Safesite
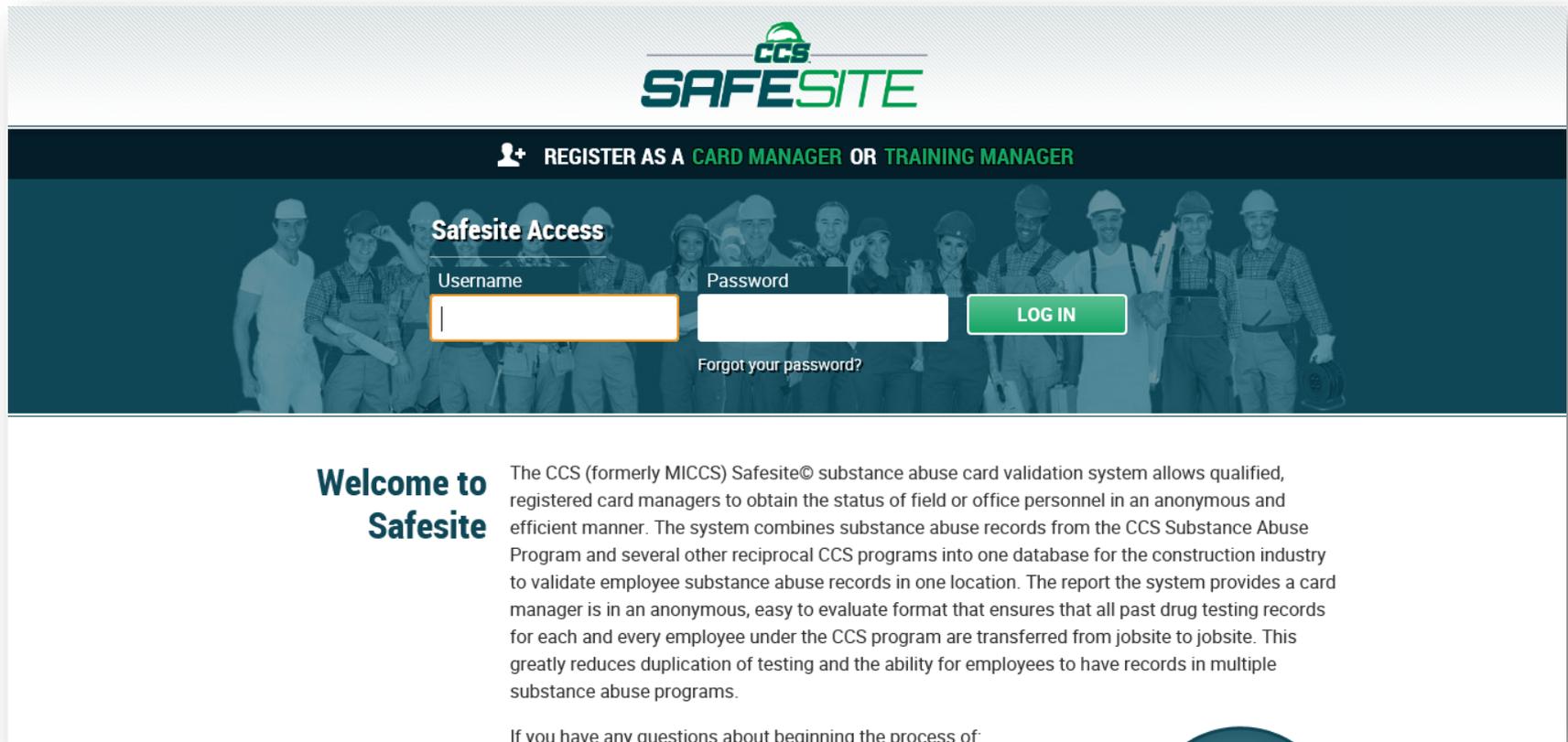# Training Database
Instructional Guide

Step one: Create a Training Manager Profile at www.ccssafesite.org.

You may already be a card manager but you will need to register as a Training Manager if you will be entering worker training information. The Training Manager option will only be available to two people per company.

This is a snapshot of the application. This is a fairly simple application. Please note that you will need to opt in for the monthly management report. This report will provide you with a list of those people whose training is nearing expiration. Once you have filled this out you will click submit. You will receive an email once you have been approved.

CCS SAFESITE

| Apply | Sample Cards | How to Submit Card Results | Log In |

Training Manager Application

All fields are required unless indicated.

If you have any questions, please call Heather Martin, Program Director, at (317) 805-1038 or email heather@ccs-safety.org.

First Name

Last Name

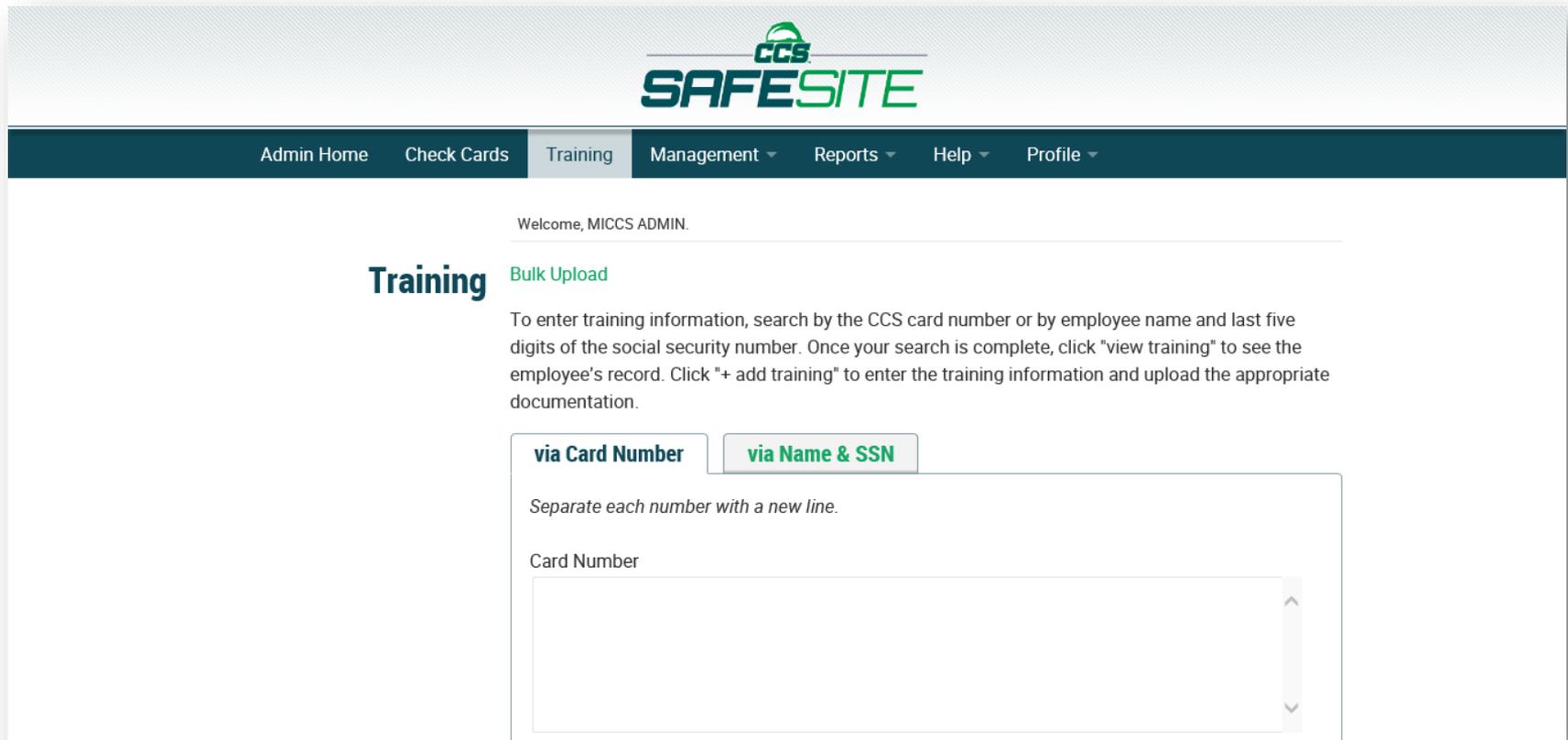Address

City

State

Zip

Phone #

Fax # (optional)

Company Name

Step two: Retrieve an employee's record.

You will need either the employee's CCS card number or name and last five digits of the social security number. Remember the employee needs to have a CCS card to be in Construction Safesite. Also, please note that the social security number option only works if the employee provided this information to at the time of his or her test.

Once you have retrieved the employee file you will be able to click the view/edit link to add training.

Step three: Add employee training.

You will need to choose "yes" under the Transferable dropdown for OSHA training. Please choose "no" for all training that falls outside of OSHA.   Don't forget to upload the documentation that supports this training. Once you have saved the training it will appear for me to review and approve. The training will appear in Construction Safesite once it has been approved.

You can also do a bulk upload of your training when you want to add multiple files. This upload will need to be a CSV file. There is a download example for you to follow.

Once you have uploaded the file you will need to go back in to each record and upload the training documentation.

Retrieving an Employee's Data:

Once the training has been approved, the information will be available for viewing. Below is a snapshot of what will appear on the employee's card.