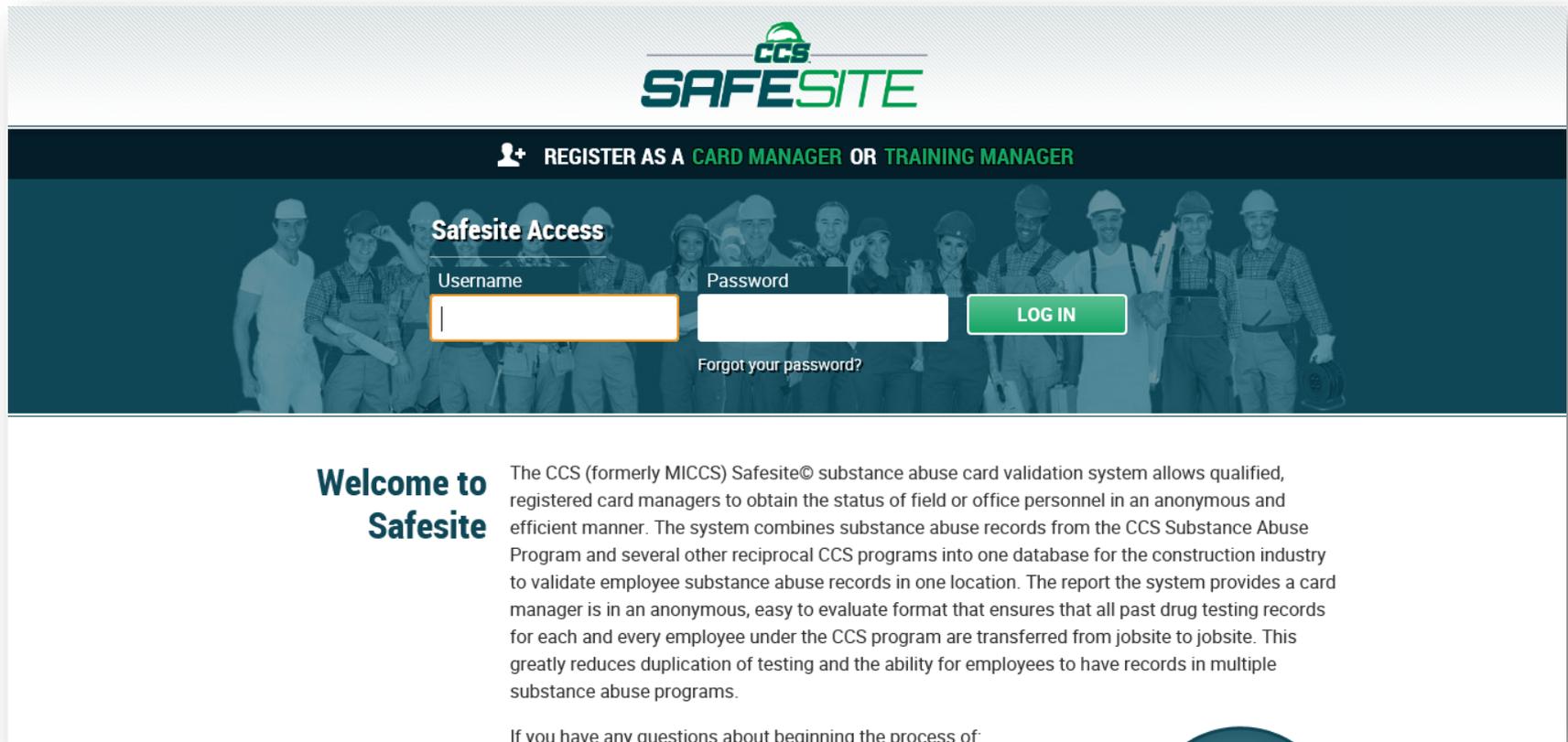




Safesite  
Training Database  
Instructional Guide

**Step one: Create a Training Manager Profile at [www.ccssafesite.org](http://www.ccssafesite.org).**

**You may already be a card manager but you will need to register as a Training Manager if you will be entering worker training information. The Training Manager option will only be available to two people per company.**



**CCS**  
**SAFESITE**

 REGISTER AS A **CARD MANAGER OR TRAINING MANAGER**

**Safesite Access**

Username

Password

**LOG IN**

[Forgot your password?](#)

**Welcome to Safesite**

The CCS (formerly MICCS) Safesite© substance abuse card validation system allows qualified, registered card managers to obtain the status of field or office personnel in an anonymous and efficient manner. The system combines substance abuse records from the CCS Substance Abuse Program and several other reciprocal CCS programs into one database for the construction industry to validate employee substance abuse records in one location. The report the system provides a card manager is in an anonymous, easy to evaluate format that ensures that all past drug testing records for each and every employee under the CCS program are transferred from jobsite to jobsite. This greatly reduces duplication of testing and the ability for employees to have records in multiple substance abuse programs.

If you have any questions about beginning the process of:

**This is a snapshot of the application. This is a fairly simple application. Please note that you will need to opt in for the monthly management report. This report will provide you with a list of those people whose training is nearing expiration. Once you have filled this out you will click submit. You will receive an email once you have been approved.**



Apply

Sample Cards

How to Submit Card Results

Log In

## Training Manager Application

*All fields are required unless indicated.*

*If you have any questions, please call Heather Martin, Program Director, at (317) 805-1038 or email [heather@ccs-safety.org](mailto:heather@ccs-safety.org).*

First Name

Last Name

Address

City

State

Zip

Phone #

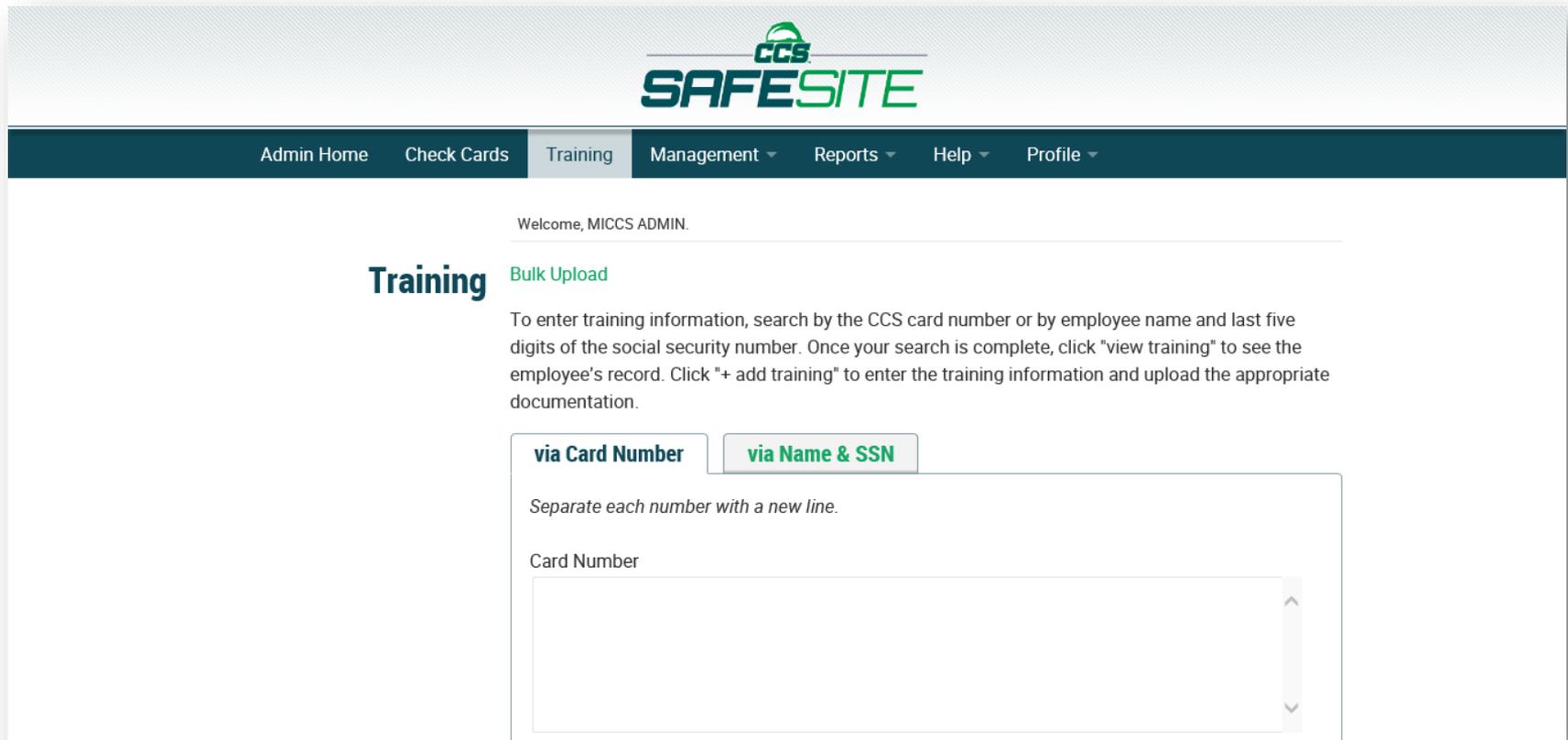
Fax # *(optional)*

Company Name

## Step two: Retrieve an employee's record.

You will need either the employee's CCS card number or name and last five digits of the social security number. Remember the employee needs to have a CCS card to be in Construction Safesite. Also, please note that the social security number option only works if the employee provided this information to at the time of his or her test.

Once you have retrieved the employee file you will be able to click the view/edit link to add training.



The screenshot displays the Construction Safesite web application interface. At the top, the logo features a green hard hat icon above the text "CCS" and "SAFESITE" in a bold, green, sans-serif font. Below the logo is a dark teal navigation bar with white text for "Admin Home", "Check Cards", "Training" (which is highlighted), "Management", "Reports", "Help", and "Profile".

Below the navigation bar, the main content area has a white background. It starts with a welcome message: "Welcome, MICCS ADMIN." followed by a horizontal line. To the left, the word "Training" is written in a large, bold, dark teal font. To its right, the text "Bulk Upload" is displayed in a smaller, green font.

The main instruction reads: "To enter training information, search by the CCS card number or by employee name and last five digits of the social security number. Once your search is complete, click 'view training' to see the employee's record. Click '+ add training' to enter the training information and upload the appropriate documentation."

Below this text are two tabs: "via Card Number" and "via Name & SSN". The "via Name & SSN" tab is currently selected and highlighted in green. Underneath the tabs, the instruction "Separate each number with a new line." is shown. A text input field labeled "Card Number" is provided, with a vertical scrollbar on its right side.

### Step three: Add employee training.

You will need to choose “yes” under the Transferable dropdown for OSHA training. Please choose “no” for all training that falls outside of OSHA. Don’t forget to upload the documentation that supports this training. Once you have saved the training it will appear for me to review and approve. The training will appear in Construction Safesite once it has been approved.

Card Number: 27 7000

All fields are required unless indicated.

Training	Training Provider
<input type="text"/>	<input type="text"/>

Date of Training	Expiration Date <i>(optional)</i>
<input type="text"/>	<input type="text"/>

Transferable

Files

Drag & Drop File(s) Here

[Select file\(s\)](#)

Please upload verification of training such as certificate, syllabus, card, etc.  
Allowed file types: PDF, DOC, DOCX. Maximum file size: 50MB

You can also do a bulk upload of your training when you want to add multiple files. This upload will need to be a CSV file. There is a download example for you to follow.

Once you have uploaded the file you will need to go back in to each record and upload the training documentation.

The screenshot shows the CCS Safesite web application interface. At the top center is the CCS Safesite logo. Below the logo is a dark teal navigation bar with the following menu items: Admin Home, Check Cards, Training (highlighted), Management, Reports, Help, and Profile. The main content area has a white background. It starts with a welcome message: "Welcome, MICCS ADMIN." Below this is the heading "Training Bulk Upload" in a large, bold, dark teal font. To the right of the heading is the instruction: "Use this form to upload a CSV containing training data for multiple employees." Below the instruction are two links: "Show CSV Format" and "Download Example". Underneath the links is the label "CSV" and a file upload field consisting of a text input box and a "Browse..." button. Below the file field is a green "UPLOAD" button. At the bottom of the page is a dark teal footer containing the text "CCS Website | CCS Substance Abuse Program", "Design by TLS.NET", and "© 2016 Safesite".

## Retrieving an Employee's Data:

Once the training has been approved, the information will be available for viewing. Below is a snapshot of what will appear on the employee's card.



Admin Home

Check Cards

Training

Management ▾

Reports ▾

Help ▾

Profile ▾

Welcome, MICCS ADMIN.

### Card View

#### View Details

Name: [REDACTED]

Card Number: [REDACTED]

Last Test: 10/21/2016

Status: Available

Panel: New Standard 5 panel

#### Training

##### Electrical

Provider: AVQ

Date: 10/11/2011

• [Electrical Sales & Safety Training.pdf](#)

##### OSHA 10 & 30 Hour

Provider: Click Safety

Date: 08/06/2014

• [Osha 30.pdf](#)