employee's name listed.

There is a legend at the bottom left of the report indicating what the symbols mean. To further explain this:

- Date listed is the **due date** for update/renewal training. A date indicates that the employee has taken training in the past, and the training is recorded in the OESO database. The reports are set up to show the due date to make it easier for supervisors to keep track of their employees' training needs/requirements.
 - Many trainings are yearly trainings; therefore, the date shown corresponds to the employee having taken this training one year prior to that date.
 - Some training is required every two, three, or four years, or one time only. Please refer to the OESO training frequency page on the Web site for more information:
<http://www.safety.duke.edu/Training/Frequency.htm>
- If the OESO database **does not** have a record of an employee ever taking a particular training, there will be a # sign in that column.
- If an employee shows a due date with an * next to the date, that indicates the training is overdue (the date will be a date that is already past).
- **NA** means the employee is not assigned to take this particular training.
- **?** indicates that the employee has not been flagged in the OESO database one way or another for a particular on-the-job exposure (i.e., has not been assigned as either working with or not working with bloodborne pathogens, chemicals, etc.). If this is the case, please contact OESO (safety@mc.duke.edu or 919.684.2794) for correction.

The line on the report underneath the last employee name indicates overall department/work area compliance with the particular training. This is calculated by the number of people who are in compliance with the training divided by the number of people required to take the training. All areas should be striving for 100% compliance.

Note: If you want to run a report that **only** shows the final percentage (not individual employee names), run a report with the word "summary" in the title.