FACULTY OF ENGINEERING

UNIVERSITY OF ALBERTA

Planned Self Inspection Database User Guide

Implementation and Training (ISP-EHSMS-04-001)

May 6th, 2019

Table of Contents

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

STEP 2: Login with your CCID

Faculty of Engineering

Please Login with your CCID

Username: [   ]

Password: [   ]

[Login]

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

Faculty of Engineering   Welcome enggplan

Academic Annual Report

Access   +

Dashboard

Finance Resource   +
Centre

Forms and Resources
Centre   «

HR Resource Centre +

Lab Inspections   +

MECE Facility Access +

Dashboard

Academic Annual Report

Access

Dashboard

Finance Resource   +
Centre

Forms and Resources
Centre   «

HR Resource Centre +

Lab Inspection

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.
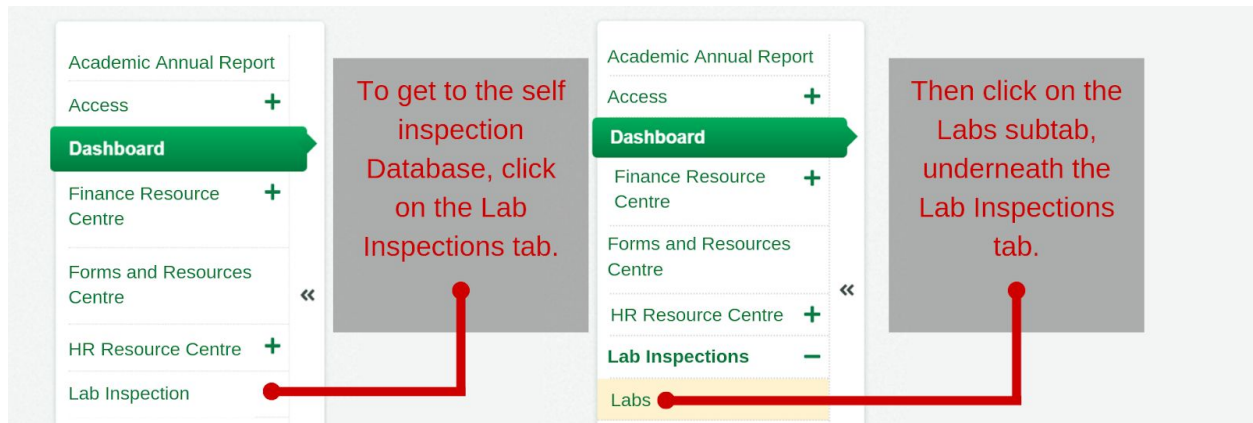
STEP 2. Reach the Lab Inspection Page.

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.**

Lab Inspections

Toggle Controls

Department Filter — All Departments ▾

Bulk Actions — ⊘ Un-select All   ▼ Select Labs Missing Current Inspection

Auto Timelines — 5 ▾

Show Columns — ◯ ID   ● Department   ◯ Frequency   ● Timeline   ◯ Compliance   ◯ Notes

Show 10 ▾ **entries**   **Search:** [ ]

Building & Room	Responsible Department	Principal Investigator or Responsible Person	Timeline	Actions
CME 2-124	CME	• enggplan	Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug	🔍 ⊘

Showing 1 to 1 of 1 entries   Previous **1** Next

STEP 3. Focus on the Actions Column - Click on Submit an Inspection Button

Actions

The Submit an Inspection Button   *The 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

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

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

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.

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.

All boxes must be completed for each corrective action.

Recommended Corrective Action

Responsible Person
The **responsible person** will be **automatically notified** of the corrective action and details **assigned to them**, **via email**, once submitted.

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

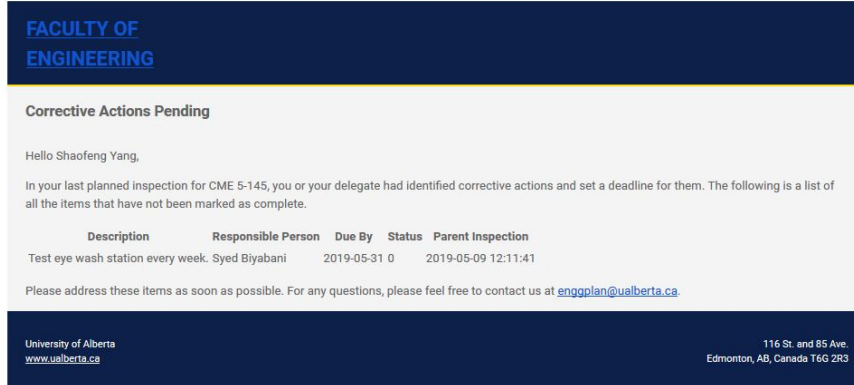## STEP 7. Submit the Inspection

Submit Inspection

This button is found at the end of the lab inspection form.

Click this button.

STEP 8. Receive Emails

[ACTION REQUIRED]–Corrective Actions Pending 🔀 Inbox ×

enggplan@ualberta.ca
to shaofeng ▾

**FACULTY OF
ENGINEERING**

Corrective Actions Pending

Hello Shaofeng Yang,

In your last planned inspection for CME 5-145, you or your delegate had identified corrective actions and set a deadline for them. The following is a list of all the items that have not been marked as complete.

Description	Responsible Person	Due By	Status	Parent Inspection
Test eye wash station every week.	Syed Biyabani	2019-05-31	0	2019-05-09 12:11:41

Please address these items as soon as possible. For any questions, please feel free to contact us at enggplan@ualberta.ca.

University of Alberta   116 St. and 85 Ave.
www.ualberta.ca   Edmonton, AB, Canada T6G 2R3

↩ Reply   ➡ Forward

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.

Lab Inspection Submission Confirmation 🔀 Inbox ×

enggplan@ualberta.ca
to me ▾

You have successfully submitted your lab inspection for CME 5-145, it can be viewed and downloaded here.

[Received, thank you.]   [Thank you!]   [Thanks a lot.]

↩ Reply   ➡ Forward

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.

https://www01.engineering.ualberta.ca/engg/index.php/lab_inspections/forms/fill_inspection_form/XXX

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.

Click on the *More Info* Button

STEP 2. Focus on the More Information Section.

Building & Room	Responsible Department	Principal Investigator or Responsible Person	Timeline													Actions	
CME 2-124	CME	• enggplan	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep		

Previous inspections • 2019-07-22 13:11:26
• 2019-07-22 14:41:57

[Download All as ZIP File]

Next Inspection Between 2019-08-01 14:00:00 and 2019-09-01 00:00:00

Lab Actions

Type Filter [Corrective Actions ▾]

Status Filter [Unresolved Only ▾]

Show [10 ▾] entries   Search: [   ]

Due By	Description	Responsible Person	Status	Parent Inspection	Actions
2019-07-23	Testing Recommended Corrective Action, based off of Emergency Preparedness.	Nathaniel Romance-Senneville	Unresolved	2019-07-22 14:41:57	✅
2019-07-25	This is a testing corrective action.		Unresolved	2019-07-22 13:11:26	✅

STEP 3. Focus on the Unresolved Corrective Action Table.

Due By	Description	Responsible Person	Status	Parent Inspection	Actions
2019-07-23	Testing Recommended Corrective Action, based off of Emergency Preparedness.	Nathaniel Romance-Senneville	Unresolved	2019-07-22 14:41:57	✅

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.

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.
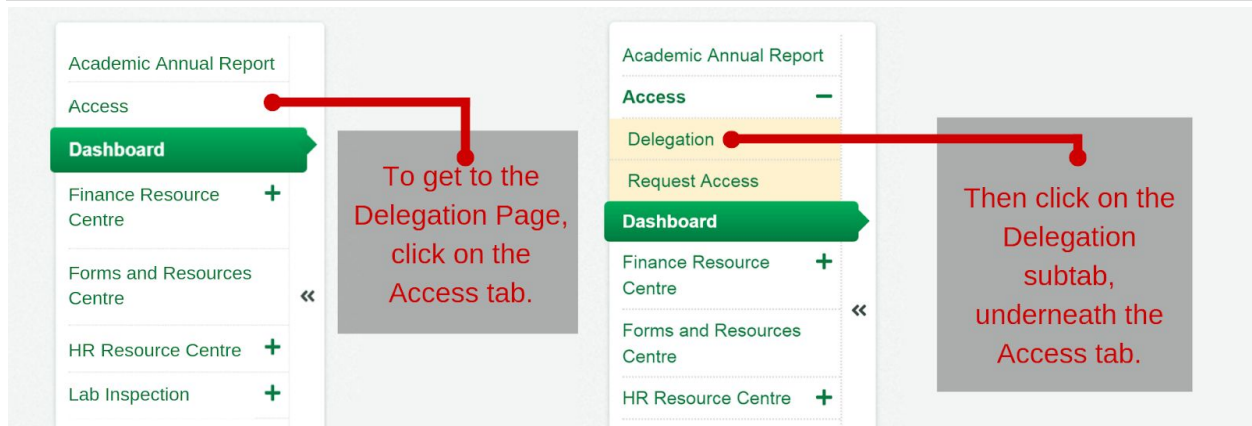
STEP 2. Land on the Delegation Page

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.

Access you delegate to others

This table lists all the people to whom you have currently delegated access. Delegated access means that, in some applications, the delegate will be able to access, edit, and delete information that normally only you would be able to do. You are responsible for the actions of your delegates.

+ Add a new Delegate Rule

Show 25 ▼ entries

Secondary Authority	Delegated Access Type	Delegated Access Description	Actions
		No data available in table	

Search: [ ]

Click this button to assign a new delegate.

STEP 4. Fill in the Delegate's name.

Add Delegate ⊠

Delegate | Nathaniel Romance ⌕
Nathaniel Romance-Senneville(CCID: romances)

Access Type | Pick an access type ▼

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

Submit | Close

STEP 5. Select "Lab Inspections" as Access Type.

Add Delegate ⊠

Delegate | [ ]

Access Type | Pick an access type ▼
Graduate Payroll
Key Requests System
Lab Inspections
Space Allocation

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

Submit | Close

STEP 6. Click Submit

Add Delegate

Delegate [   ]

Access Type [Pick an access type ▼]

Click this button to submit the
complete the delegation. ●━━━━━━━━━● [Submit] [Close]

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.

Secondary Authority	Delegated Access Type	Delegated Access Description	Actions
Nathaniel Romance-Senneville	Lab Inspections	Allows delegate to receive email notifications on your behalf	✎ 🗑

Access you have been delegated

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

Primary Authority	Delegated Access Type	Delegated Access Description
enggplan	Lab Inspections	Allows delegate to receive email notifications on your behalf

APPENDIX A: ADDITIONAL CONTROLS FOR LAB INSPECTION PAGE

Toggle Controls

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 — All Departments ▾

All Departments
Dean of Engineering
Department of Biomedical Engineering
Department of Chemical and Material Engineering
Department of Civil and Environmental Engineering
Department of Electrical and Computer Engineering
Department of Mechanical Engineering
Applied Sciences
Business Programs
Business, MBA Program

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

▼ Select Labs Missing Current Inspection

CME 2-124 ➤➤➤➤ CME 2-124

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.

⊘ Un-select All

CME 2-124 ➤➤➤➤ CME 2-124

This button allows you to **un-highlight** any **labs** which are currently highlighted.

Auto Timelines   5 ▾

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**.

Show Columns   ◯ ID   ◯ Department   ◯ Frequency   ◯ Timeline   ◯ Compliance   ◯ Notes

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.

ID
654

⬤ **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.

| Responsible Department	Principal Investigator or Responsible Person
CME	• enggplan

⬤ **Frequency**

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

Frequency
Monthly

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.

Timeline												
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
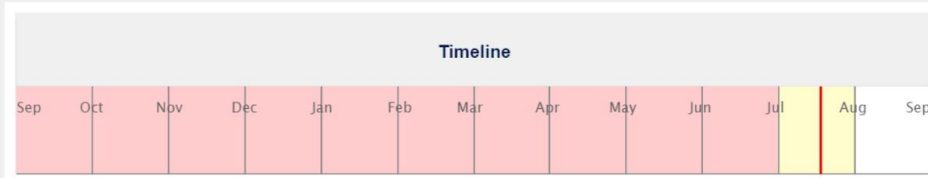
Compliance

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.

Expected	Completed	%	% YTD
12	0	100%	100%

Notes

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

Notes
enggplan has modified this lab information on 7/17/2019 at 10:50AM to better understand the software.

Show [10 ▼] entries   Search: [   ]

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

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