

Welcome to USGS Occupational Safety and Health Team in Digital Measures.

You should have received an email with your User Name, Temporary Password, and the link to Digital Measures that will allow you to produce your Personal Hazard Analysis (PHA).

Use the link provided <https://www.digitalmeasures.com/login/usgs/faculty>, your User Name and your temporary Password to log into Digital Measures. You will be asked to change the password the first time you log in. (For most employees, your User Name will be the first part of your USGS email address.)

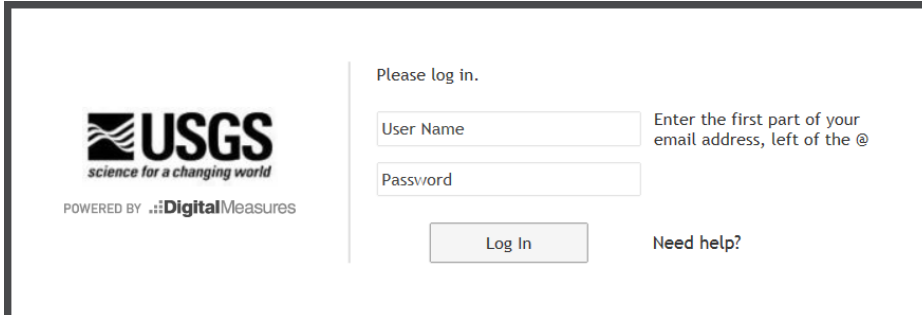


Figure 1

Safe at Work

First, click on the **My Safety Worksheet** link and answer the questions about your work. (See examples in Figure 3 below.)

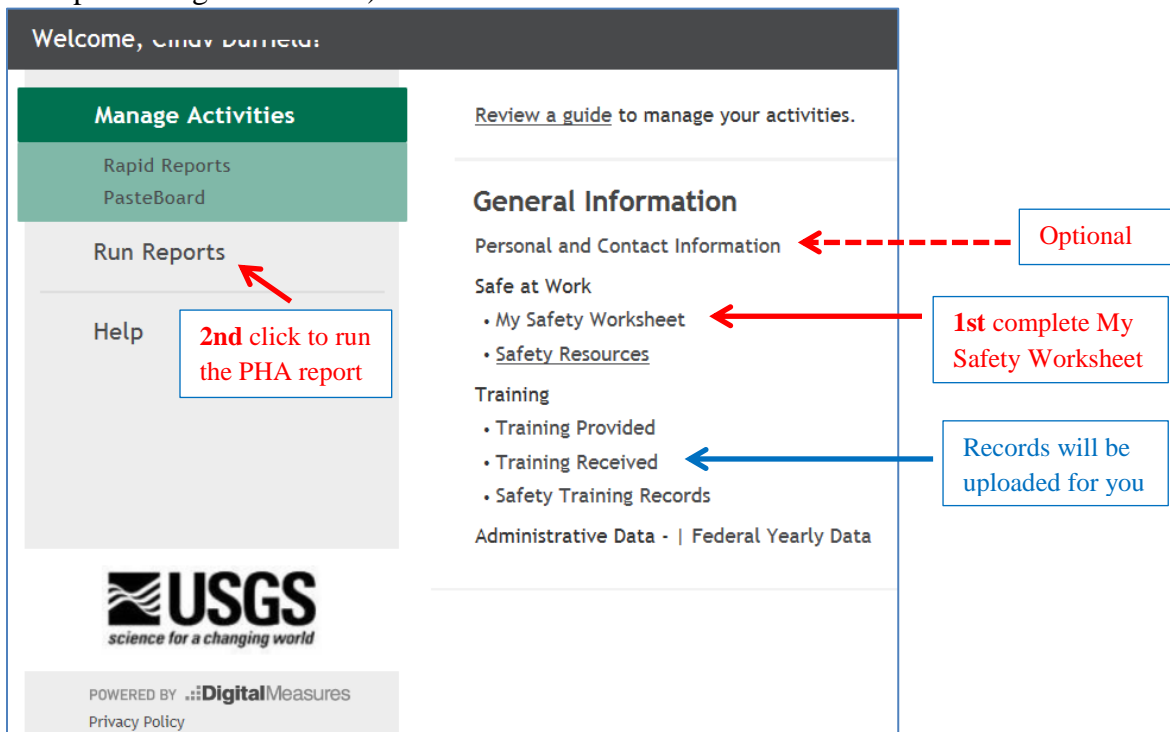


Figure 2

- Ask your supervisor for advice if you are unsure about your work duties.

Edit My Safety Worksheet Cancel Save

Select the option below that best describes your position

USGS administrative employee, volunteer, or student who does not work in the field or the laboratory

USGS employee, GS-13 or below, that supervises others

USGS employee, GS-14 or above (regardless of supervisory responsibilities)

USGS non-supervisory employee, volunteer, or student who works in the field or laboratory

Are you a Collateral Duty Safety Program Coordinator (CDSPC)?

No

Yes

1. [Click here](#) if you use or are likely to be exposed to chemicals differently than normal consumer use. (For example, are chemicals used more often, in larger amounts, or in a different manner than normal home use.). The default answer for this question is 'No.' You may click to read the optional responses without selecting a response.

1a. [Click here](#) if you use or are likely to be exposed to ASBESTOS. The default answer for this question is 'No.' You may click to read the optional responses without selecting a response.

Figure 3

Personal Hazard Analysis

Second, on the left menu of the home page, click on **Run Reports**.

Manage Activities Run Reports Run Report

Run Reports

1 Report

Select...

Personal Hazard Analysis

Create a new report

Select Personal Hazard Analysis

Figure 4

- Select the **Personal Hazard Analysis** from the drop down menu. (This report will be the only choice for most employees.)

If you are a manager or safety staff member, you may be able to select multiple employees in addition to selecting yourself. Choose **Individual** and your own name for your first report. (See Figure 6 below.) Alternatively, use **Rapid Reports** from left menu of the home page. This report will select only you, the user.

- Select the date range to use. *The default range is the current year.*
- Select the file format. *Microsoft Word is the default.*
- Select the page size. *Letter is the default.*
- Click on **Run Report**. The Personal Hazard Analysis report file will be downloaded. (See Figure 5 below.) You may open the report or save it to your computer.
- Your supervisor should review your **Personal Hazard Analysis** report with you.

Most employees

Run Reports

Click on Run Report → Run Report

1 Report
Personal Hazard Analysis
[Download this report's template](#)

2 Date Range
Start Date Jan 01 2016
End Date Dec 31 2016

3 File Format
File Format Microsoft Word (.doc)
Changes made to the Microsoft Word document will not be reflected in the system.
Page Size Letter

Figure 5

Some managers and safety staff may be able to select multiple employees

Run Reports

2nd click on Run Report → Run Report

1 Report
Personal Hazard Analysis
[Download this report's template](#)

2 Date Range
Start Date Jan 01 2016
End Date Dec 31 2016

3 Whom to Include
Users Selected All [Change selection...](#)
Include These Accounts Enabled Only

4 File Format
File Format Microsoft Word (.doc)
Changes made to the Microsoft Word document will not be reflected in the system.
Page Size Letter

1st select employee(s) for report

Figure 6

Training Records

Training Received

- Your DOI Learn and Interagency Aviation Training records will be uploaded and will be available to you at the link **Training Received**.
- If you used a different email address in the past (e.g., name change), please contact your Regional Safety Manager or the Occupational Safety and Health Management Branch to add training records attached to a different email address.
- Please add training you received that is not included in DOI Learn or Interagency Aviation Training.

Safety Training Records

Safety Training Records "talk" to the reports, including the Personal Hazard Analysis report. After you generate your Personal Hazard Analysis, you and your manager will be able to see what safety training you are required to take, what was completed, and when you are due for refresher training.

To add training to the **Safety Training Records**:

- In the Safety Training Records, select the safety course from the drop down menu.
- Add the month and year that you completed the course. Add the due date for retraining if required.
- Click on SAVE AND RETURN when you finish entering the training records.

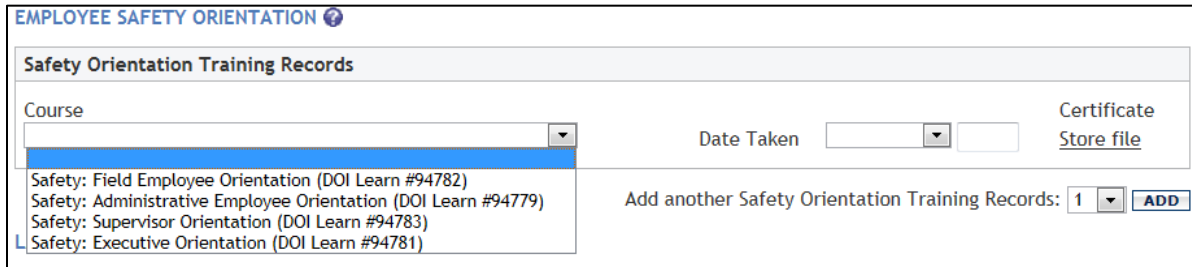


Figure 7

- Safety Training Records will be uploaded upon request.

Additional Information

You may add information to **Personal and Contact Information** if you choose.

If you forget the link to Digital Measures, you can find it on the USGS safety web page under Helpful Links. (See Figure 8 below.)



Figure 8

If you forget your password, click on **Need help?**

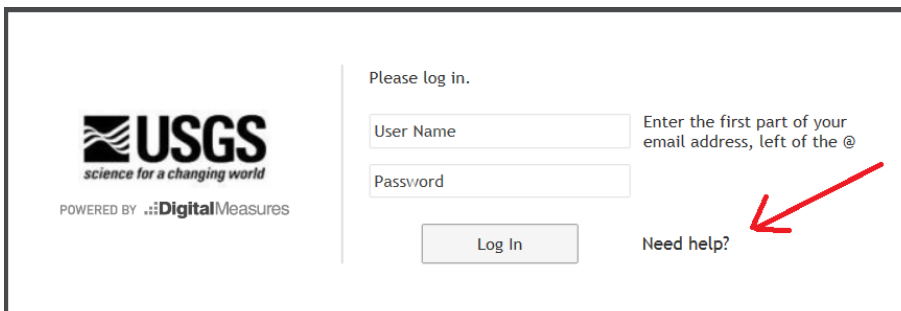
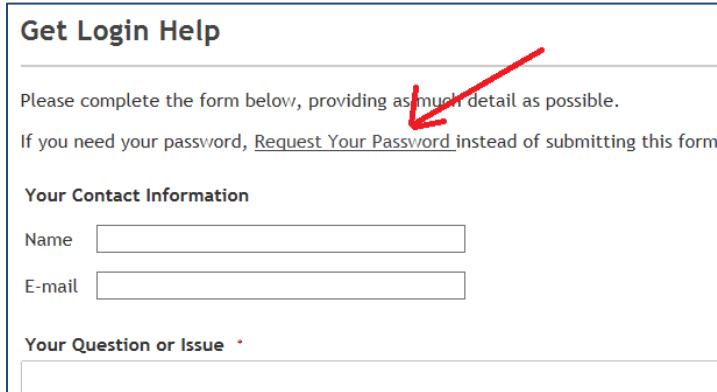


Figure 9

Then click on **Request Your Password**.



Get Login Help

Please complete the form below, providing as much detail as possible.
If you need your password, [Request Your Password](#) instead of submitting this form.

Your Contact Information

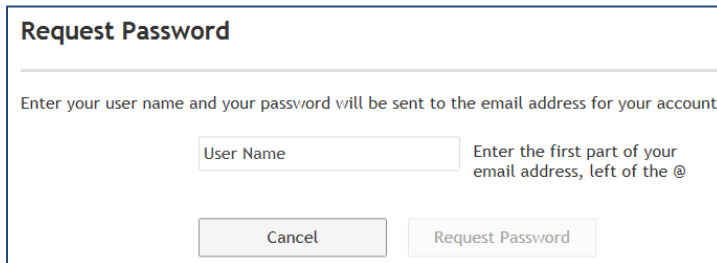
Name

E-mail

Your Question or Issue *

Figure 10

Enter your user name. Your password will be sent to the email address for your account.



Request Password

Enter your user name and your password will be sent to the email address for your account.

Enter the first part of your email address, left of the @

Figure 11