

# Safety Training Self-Assessment (STSA) FAQ

## What is the Safety Training Self-Assessment?

The STSA provides a simplified method of determining the federal, state, and locally mandated safety training you are required to take. The STSA takes two minutes to complete and results are viewable by you and your supervisor. To access it, visit UCLC at [uclc.uci.edu](http://uclc.uci.edu) and click the “Safety Training Self-Assessment – Campus Only” tile.

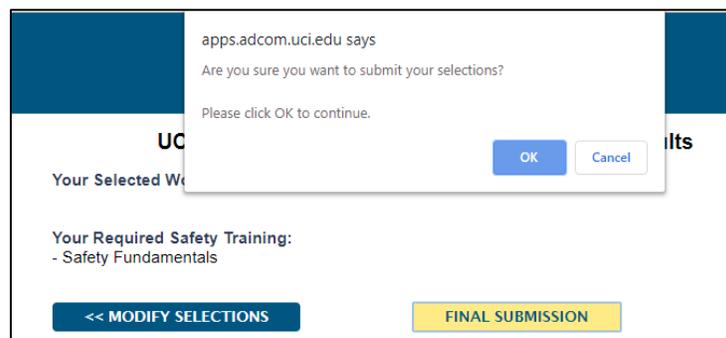


## Who is required to take the STSA?

The STSA is required for all UCI employees and volunteers, with the exception of UCI Health employees, and College of Health Sciences clinical department employees and volunteers who do not perform basic science research involving animals, biohazardous materials, and hazardous chemicals.

## I'm having trouble completing the STSA.

If you're having trouble completing the STSA, please be sure that you have pop-ups enabled in your browser. When you click “Final Submission” on the STSA, a pop-up will ask you to confirm your submission by clicking “OK.” If this does not happen, your STSA will not be completed.



If you continue to have trouble with the STSA, please contact EH&S at 949-824-6200 or [safety@uci.edu](mailto:safety@uci.edu) for assistance.

## I just took the STSA recently. Do I need to take it again?

You can choose to take the STSA as often as you need, based on changing job functions or positions. However, the STSA will be assigned to the campus every three years and everyone is required to complete it at that time. Please note that you will not be reassigned training activities that you have already completed no matter what categories you select in the STSA, unless those training activities require certification.

## Where can I find the training courses that are assigned to me?

Once you complete the STSA, the system will take a short amount of time to update with your required trainings. Once this is completed, you can access the training courses in several places on UCLC. Either click the "Assigned Training" tile, or visit the "Timeline" by clicking the icon with three lines in the top right corner of any UCLC screen. There will be a blue "Start" button next to each training activity.



## I was assigned a course that I don't think I need to take.

If you accidentally selected something that results in an irrelevant training for your job, you can retake the Safety Training Self-Assessment to update your assigned courses. When you uncheck the boxes in question, the trainings associated with them will disappear from your assigned trainings

## I already took a course. Why am I being required to take it again?

While many training courses are a one-time requirement, certain training topics require certification. This means that on a regular schedule (generally 1-3 years), you will be required to retake the training course.