Planned Self Inspection Database
User Guide
Implementation and Training (ISP-EHSMS-04-001)
May 6th, 2019
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Goal of the Planned Self Inspections Database
This manual will help with the following items:

- Locate and Login to the Laboratory Self Inspection Database
- Complete a Laboratory Self Inspection
- Review and Manage Corrective Actions and Concerns
- PI’s to Assign Delegates for their Laboratory Self Inspection

Contact if you Need Help
For any questions or concerns, please email Syed Biyabani at biyabani@ualberta.ca
How to Locate and Login to the Database?

**STEP 1: Locate the Engineering Intranet**

The database is hosted on the Engineering Intranet, which can be found on the Faculty of Engineering webpage in the footer.

To log in, use the following link: Faculty of Engineering Intranet

https://www.ualberta.ca/engineering
STEP 2: Login with your CCID

Clicking on the Intranet link brings you to this page. Log into the database by using your CCID and its password.

STEP 3. Land on Dashboard - Focus on the left side bar

The left side bar will be used to navigate between different databases.

For PI's to delegate the ability to do Self Inspections of Labs, we will use the Access tab.

For Self Inspections of Labs, we will use the Lab Inspection tab.
How to Complete a Lab Inspection

STEP 1. From the Dashboard, get to the Lab Inspection Page.

To get to the self inspection Database, click on the Lab Inspections tab.

STEP 2. Reach the Lab Inspection Page.

Then click on the Labs subtab, underneath the Lab Inspections tab.

This page will display all the lab spaces for which you are listed as the PI or for which you have been assigned as the delegate. All additional controls not required to submit an inspection are posted in APPENDIX A, at the back of this document.
STEP 3. Focus on the Actions Column - Click on Submit an Inspection Button

**Actions**

- **Submit an Inspection Button**
- **More Info Button**

The Action column gives you two options.

Click on the Submit an Inspection Button.
STEP 4. Land on the Self Inspections Report Page

Faculty of Engineering Self Inspections Report

This is a self-inspection conducted by your lab today, by you or a member of your lab staff. For any questions, comments or concerns, feel free to contact us at enggplan@ualberta.ca

All comments that require action need to be addressed by the date specified by the lab. If the Faculty of Engineering determines that any comments or actions need to be addressed, a representative will contact you after reviewing this report.

Laboratory Information
- Principal Investigators: enggplan
- Principal Investigators' Email: enggplan@ualberta.ca
- Building: CME 2-124
- Department: Department of Chemical and Material Engineering

All lab and inspection specific information will be pre-populated based on the user log-in details.

Inspection Information
- Date of Inspection: July 18, 2019
- Lab Member Inspecting: Nathaniel Romance - Senneville

STEP 5. Complete all Hazard Sections

Go through the self-inspection form and complete all hazard sections. The hazard sections for your lab will be assigned based on the hazards identified in your lab.

Physical
Chemical
Biological
Laser
Radiation
STEP 6. Complete Corrective Actions

The last section of the form will always be the Corrective Action section. It allows you to add corrective actions that may have been identified during the inspection.

Corrective Actions

Do you have any corrective actions to recommend?  

[ ] Yes  [ ] No

The system allows you to add as many corrective actions as you need by clicking on Yes after each entry.

Recommended Corrective Action

All boxes must be completed for each corrective action.

Responsible Person

[ ] Type the name of the responsible person HERE and select it from the drop down list.

Due Date

An email reminder will be sent when any action goes past due date. Any to be completed action will be visible on the lab inspection page to review.

Do you have another corrective action to report?

[ ] Yes  [ ] No

STEP 7. Submit the Inspection

[Submit Inspection]  

This button is found at the end of the lab inspection form. Click this button.
STEP 8. Receive Emails

Once you submit a corrective action the PI, all their delegates and the person assigned to complete the corrective action will receive the following email with details.

Along with the PI, their delegates and the person completing the inspection will receive a confirmation email that the inspection has been completed. This also includes a link to the PDF version of the inspection form.

OPTIONAL STEP 9. Links to Inspection Form

People who are not delegates, but who have been given the link to the inspection form for a lab will be able to submit inspections, when they are logged into the system, but they will not be able to view the lab, manage corrective actions or concerns on the interface, since they are not delegates.

The PI, Lab Manager or Safety Delegate will need to copy the link for the page, and share it with the people he would like to do the inspection.
How to Manage & Review Corrective Actions & Concerns

After you submit a Lab Inspection, you will have to follow up with the corrective actions noted from that inspection. We will assume you begin on the **Lab Inspection Page**.

**STEP 1. Focus on Action Column of a specific Lab, Click on the More Info Button**

The Action column gives you two options:
- **The Submit an Inspection Button**
- **The More Info Button**

**STEP 2. Focus on the More Information Section.**

<table>
<thead>
<tr>
<th>Building &amp; Room</th>
<th>Responsible Department</th>
<th>Principal Investigator or Responsible Person</th>
<th>Timeline</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CME 2-124</td>
<td>CME</td>
<td>enggplq</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Previous Inspections**
- 2019-07-22 14:41:57

**Next Inspection**
Between 2019-06-01 14:00:00 and 2019-09-01 00:00:00

**Lab Actions**
- Type Filter: Corrective Actions
- Status Filter: Unresolved Only

**Due By** | **Description** | **Responsible Person** | **Status** | **Parent Inspection** | **Actions** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-07-25</td>
<td>This is a testing corrective action.</td>
<td></td>
<td>Unresolved</td>
<td>2019-07-22 13:11:26</td>
<td>✔️</td>
</tr>
</tbody>
</table>
STEP 3. Focus on the Unresolved Corrective Action Table.

<table>
<thead>
<tr>
<th>Due By</th>
<th>Description</th>
<th>Responsible Person</th>
<th>Status</th>
<th>Parent Inspection</th>
<th>Actions</th>
</tr>
</thead>
</table>

Note: If you click on the timestamp under the Parent Inspection Column, you can review the inspection report for which this was identified.

STEP 4. Follow up with the Corrective Action

Have the responsible person follow up with the corrective actions in the lab.

STEP 5. Mark the Corrective Action as Complete

Once the Corrective Action has been resolved, return to the More Information section of the Lab page, and:

**Actions**

The *Mark as Resolved* Button

Click this button for the correct Corrective Action, to mark the Corrective Action as Complete.
STEP 6. Use the Type Filter, Check the Concerning Responses

The Database is designed to flag concerning responses, so the inspector can correct any unsafe work practices. Once an inspection is submitted, the system will flag all concerning responses under the tag Concerns. Concerns must also be resolved.

<table>
<thead>
<tr>
<th>Building &amp; Room</th>
<th>Responsible Department</th>
<th>Principal Investigator or Responsible Person</th>
<th>Timeline</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CME 2-124</td>
<td>CME</td>
<td>engplan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To check the status of unresolved concerning responses, use the Type Filter to switch from Corrective Actions to Concerns.

The steps to follow up with Concerns are the same as those for Corrective Actions.

STEP 7. Use the Status Filter to Review Resolved Actions & Concerns

To review the status of All or Resolved Concerns and Corrective Actions, change the Status Filter from Unresolved Only, to either All Statuses or Resolved Only.
How PIs/Lab Managers can Delegate Safety Responsibility

The system will allow PI's/Lab Managers to assign safety delegates for their labs. The system will allow the delegate to complete self-inspections, manage corrective actions and concerns. The following steps will show how PIs/Supervisors can assign delegates.

**STEP 1. From the Dashboard, get to the Delegation Page.**

To get to the Delegation Page, click on the Access tab.

**STEP 2. Land on the Delegation Page**

This page has two sections: The Access You Delegate to Others Section, which shows you who you have delegated; The Access you Have Been Delegated, which shows who has made you a delegate.
STEP 3. Click on the **Add a new Delegate Role** button.

Click this button to assign a new delegate.

STEP 4. Fill in the Delegate’s name.

Fill in the delegate’s name, and chose it from the drop down menu, so that their account is linked to the delegation.

STEP 5. Select “Lab Inspections” as Access Type.

Only **Lab Inspections** is useful as Access Type to those reading this User Guide.
STEP 6. Click Submit

Add Delegate

Delegate

Access Type: Pick an access type

Click this button to submit the complete the delegation.

STEP 7. Review Access

Access you delegate to others

Once submitted, the PI or Supervisor is able to see the delegation rule in this section from their account.

<table>
<thead>
<tr>
<th>Secondary Authority</th>
<th>Delegated Access Type</th>
<th>Delegated Access Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathaniel Romance-Sennewe</td>
<td>Lab Inspections</td>
<td>Allows delegate to receive email notifications on your behalf</td>
<td></td>
</tr>
</tbody>
</table>

Access you have been delegated

The delegates will be able to see the delegation rule in this section from their account.

<table>
<thead>
<tr>
<th>Primary Authority</th>
<th>Delegated Access Type</th>
<th>Delegated Access Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eggplant</td>
<td>Lab Inspections</td>
<td>Allows delegate to receive email notifications on your behalf</td>
</tr>
</tbody>
</table>
APPENDIX A: ADDITIONAL CONTROLS FOR LAB INSPECTION PAGE

This button controls whether your controls (Department Filter, Bulk Action, Auto Timelines, Show Columns, Show X Entries and Search) are shown or not.

Department Filter allows you to filter labs based on the responsible department for each lab.

This button allows you **highlight** which **labs** that you are responsible for, that are **currently missing** their **inspection**.

This gives you an **easy visual clue** to find out if any labs got missed.

This button allows you to **un-highlight** any **labs** which are currently **highlighted**.
This button **does nothing** if you have less than 5 labs.

If you have more than 5 labs, this button determines how many timelines (to be discussed further down) are automatically calculated vs. how many you need to click an extra button.

**Yep. This button does nothing.**

The section determines what columns of the database are shown to you.

It is useful to get additional **easy visual clues** with respect to your compliance.

The two most useful buttons are **Timeline** and **Compliance**.

**ID**

**ID is useless** for our purposes.

It shows a tracking number used within the internals of the database system.

**Department**

It shows two columns: who is the **Responsible Department** of the lab, and who is the **Principal Investigator** or **Responsible Person** of the lab.

<table>
<thead>
<tr>
<th>Responsible Department</th>
<th>Principal Investigator or Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>CME</td>
<td>enggplan</td>
</tr>
</tbody>
</table>

**Frequency**

It shows the **frequency for self inspections** determined by the Faculty of Engineering, depending on the Hazards inside the lab.
Timeline

It shows a timeline of your current self-inspections for your whole year, where a RED column is a region with no inspection, a YELLOW column is a region where an inspection hasn’t been done yet, a GREEN column is a region where an inspection has been done.

Compliance

It shows four columns: the number of Expected inspections to be done on the lab, the number of Completed inspections done on the lab, the percentage of inspections done during the year and the percentage year to date of inspections completed in the labs. The compliance is auto-calculated based on the inspection frequency of your lab space.

<table>
<thead>
<tr>
<th>Expected</th>
<th>Completed</th>
<th>%</th>
<th>% YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Notes

Adds a Notes column, showing additional information. Notes are currently added by accounts with admin level access.

Show 10 entries

The Show X Entries is useless, unless you control more than 10 labs. It determines how many labs you can see at once.

Search:

Search finds/filters labs based on the name of the PI or Responsible Person.