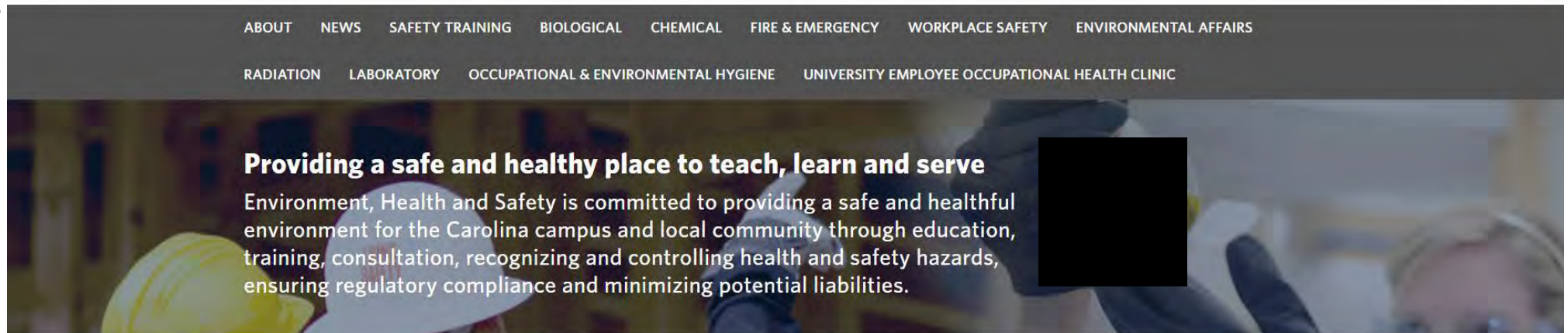


# Quick Guide: Adding Personnel on an HMP

UNC EHS

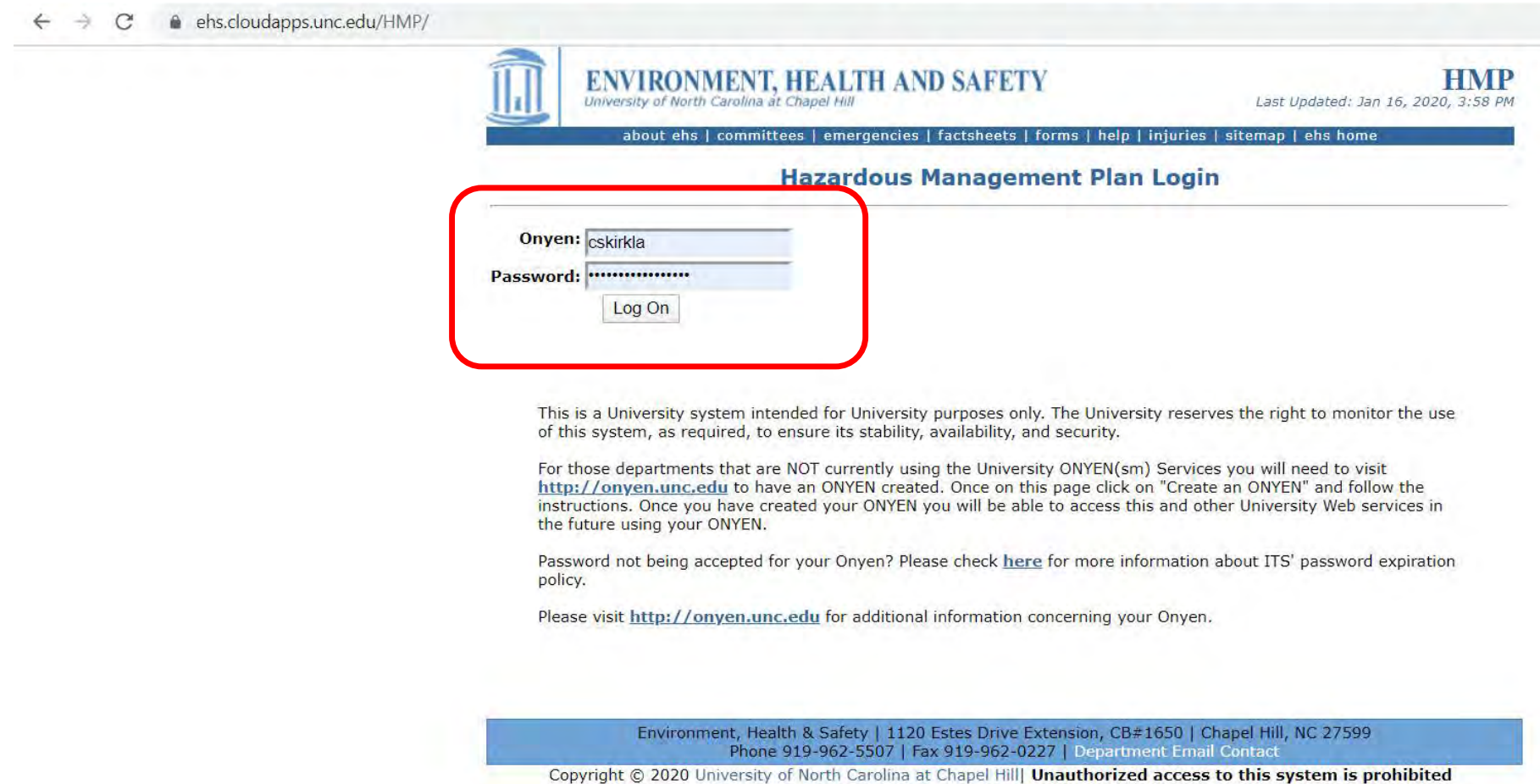
# Step 1

- Log into the HMP Portal found on the UNC EHS Website by clicking the **EHS Applications and Compliance Portal** button. Select **Hazards Management Plan**.



# Step 2


- Log in w/ your Onyen and password



The screenshot shows a web browser window with the address bar displaying "ehs.cloudapps.unc.edu/HMP/". The page header includes the University of North Carolina at Chapel Hill logo and the text "ENVIRONMENT, HEALTH AND SAFETY" and "HMP". A navigation bar contains links: "about ehs | committees | emergencies | factsheets | forms | help | injuries | sitemap | ehs home". The main heading is "Hazardous Management Plan Login". A red box highlights the login form, which includes fields for "Onyen:" (containing "cskirkla") and "Password:" (containing masked characters), and a "Log On" button. Below the form, there is a disclaimer: "This is a University system intended for University purposes only. The University reserves the right to monitor the use of this system, as required, to ensure its stability, availability, and security." Further instructions state: "For those departments that are NOT currently using the University ONYEN(sm) Services you will need to visit <http://onyen.unc.edu> to have an ONYEN created. Once on this page click on 'Create an ONYEN' and follow the instructions. Once you have created your ONYEN you will be able to access this and other University Web services in the future using your ONYEN." A note about password expiration says: "Password not being accepted for your Onyen? Please check [here](#) for more information about ITS' password expiration policy." A final note says: "Please visit <http://onyen.unc.edu> for additional information concerning your Onyen." The footer contains contact information: "Environment, Health & Safety | 1120 Estes Drive Extension, CB#1650 | Chapel Hill, NC 27599 | Phone 919-962-5507 | Fax 919-962-0227 | Department Email Contact" and a copyright notice: "Copyright © 2020 University of North Carolina at Chapel Hill | Unauthorized access to this system is prohibited".

# Step 3

← → ↻ 🔒 ehs.cloudapps.unc.edu/HMP/Controller

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## Hazardous Management Plan

⊙ **Hazardous Management Plan**

- Main Menu
- Select Work Unit Supervisor
- Archived HMP(s)
- Comments / Suggestions
- Logout

← The list of accessible HMPs for a supervisor will be seen here. Click on update on the current HMP (marked **plans in process**) to access and make any necessary changes.

# Step 4

- The link will take you to the page shown on the right
- Select “Save and Continue” at the bottom

The screenshot shows the 'Hazardous Management Plan Demographic' web application. At the top, the University of North Carolina at Chapel Hill logo and 'ENVIRONMENT, HEALTH AND SAFETY' are displayed. A navigation bar includes links for 'about ehs', 'committees', 'emergencies', 'factsheets', 'forms', 'help', 'injuries', 'sitemap', and 'ehs home'. The page title is 'Hazardous Management Plan Demographic'. Below the title is a 'Work Unit (number):' input field. A sidebar on the left contains a 'Hazardous Management Plan' menu with options: 'Main Menu', 'Select Work Unit Supervisor', 'Archived HMP(s)', 'Comments / Suggestions', and 'Logout'. The main content area features six icons: 'Work Unit Data and Personnel' (highlighted), 'Hazardous Equipment Inventory', 'Identification of Required Safety Training', 'PPE Hazard Assessment', 'Hazardous Waste Management', and 'Safety Documentation'. Below the icons is a form titled 'WORK UNIT DATA' with fields for: Department, Work Unit (& number), Supervisor, Supervisor Email, Secondary Supervisor, Secondary Supervisor Email, Work Environment (with 'IMAC' selected), CB #, Campus Phone, After-Hour Phone, and Location of areas (specify de). A 'Save and Continue' button is at the bottom.



# Step 5

- You will then be on a screen listing all employees in the work unit
- Select the link marked “[here](#)” on “Click [here](#) to add personnel”
- You can also delete people no longer in your shop/zone by clicking **delete** (highlighted right)

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## Hazardous Management Plan Personnel

Work Unit (number)

Work Unit Data and Personnel

Hazardous Equipment Inventory

Identification of Required Safety Training

PPE Hazard Assessment

Hazardous Waste Management

Safety Documentation

Click [here](#) to add personnel.

**PERSONNEL LIST**

Name:	PID #	Action
		<a href="#">Delete</a> Compliant

# Step 6

- The link will take you to the page shown to the right
- Enter the employee PID or their name
- Hit “Search Employee” at the bottom of the page and select the correct employee
- Add the employee once selected

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## Hazardous Management Plan Personnel

Work Unit (number):



Work Unit Data and Personnel



Hazardous Equipment Inventory



Identification of Required Safety Training



PPE Hazard Assessment



Hazardous Waste Management

**Employee Search**

Last Name:

First Name:

Search by PID:

**Search Employee**

Back

# Step 7

- At this point it will take you back to the personnel list and you can add in the needed information (PPE Assessment, Identification of Required Safety Training)

The screenshot shows the 'Hazardous Management Plan Personnel' web application. At the top, there is a header for 'ENVIRONMENT, HEALTH AND SAFETY' at the University of North Carolina at Chapel Hill, with a date of 'Last Updated: Jan 16, 2020, 3:58 PM'. A navigation bar contains links for 'about ehs', 'committees', 'emergencies', 'factsheets', 'forms', 'help', 'injuries', 'sitemap', and 'ehs home'. Below the header, the title 'Hazardous Management Plan Personnel' is displayed. A form field for 'Work Unit (number):' is present. A row of six icons represents different modules: 'Work Unit Data and Personnel', 'Hazardous Equipment Inventory', 'Identification of Required Safety Training', 'PPE Hazard Assessment', 'Hazardous Waste Management', and 'Safety Documentation'. Below the icons, a text prompt says 'Click [here](#) to add personnel.' A 'PERSONNEL LIST' table is shown with columns for 'Name:', 'PID #', and 'Action'. The table contains one row with a 'Delete' button and the status 'Compliant'. At the bottom, there are 'Back' and 'Save and Continue' buttons.

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### Hazardous Management Plan Personnel

Work Unit (number):

**Work Unit Data and Personnel**  
Hazardous Equipment Inventory  
Identification of Required Safety Training  
PPE Hazard Assessment  
Hazardous Waste Management  
Safety Documentation

Click [here](#) to add personnel.

PERSONNEL LIST		
Name:	PID #	Action
		<a href="#">Delete</a> Compliant



# Finishing Up

- Make sure to save the information you input
- Remember the HMP is a living document and you should update the portal whenever a new employee comes/goes, a new tool is introduced, or a new hazard is introduced
- If you have any questions you can email the Facilities Safety Officer at [cskirkla@email.unc.edu](mailto:cskirkla@email.unc.edu) or call at 919-619-9150