Adding or Removing Workers from SAM

Adding Workers to the SAM system

1) On the Home Page click **Worker Registration**

2) On the Worker Registration screen click on **Add New Worker**

3) Enter all of the required information for that worker.

Note: If you have the worker UNID you can enter it in and click the **Find Worker** button to autofill some of the information.

The Security Group section is required. From the drop down you will need to pick a permission set for the worker that you are adding into the system. The default permission is Worker Read-Only. Full access is generally for those individuals that you would like to manage/input your safety information and documents into the system. The Waste Limited permission allows access to the chemical inventory and waste pickup requests but maintains read only permissions for all other items.

*UNID (Type in UNID beginning with "U" and click on "Find Worker Info" button)   u   [Find Worker Information]

*UNID# (same as above)   u

*First Name

*Last Name   Type to Search

Office Phone #   Lab Phone #

Cell Phone #   Fax Phone #

Address

*Email

*College ▼

*Department ▼

*Worker Type ▼

Position ▼

*Security Group ▼

Worker Link

*PI ▼

Permit Number ▼

For a detailed description of the permissions available to assign a new worker please click on the Security Group dropdown.

4) On the bottom of the screen make sure that the PI (or Manager/Supervisor for Facilities) is correct on the PI drop-down box. The permit drop-down will indicate the permits associated with the PI or Manager/Supervisor. Permits are as follows: C-for Chemical, B-for Biosafety and F–for Facilities.

5) Click on the **Save** Button when you are finished.

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Removing Workers from the SAM system

If a worker is no longer employed by your organization then you can remove them from the permit.

1) On the Home Page click **Worker Registration**

Welcome to the University of Utah Safety Administrative Management (SAM) System

Welcome to the Safety Administrative Management System (SAM).
If this is your first time using this system a Quick Start Tutorial can be found here: here.
If you haven't been granted access to the system, upload the certificate of completion, here to be granted access. Access will be granted within 24 business hours. If you have any questions, please contact EHS at 801-581-6590.

☞ Quick Links
EHS WEBSITE

| Profile | Inventory | Documents Library | Safety Inspections | Waste Pickup Request | Waste Supply Requests | SDS | Equipment | Worker Registration | Space Registration | Permits |

2) On the Worker Registration screen click on **Remove from Permit** next to the worker's name you want to remove from the permit. Note: you may have to remove a single worker from multiple permits.

Workers Attached to	TEST. PI, TEST P.I ▾	
	Name ↑	Permit #
Remove from Permit	Aamodt, Sam	B-00335
Remove from Permit	Aamodt, Sam	F-00000
Remove from Permit	Dille, Sarah	C-01515
Remove from Permit	Duprey-Gatrell, Alicia	B-00335
Remove from Permit	Duprey-Gatrell, Alicia	F-00000
Remove from Permit	Frei, Jill	C-01515

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3) A window will pop up. Click on **Remove Worker** to confirm that you want to remove them permanently from the permit.

4) Another window will pop up confirming the worker's removal. Click on **OK** to exit the window.

Removal Successful!

OK

5) Repeat steps 1 through 4 for any additional workers that need to be removed from the permit.