Running a Compliance/Training Report

Note: access to reports is NOT automatic; you must be set up with the appropriate access. Click here to fill out the report access request form. This process may take 1-2 business days.

1. The types of reports that you receive access to upon request depends on your area of work at Duke.
   a. **University managers and Non-clinical, DUHS managers not working in labs** are set up with 2 safety compliance reports (Safety Training and Vehicle Safety).
   b. **University managers and Non-clinical, DUHS managers working in labs** are set up with 3 safety compliance reports (Employee Health, Safety Training and Vehicle Safety).
   c. **Clinical DUHS managers** are set up with 4 safety compliance reports (EOHW Vaccines, Employee Health, Safety Training and Vehicle Safety).
   d. If you need additional reports, please e-mail safety@mc.duke.edu

2. Report Types
   a. **EOHW Vaccine**
      i. The EOHW Vaccine report displays compliance with the vaccination policy for a number of standard Non-COVID/Flu vaccinations typically required by clinical personnel. This includes:
         1. Hepatitis B
         2. Tdap (Tetanus, Diphtheria, Pertussis)
         3. Measles
         4. Mumps
         5. Rubella
         6. Varicella
         7. Smallpox

   b. **Employee Health**
      i. The Employee Health report displays compliance for a number of laboratory and clinic related requirements. These include:
         1. Hep B Vaccine compliance
         2. PPD Baseline
         3. Respiratory Medical Clearance
         4. Airborne Respirator Training
         5. Airborne Respirator Fit Test
         6. Color Blind Test

   c. **Safety Training**
      i. The Safety Training Status report displays compliance for the following basic Safety requirements. **PLEASE NOTE:** Compliance with these requirements could come from more than one class. For example, both the Chemical Safety course and the Hazard Communication for Lab Personnel course meet the Chemical requirement.
1. BBP – Bloodborne Pathogens
2. TB – TB Awareness
3. Fire – Fire Safety
4. Chemical – Chemical Safety (i.e. Hazard Communication)
5. EOC – Environment of Care

d. Vehicle Safety
   i. Employees that will be driving a vehicle as part of work duties for Duke are required to comply with Duke’s Vehicle Safety policy.
      1. Please note that there are different requirements for driving specialty vehicles (i.e., powered industrial trucks) and passenger vans carrying more than 11 people (e.g., 15-passenger van). For more information, please review the Duke Vehicle Safety Policy.

3. Report Versions
   a. Each report comes in 3 versions that display compliance information in different ways.
      i. Status Report: A Status Report will show you the NAMES of all staff (which you can group by organizational unit, cost center, etc.), and their compliance status.
      ii. Exception Report: A Status Exception Report will show you the names of all staff that are NOT compliant with the given requirements. It will not show the names of compliant employees.
      iii. Summary Report: A Summary Report will show you the number of employees (and %) who are compliant with the displayed requirements, with the grand total at the bottom. It will NOT display employee names.

4. Running a Report:
   a. Go to safety.duke.edu --> Training & Reports --> Safety Training Reports. Login with Net ID and password. Note: Select VPN Group “INTL-DUKE” or “Library Resources Only” to avoid this error “This site can’t be reached” on university network.
      i. Click on the “Reports” tab
      ii. Select the type of report from “Select Report” dropdown list
      iii. Select ONE of the following depending on your report options:
          1. Filter
          2. Org Unit
          3. PayPoint
          4. Cost Center
          5. DukeID
      iv. Click “Run Report(s)”
v. **OPTIONAL features**
   1. Use the **Group By** option if you have a large group in order to subdivide your results.
   2. Click on the **Excel** radio button if you would prefer the report in an Excel format.

b. **Note: if someone is on your report who shouldn’t be:**
   i. Staff who have **left employment** at Duke will fall off reports 45 days after their last paid date. The manager should note that this person has left Duke and exclude them from the calculations.
   ii. If an employee has **moved to a different department**, please contact your HR representative to be sure all the necessary information needed to process this change has been submitted. The OESO database updates Monday night with a feed from the payroll database.

   1. Please allow 10 calendar days after payroll has made this change for this update to occur in the OESO database. If this change is not showing after that time, please send an email to safety@mc.duke.edu.
   iii. If you don’t **recognize an employee name** on your report, contact your HR representative.

c. If someone is missing from your report, send an email to safety@mc.duke.edu.