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**Regular Online Education on Environmental Safety**

# **User's Manual**

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## Introduction to Regular Education on Safe Environment

- Each “**Course**” includes **1 Selective\*** class and **1 Basic\*\*** class.
- \*Selective means you can select the subjects depending on your needs. The minimum number of the subjects you should take is written in the table below.
- \*\*Basic means you should take all the subjects included in the class.
- No choice for the “course”. It is automatically chosen depending on your major.

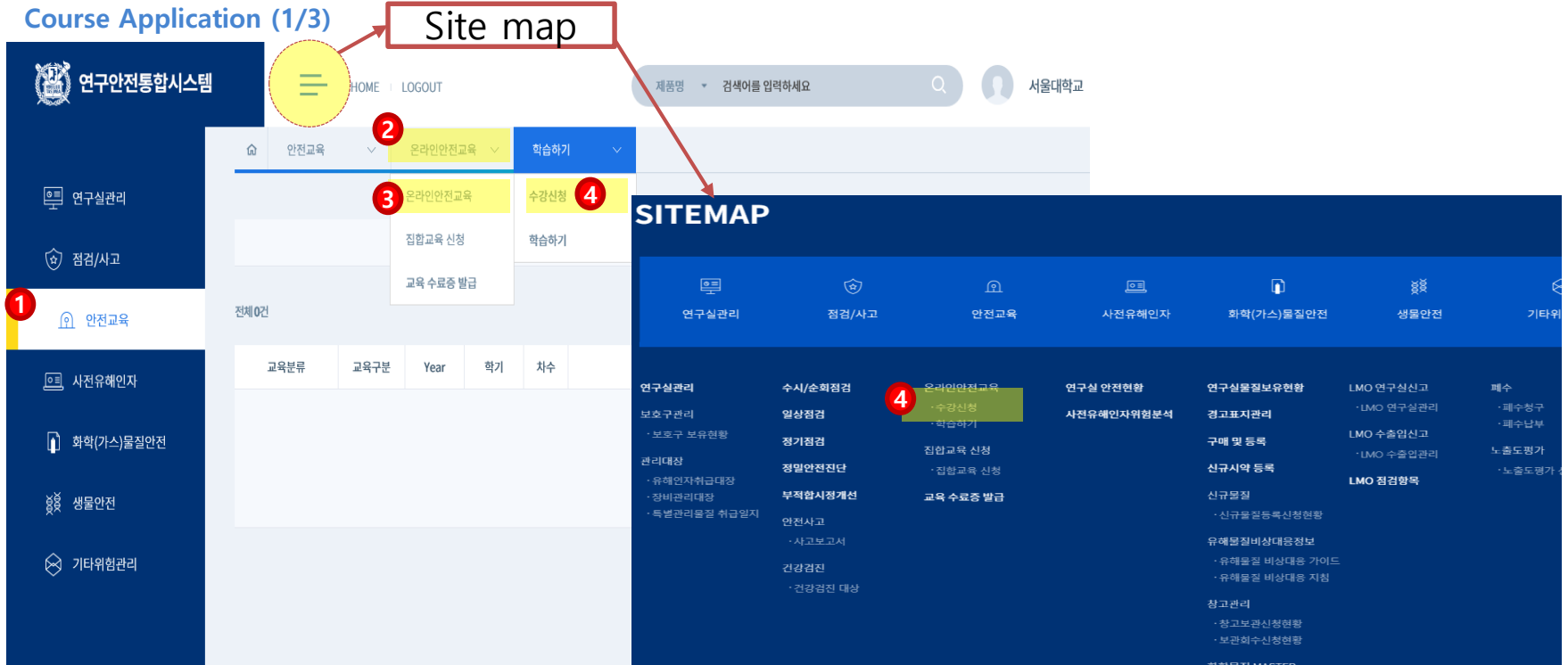
Course grade Class	A	B	C	D
<b>Basic</b>	1 exam after taking all the subjects in each course			
<b>Selective</b>	<b>2 subjects</b>	<b>2 subjects</b>	<b>4 subjects</b>	<b>No limit</b>
<b>Total</b>	6 hours	6 hours	6 hours	3 hours

**Please take both the selective and basic classes. Both are compulsory.**

# Course Application

Course Application (1/3)

Site map



The screenshot shows the SAFE system interface. On the left is a dark blue sidebar with navigation icons and labels: 연구실관리, 점검/사고, 안전교육 (highlighted with a red circle 1), 사전유해인자, 화학(가스)물질안전, 생물안전, and 기타위험관리. At the top, there is a search bar and a user profile icon labeled '서울대학교'. Below the search bar is a navigation bar with '안전교육' (highlighted with a red circle 2), '온라인안전교육' (highlighted with a red circle 3), and '학습하기'. A dropdown menu is open under '온라인안전교육', showing '수강신청' (highlighted with a red circle 4), '학습하기', '집합교육 신청', and '교육 수료증 발급'. On the right, a 'SITEMAP' section lists various system functions like 연구실관리, 점검/사고, 안전교육, 사전유해인자, 화학(가스)물질안전, 생물안전, and 기타위험관리. A red box labeled 'Site map' points to the '수강신청' link in the dropdown menu.

1. Enter the website([rsis.snu.ac.kr](http://rsis.snu.ac.kr)) into the address bar, and then log in with your mySNU 'ID&PW'.

\* The website is provided in Korean language only.

2. Click ① 'Safety Education' → Click ② the menu in the middle → Click ③ 'Online Safety Education' → Click ④ 'Course Application'

3. Move to the page for the online safety education course application.

\* If you select the site map, you can directly move to the page by clicking ④ 'Course Application.'

## Course Application (2/3)

홈
안전교육
온라인안전교육
수강신청

① 교육년도 2021 교육분야 연구실 안전교육 ② Q 조회

전체 1건 15

교육분류	교육구분	Year	학기	차수	교육계획(일정명)	주관부서	교육기간	신청기간
안전환경 정기교육	정기교육	2021	1학기	1	안전환경 정기 온라인 교육 A과정	환경안전원	2021.03.26~2021.07.31	2021.03.26~2021.07.31

③ Course Plan (Schedule)

1. Select ① the education year and the education field, and click the ② 'Search' button to view the education under the search conditions.

2. Click the ③ Course Plan (Schedule) to view to details.

### Course Application (3/3)

No	Explanation
1	Your education level(It should be the same as the "course grade": A to D)
2	The number of the classes you applied(It should be "2")
3	Total hours when you complete the course
4	Class Information
5	Grade of each class -Basic class: A to D(depending on your course grade) -Selective class: S
6	Total hours when you complete each class
7	Click the "blue" button and apply for the class
8	Cancel the applying for the class

1. After checking the details in ① to ⑥, click ⑦ 'Apply(blue colored button).'

[Meaning of the colors of the buttons in the last line]

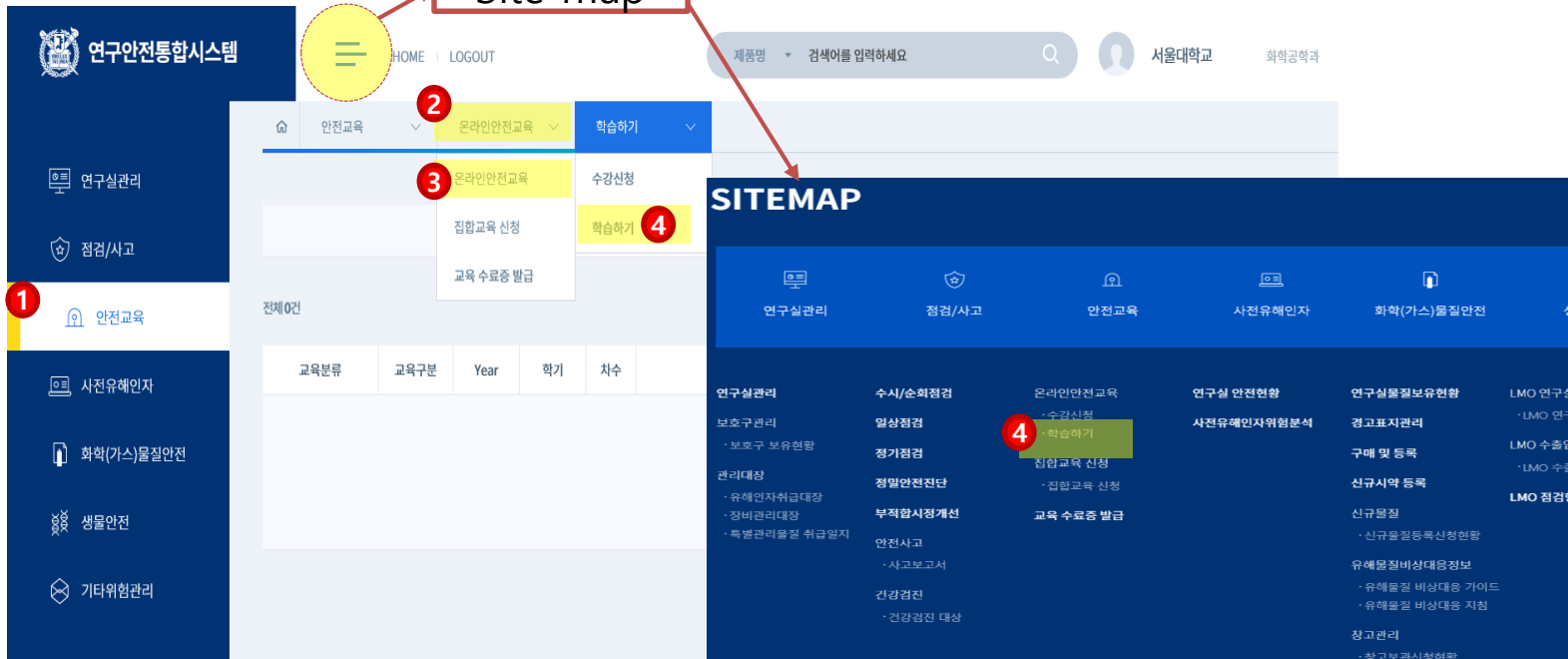
- \* Blue: Before applying for the class
- \* Purple: You already applied for the class. If you click the button in this color, the history may be canceled.
- \* Orange: Class completed

- The screenshot is just an example.
- You should apply for all the open classes (both the Selective Class and the Basic Class).

# Learning



Learning (1/5)



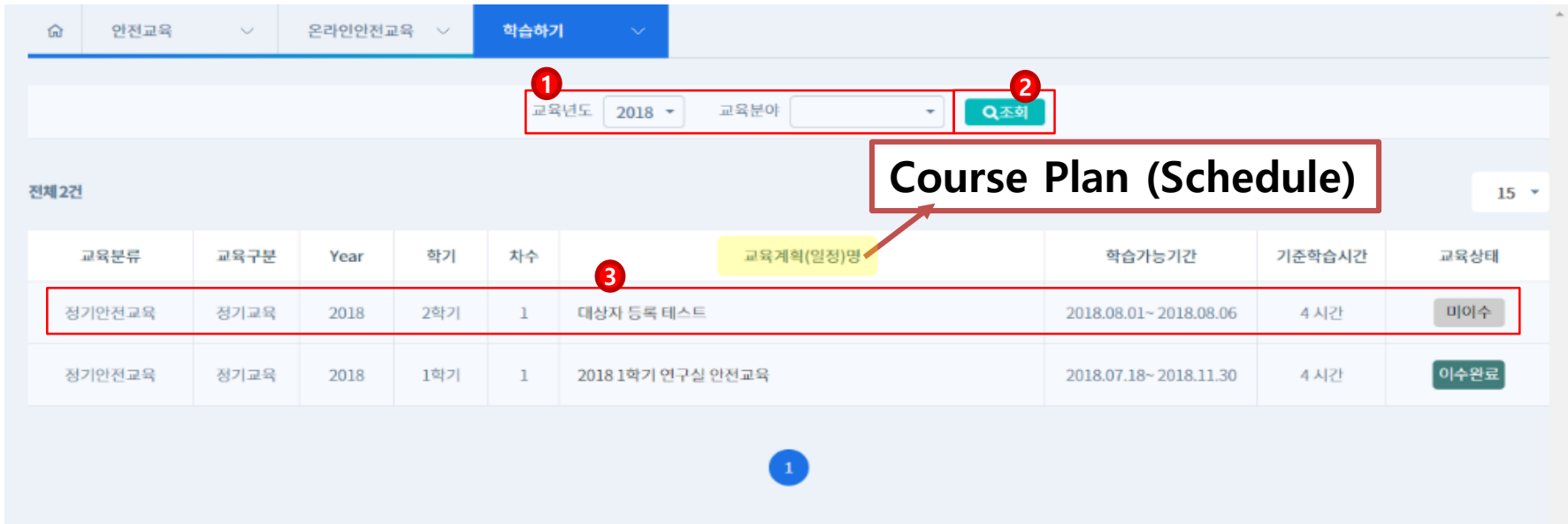
The screenshot displays the SAFE system's main interface. On the left, a sidebar contains menu items: '안전교육' (Safety Education), '사전유해인자' (Pre-hazardous factors), '화학(가스)물질안전' (Chemical/Gas substance safety), '생물안전' (Biological safety), and '기타위험관리' (Other risk management). The top navigation bar includes 'HOME', 'LOGOUT', a search bar, and user information. A central dropdown menu is open, showing '온라인안전교육' (Online Safety Education) selected, with a sub-menu containing '학습하기' (Learning), '수강신청' (Course registration), '집합교육 신청' (Group education application), and '교육 수료증 발급' (Certificate of completion). A 'SITEMAP' window is overlaid on the right, listing various system functions. Red circles and arrows indicate the navigation path: 1. Click '안전교육' in the sidebar; 2. Click the hamburger menu; 3. Click '온라인안전교육' in the dropdown; 4. Click '학습하기' in the sub-menu. A 'Site map' label at the top points to the '학습하기' option in the SITEMAP window.

1. Click ① 'Safety Education' → Click ② the menu in the middle → Click ③ 'Online Safety Education'

2. Click the submenu for ④ 'Learning' to move to the online education learning page.

\* If you select the site map, you can directly move to the page by clicking ④ 'Learning.'

## Learning (2/5)



교육년도 2018 교육분야 Q조회

전체 2건 15

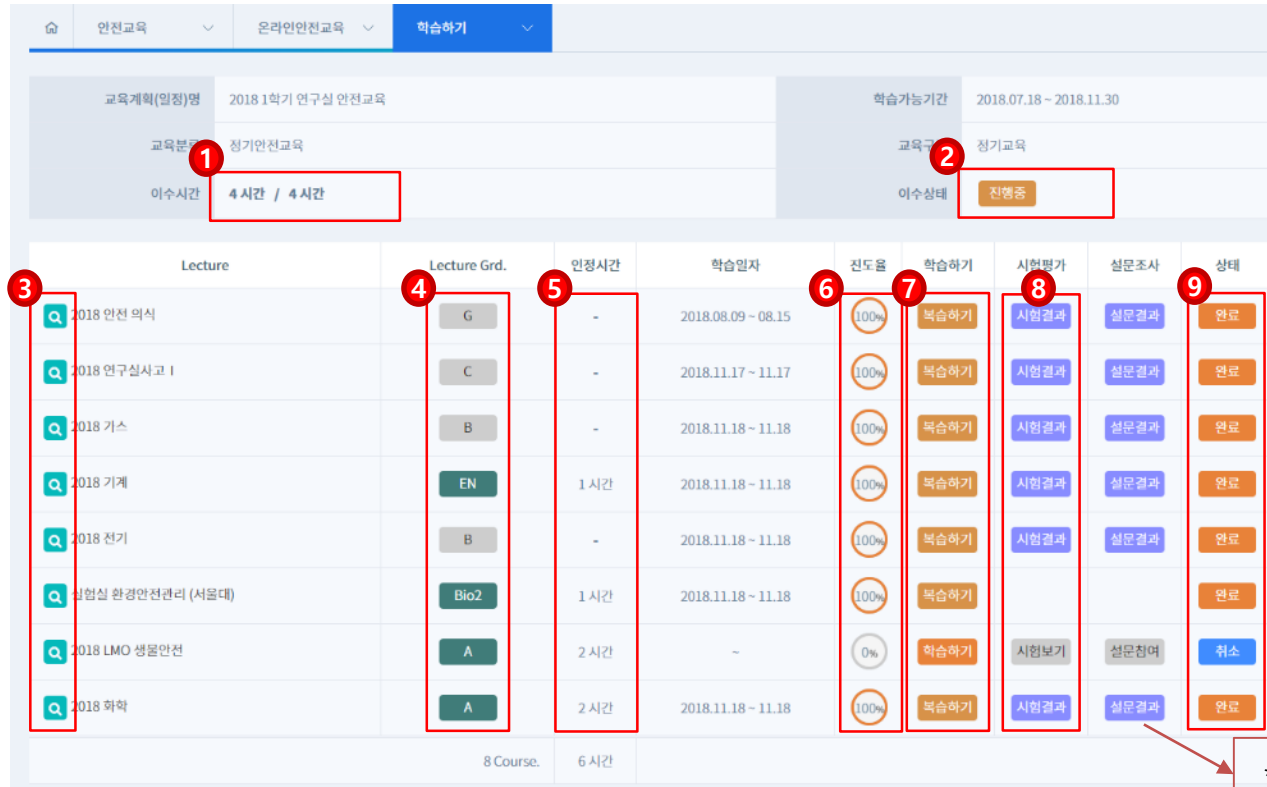
교육분류	교육구분	Year	학기	차수	교육계획(일정)명	학습가능기간	기준학습시간	교육상태
정기안전교육	정기교육	2018	2학기	1	대상자 등록 테스트	2018.08.01~ 2018.08.06	4 시간	미이수
정기안전교육	정기교육	2018	1학기	1	2018 1학기 연구실 안전교육	2018.07.18~ 2018.11.30	4 시간	이수완료

1

1. Select ① the education year and the education field, and click the ② 'Search' button to view the education under the search conditions.

2. After verifying the education information, click the ③ Course Plan (Schedule) to view to details.

### Learning (3/5)



No	Explanation
1	The hour you have taken in the course / The hour you should take in the course in total
2	-Orange color: in progress -Green color: Course completed
3	Class Information
4	Class Grade -Basic: A to D -Selective: S
5	Hours after taking the class
6	Progress rate(It should be 100% after class is completed)
7	Learning/Reviewing buttons to start the class
8	When the basic class is completed, you can take the exam. To pass the class, it should be 60 at least. -blue color: take an exam -purple color: result of the exam
9	Statue of the learning(class) -Orange color: completed -Blue color: completed yet, you can delete the application of the class

\* There is no survey about the course.

1. Check the details in ① to ⑥ , and click ⑦ 'Learning/Reviewing' to move to the Learning/Reviewing pages.

2. After completing the learning, click ⑧ 'Take Exam' to apply for the exam.

\* The exam is limited to the basic classes, and the selective class does not include an exam.

3. After completing all the procedures, ② 'In Progress(Orange color)' is turned into 'Course Completed(Green color).'

## Learning (4/5)

안전교육 > 온라인안전교육 > 학습하기

교육계획(일정)명 2018 1학기 연구실 안전교육

i 학습하기가 표시되지 않을 경우 팝업창에서 아무 옵션도 허용해주세요.

Session	Contents 시간	학습일자	진도율	
연구실사고 I				
- 2018 연구실 사고사례 I - 화학, 가스, 생물	44:48	2018.11.17 ~ 11.17	100%	학습하기
- 2018 연구실 사고사례 II - 전기, 기계, 방사선	31:21	2018.11.17 ~ 11.17	100%	학습하기
- 2018 연구실 사고사례 III - 사고 현황 및 예방 대책	13:45	2018.11.17 ~ 11.17	100%	학습하기

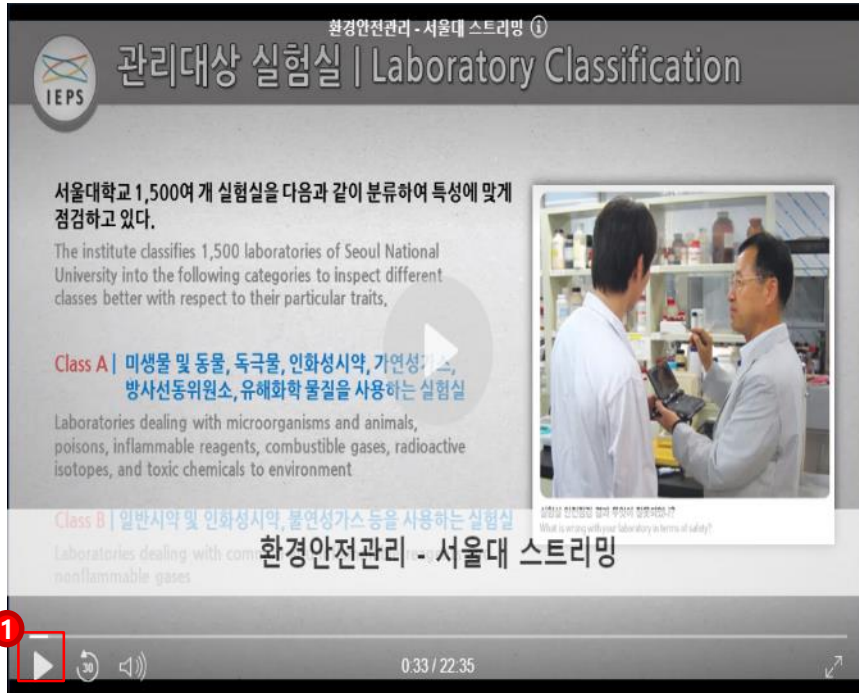
목록

1. Check ① the title and running time and click ② 'Learning'(orange color) to move to the contents learning page.

**For the basic class, take all the subjects listed on the page.**

**For the selective class, take the subjects according to introduction(→[move to manual page 3](#)) for each course(You can freely choose the subjects you like).**

Learning (5/5)



환경안전관리 - 서울대 스트리밍 ①

관리대상 실험실 | Laboratory Classification

IEPS

서울대학교 1,500여 개 실험실을 다음과 같이 분류하여 특성에 맞게 점검하고 있다.

The institute classifies 1,500 laboratories of Seoul National University into the following categories to inspect different classes better with respect to their particular traits.

**Class A** | 미생물 및 동물, 독극물, 인화성시약, 가연성가스, 방사선동위원소, 유해화학 물질을 사용하는 실험실

Laboratories dealing with microorganisms and animals, poisons, inflammable reagents, combustible gases, radioactive isotopes, and toxic chemicals to environment

**Class B** | 일반시약 및 인화성시약, 불연성가스를 사용하는 실험실

Laboratories dealing with common reagents and nonflammable gases

환경안전관리 - 서울대 스트리밍

What is wrong with your laboratory in terms of safety?

0:33 / 22:35

1. This is a screenshot of a video for learning.

2. Click the ①play button to start learning.

\* The videos are available on PC, MAC and mobile devices..

연구안전통합정보시스템 - Chrome

응시일자	2021. 10. 08	응시차수	1 차	기준점수	(B) 60 점
시험점수	(A) 30 점	시험결과	불합격		

시험은 총 3회 응시할 수 있으며 기준점수(60 점) 미만일 경우 수강은 인정되지 않습니다.

[Exam page]

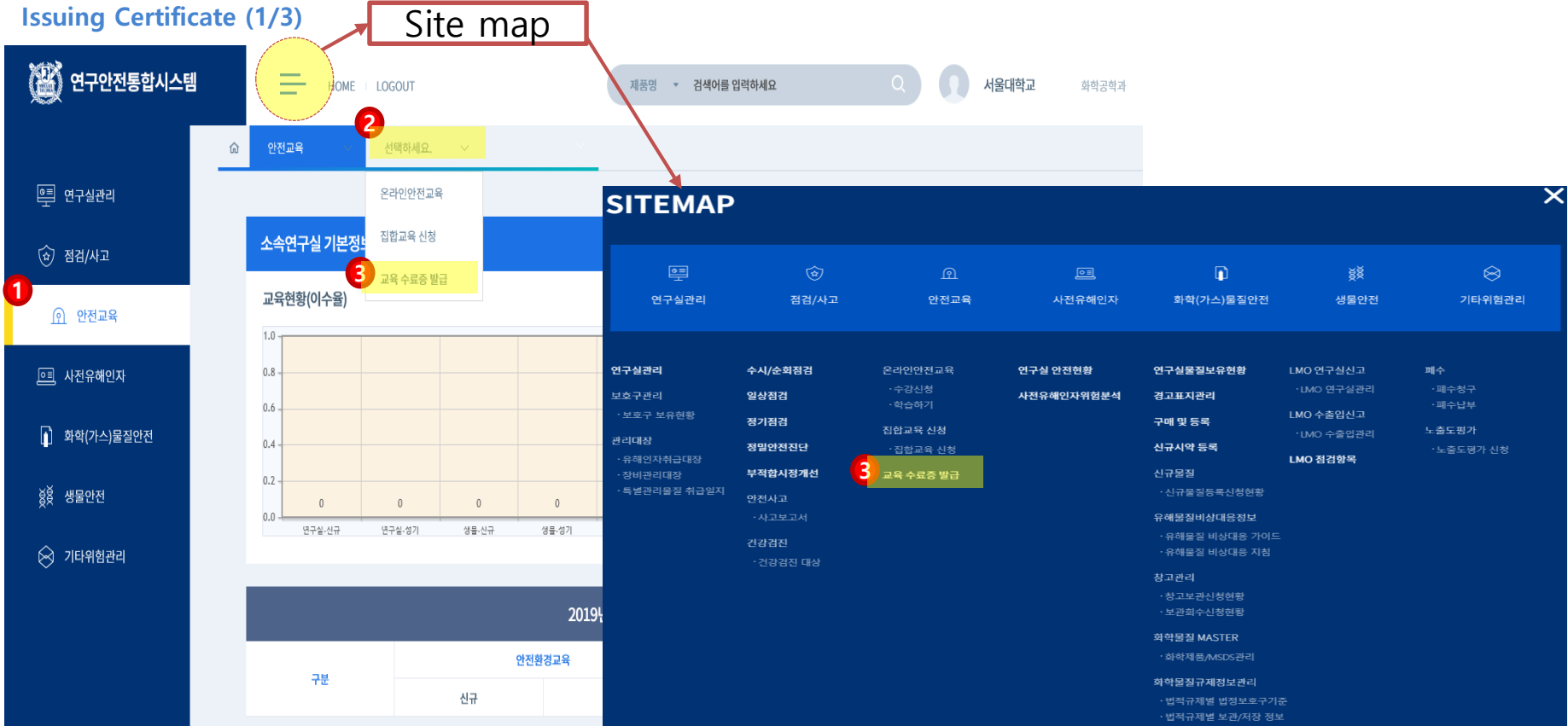
To pass the exam, your score (A) should be equal or higher than (B) (60).

If you got lower score than (B), you can retry the exam.

# Issuing Certificate

Issuing Certificate (1/3)

Site map



1

2

3

SITEMAP

연구실관리 | 점검/사고 | 안전교육 | 사전유해인자 | 화학(가스)물질안전 | 생물안전 | 기타위험관리

연구실관리 | 수시/순회점검 | 온라인안전교육 | 연구실 안전현황 | 연구실물질보유현황 | LMO 연구실신고 | 폐수

·수강신청 ·학습하기

·유해인자위급대상 ·장비관리대상 ·특별관리물질 취급일지

·집합교육 신청 ·집합교육 신청

·LMO 연구실관리 ·폐수청구 ·폐수납부

·LMO 수출입신고 ·노출도평가 ·노출도평가 신청

·LMO 수출입관리

LMO 점검항목

·신규물질등록신청현황

유해물질비상대응정보

·유해물질 비상대응 가이드 ·유해물질 비상대응 지침

·사고보고서

·건강검진 대상

·장고보관신청현황 ·보관회수신청현황

화학물질 MASTER

·화학제품/MSDS관리

화학물질규제정보관리

·법적규제별 법령보통규기준 ·법적규제별 보관/저장 정보

1. Click ① 'Safety Education' → Click ② the menu in the middle → Click ③ 'Issuing Certificate'

\* If you select the site map, you can directly move to the page by clicking ③ 'Issuing Certificate.'



## Issuing Certificate (2/3)

🏠
안전교육
교육 수료증 발급

① 교육년도 ② 교육분야 🔍 조회

전체 1건 15

No.	교육분류	교육구분	년도	학기	차수	교육제목	교육기간	교육장소	수료증출력
1	안전환경 정기교육	정기교육	2021	1학기	1	안전환경 정기 온라인 교육 A과정	2021.03.26~ 2021.07.31	온라인교육	<span>③</span> <span>🔍 제출용수료증출력</span>

①

1. Select ① the education year and the education field, and click the ② 'Search' button to view the education under the search conditions.

2. Check the information about the education(course), and click ③ 'Print Certificate' to move to the page for issuing the certificate.

### Issuing Certificate (3/3)

No.	교육분류	교육구분	년
4	신규안전교육	신규교육	20
3	특별안전교육	특별교육	20
2	정기안전교육	정기교육	20
1	정기안전교육	정기교육	20

교육장소	이수증번호
해부실현실	미이수
시험실	EG-18-C729
온라인교육	미이수
온라인교육	2018-SNU-S01-0001

1. Click ① Issuing Certificate to issue the certificate.

\* The certificate may be saved as a PDF file.