

Finding ESAMS

ESAMS can be accessed from the following website: www.hgwllc.com. Select the link entitled "Customer Links," then click on "ESAMS Login" for the ESAMS Login Page. The login page can be saved as a favorite or bookmarked for easy future reference.

Logging into ESAMS

For first-time login, the user must select the "New Account Registration" link on the Login page. This allows the user to verify the employee account and create a User ID/Password. The user will then use this User ID/Password to login to ESAMS. Upon logging in, the user will be directed to answer the motorcycle survey, set up a security question, and input a current e-mail address. The security question will be used to reset the password for future use, whether the employee uses the "Forgot Password" feature or calls the ESAMS Help Desk. A security question answer should be entered accurately and not used as a hint for the current password. ESAMS Help Desk will NOT be able to reset a password over the phone unless the user can correctly answer the question. At this time, the user will be referred to his/her applicable Safety Contact. Once the employee is logged in, the "Account Management" link can be used to choose a "PKI/CAC Login" which allows the user to log in with the PKI/CAC.

Forgot your Password or User ID?

Click on "Forgot Password" or "Forgot User ID" on the ESAMS Login page. Follow the directions that follow. The security question must be entered EXACTLY as it was established. The password will be e-mailed to the user; User IDs will be displayed on the webpage. First-time users should contact the ESAMS Help Desk at 865-693-0048.

Profile Features

The **Profile** page is available to all users. It contains information about the user currently logged into the system, as well as the following information:

Personal Info - This section shows current personal information for the user in the database, including the individual's access levels.

Edit Profile - Personnel can edit certain data in their profile by clicking the "Update Profile" link. To update the record, manually type the information into the text boxes provided, or use the pop-up triangle to open a selection window, and click the "Save" button prior to closing the Edit pop-up window.

Duties/Tasks - This section shows the employee's assigned duties or tasks and the training, medical evaluation programs and/or personal protective equipment requirements associated with the duties or tasks.

Training - This button will open a window that displays due dates for the mandatory commitments associated with the assigned duties/tasks and any scheduled class dates for non-mandatory training. The user can select a course as a link to the training, if the training is available in the ESAMS Web Training section. At the bottom of the screen, another button will display the user's Training History.

Mishaps - If you are an authorized manager, this will open a window that displays an individual's mishap history.

Medical - This section displays medical surveillance programs that are required and indicates their respective due dates and restrictions. Previous physical exam records and next scheduled physical exams are also shown.

Respirator - Shows the current information about the user's respirator fit tests and respirator training requirements.

Equipment - This will show all equipment that is assigned to the user from the E-tracker inventory application.

Web Training

All personnel have access to the web-based courses. All training modules have required reading material and may or may not include a test.

1. Select the Web Training link from the Quick Launch box or navigation bar. All outstanding web training is listed in the top section of the Web Training List.
2. Select the desired training and complete the module.
3. Record training using either the "Record Awareness" button at the end of the training or proceed to take and pass the test if one is required.

Unsafe/Unhealthy Reporting On-line Employee Concern System (U/U)

Any person may submit a report of an unsafe or unhealthy working condition. Personnel have the option of submitting a report online or printing a form and physically submitting it to the Safety Office.

1. Select the "Report Unsafe/Unhealthy" under My Links in the Quick Launch area.
2. Select the "Submit a Report Online."
3. Complete all required fields that are red and bolded. Required fields must be entered before the record can be submitted.
4. Upon completion, click the "Submit" button at the top left of the screen. An alert box will appear if any required fields have not been completed.

A case number is generated upon submittal. Print or make note of the case number in order to check the status of the report. An e-mail notification will be generated and sent to the Safety Office. In the case of an anonymous submittal, the Safety Office will be unable to provide a direct response to the submitter.

At a Glance

ESAMS provides the general user the ability to perform the following tasks:

- View/Edit Profile
- View assigned training requirements, medical surveillance, and PPE
- Enroll in an upcoming class using the Classroom Training Schedule
- Complete Web Training
- Update hazard abatement status if designated as the person responsible for an identified deficiency
- Report an unsafe/unhealthful working condition
- Complete a survey
- View job hazard analysis
- Submit a Near Miss report

ESAMS Help

- FAQs:
 - Questions about access to Web Pages
 - Questions about e-mail
 - Questions about Training and Requirements
- ESAMS Documents:
 - Manuals
 - Quick Reference Guides
 - ESAMS Newsletters
- ESAMS Help Desk:
 - Hours and phone number
- E-mail Safety Office
- Questions or Comments:
 - Send message to HGW Webmaster

Message Tracker

The Request/Message Tracker allows users to make requests of the ESAMS Technical Support/Help Desk and track the progress of those requests by using the Message Tracker to stay in contact with the ESAMS personnel responsible for the request. These requests include Data Changes, Training Questions, and Bugs (system errors).

Hazard Abatement

If the user has any hazard abatements in an open status, the records will be displayed on a 'Hot List' for quick appraisal with a hyperlink that allows the user to document when and how the hazards were corrected.

Job Hazard Analysis (JHA)

From the "Job Hazard Analysis" link, personnel can view any JHA in ESAMS. The JHA process involves taking a task, dissecting it into steps, determining the hazards associated with those steps, and then developing a plan of action to protect the worker from those hazards.

The JHA module provides a place to record and post JHAs that have been developed for specific tasks as well as assign those JHAs as training for specific employees.

E-mail Notifications

- Individual notifications are generated monthly informing personnel of their outstanding commitments (both overdue as well as those due within 65 days).
- Supervisor notifications are generated monthly listing direct reports with outstanding commitments (both overdue as well as those due within 65 days).
- Upcoming class reminders are sent weekly to personnel enrolled in classes scheduled within ten days.
- Mishap Notification is sent to the supervisor, as well as designated mishap managers if a mishap is electronically submitted for a direct report.
- Hazard abatement notices are sent to personnel designated as responsible when inspections are completed. Monthly reminders are also sent until the deficiency is closed.

ESAMS[®]

General Users

Quick Reference Guide



ESAMS Help Desk:
(865) 288-7898

Fax: (865) 288-7896

www.hgwllc.com

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