



Office of the Vice President for Academic Affairs
 (714) 278-2614 / Fax (714) 278-5853

August 6, 2001

To: All Faculty

From: Ephraim Smith, Vice President Academic Affairs
 Judi King, Chief of Police/Director of Public Safety

Subject: Faculty Safety Training

In order to continue to provide university employees with a safe and healthy work environment, it is the policy of California State University, Fullerton to require attendance by faculty and staff at certain campus health and safety training sessions. Environmental Health and Instructional Safety (EH&IS) determines which employees must attend the various sessions based on job classifications, duties, and applicable state and federal health and safety policies

To comply with this requirement, EH&IS provides two methods to accomplish this training. In addition to the traditional classroom training, they have implemented a web-based safety training program that provides the same level of safety information. The Clarity Web-based training program allows faculty to access these safety training programs from their computers at work. The training is self-paced, allowing the freedom to complete it on a flexible schedule.

All faculty must take a one time General Safety course offered monthly or complete this course using the web based training

Clarity Workstation Requirements:

In order to use the Clarity training system, you will need the following:

A PC with:

- Microsoft Internet Explorer 4.01 and higher / Netscape Navigator 4.5 and higher
- Microsoft Windows Media Player 6.0 and higher
- A high-speed connection to the Internet (On campus, DSL, Cable Modem)

OR

A Macintosh with:

- Netscape Navigator 4.5 or higher
- Microsoft Windows Media Player 6.0 or higher
- A high-speed connection to the Internet (On campus, DSL, Cable Modem)

Preliminary Mac testing with Internet Explorer has failed.

Please note that a dial up connection is **not** recommended or supported

Access your web-based safety training program at the following address:

- Go to <http://safetytraining/csu/>
 - Click on "Enter Training"
 - Type FN plus your Outlook email alias.
 - Your password is "faculty" without the quotes.
- Example: User ID: FNjsmith
 Password: faculty

You will then see your required safety training modules. Please complete these as soon as possible. The administrator of the program will record completion of the module automatically. This data will be distributed to the Deans and Department Chairs.

Your attention to both your personal safety and the safety of the campus community is appreciated.

CALIFORNIA STATE UNIVERSITY, FULLERTON P.O. Box 6850, Fullerton, CA 92834-6850

The California State University: Bakersfield / Chico / Dominguez Hills / Fresno / Fullerton / Hayward / Humboldt / Long Beach / Los Angeles / Maritime Academy / Monterey Bay / Northridge / Pomona / Sacramento / San Bernardino / San Diego / San Francisco / San Jose / San Luis Obispo / San Marcos / Sonoma / Stanislaus