



MySAFETY – Training Guide

CONDUCTING CHECKLISTS / INSPECTIONS



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The purpose of this procedure is to guide the user through how to run a checklist/inspection for a workspace or business unit to assess the safety of the area.

This process applies to the following:


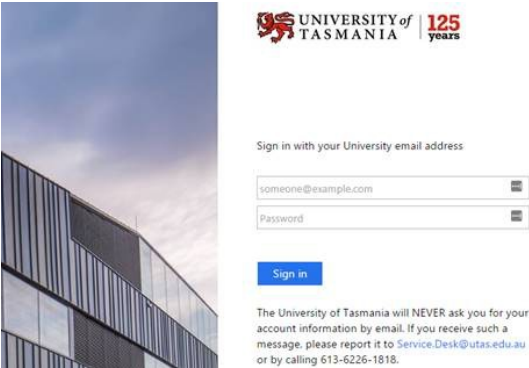
- Staff
- Students

For more information on checklists/inspections, please refer to the [Work Health & Safety homepage](http://www.utas.edu.au/work-health-safety) found via <http://www.utas.edu.au/work-health-safety>.



Quick Link Sections


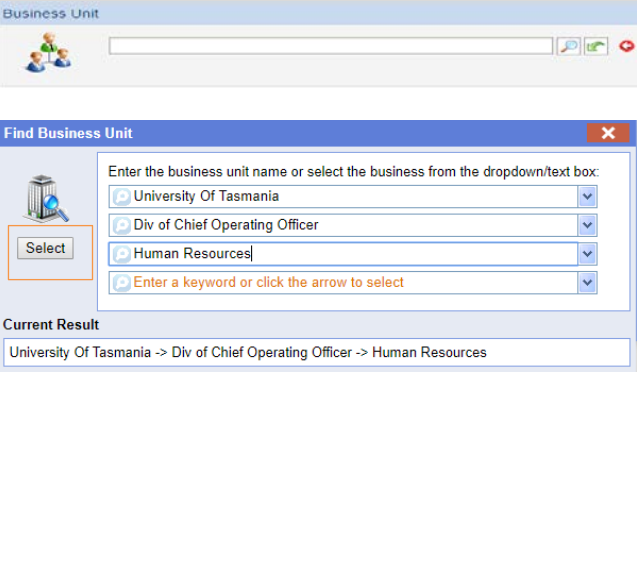

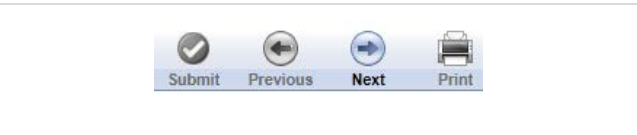

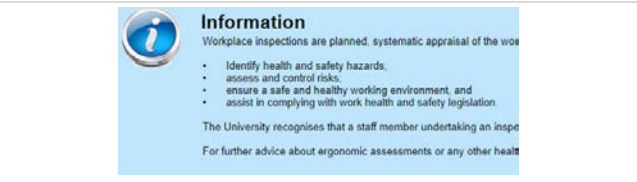
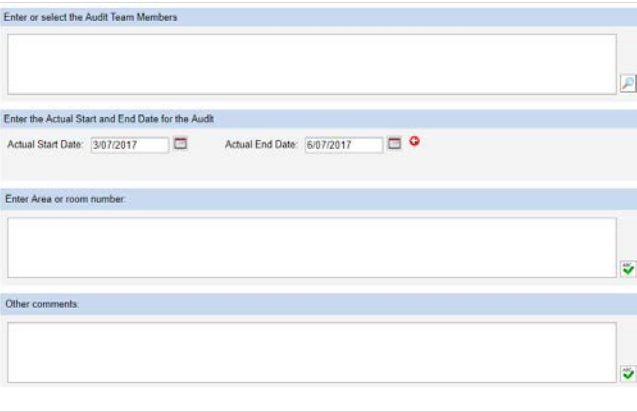
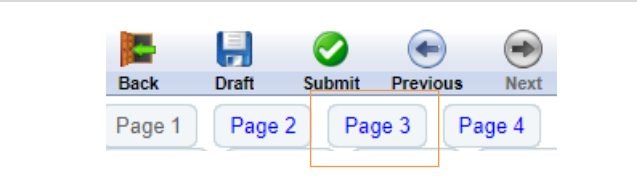
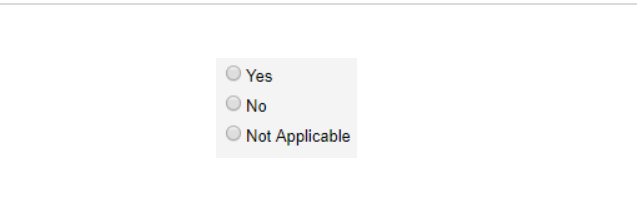
- [Log in to MySAFETY](#)
- [Running a checklist/inspection](#)

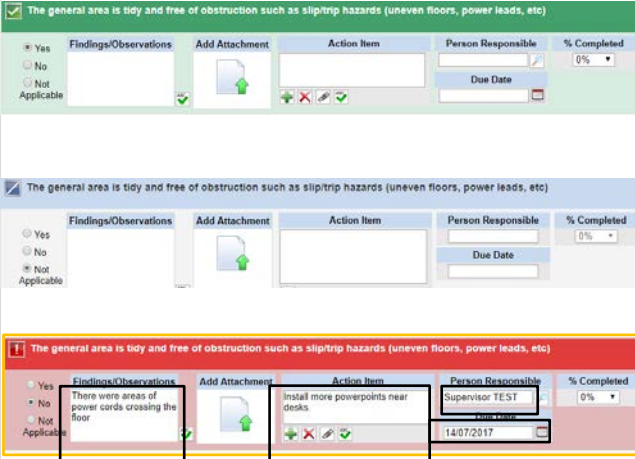
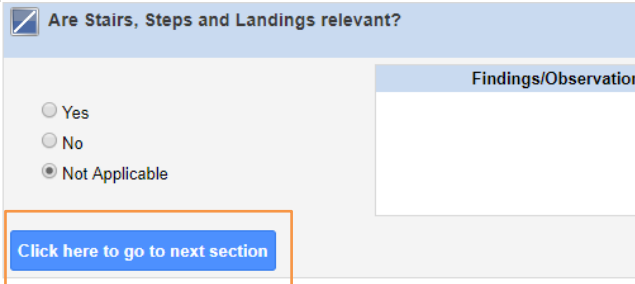
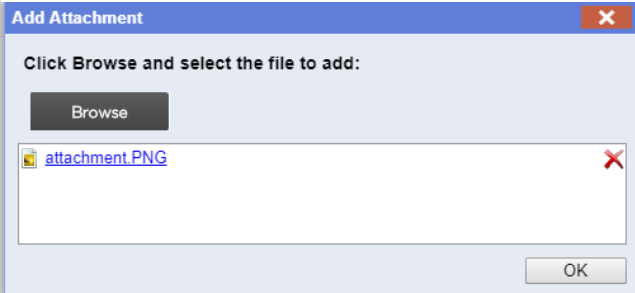

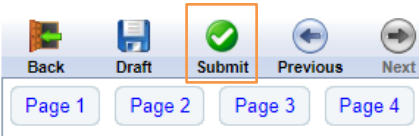

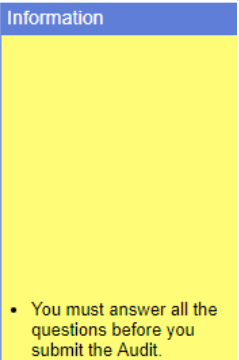
Log in to MYSAFETY

Step	Action	Image and Example
1	Navigate to http://www.utas.edu.au/work-health-safety through your web browser, and click the “Log in to MySAFETY” button.	
2	Log in using your University of Tasmania credentials. If you have logged into MYSAFETY previously in the same day, the system will automatically authenticate you and you will not see this screen. Note: If you are unable to log in to MYSAFETY, or do not remember your login credentials, please contact your Line Manager or the IT Service Desk.	

Run Checklist/Inspection

Step	Action	Image and Example
1	To run a checklist/inspection click on “Checklists & Inspections” from the main menu.	 Checklists & Inspections Perform checks and inspections.
2	Select a checklist/inspection by clicking on the hyperlink underneath the icons.	 New and Refurbished Area Inspection List

<p>4</p>	<p>Select the business unit you want to inspect using the magnifying glass. </p> <p>Choose an organisational unit using drop-down boxes. As you choose a drop-down option it will reveal more organisational units in the drop-down fields underneath.</p> <p>Click "Select" to choose this business unit as your organisation unit to run the inspection.</p> <p>Note: you do not need to select org units down to level 4 org units. Simply click select at the org unit that best fits the inspection you are undertaking.</p>	
<p>6</p>	<p>Click Next on the top navigation bar to proceed to the next screen </p>	
<p>7</p>	<p>Take note of the instructions contained in the Information box. </p>	
<p>8</p>	<p>Input information into the fields on the first page. For example 'Audit Team Members', 'Actual Start and End Date'.</p>	
<p>9</p>	<p>To navigate to the next page click on the corresponding Page number. Note: clicking the Next or Previous buttons will not navigate between question pages.</p>	
<p>10</p>	<p>Please specify your answer to each of the questions on the page. For example click the corresponding radio buttons for Yes, No or Not Applicable.</p>	

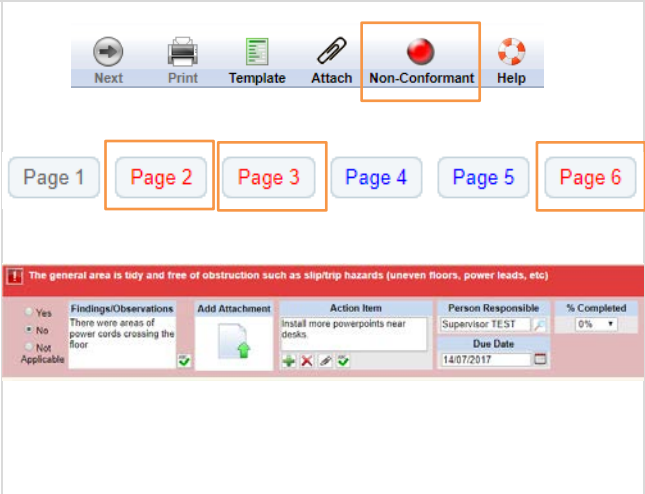
<p>11</p>	<p>Note: Each question will be compliant, non-compliant or not-applicable.</p> <p>If the question turns green it is compliant and no further information is required. However, should you wish to add information you can.</p> <p>If the question turns blue, it is not applicable and no further information required.</p> <p>If the question turns red, it is non-compliant and the Findings/Observations, Action Item, Person Responsible and Due Date fields must be populated.</p>	
<p>12</p>	<p>Some questions in the checklists/inspections are guiding questions that help you move on if the category is not relevant. For example in an administration area inspection - "Are Stairs and Landing relevant?"</p> <p>Choose Not Applicable for these questions and click the button that now appears to proceed.</p>	
<p>13</p>	<p>(Optional) Add any attachments that are relevant to an individual question.</p> <p>Click Browse and search for the file that you wish to attach.</p>	
<p>14</p>	<p>When you are finished answering all of the questions click the submit button at the top of the screen. </p> <p>Click OK to the pop-up box to submit.</p>	 <p>www.riskcloud.net says:</p> <p>Are you sure you wish to submit?</p> 
<p>15</p>	<p>If you have not completed all the questions or filled in the fields that are non-compliant you will see the following message on the left hand side of the screen when you click OK to submit.</p>	

16 To quickly identify questions you have missed click the Non-Conformant button on the top menu. This displays all questions that are marked as **red**.

Click on each page/s that is **red**.

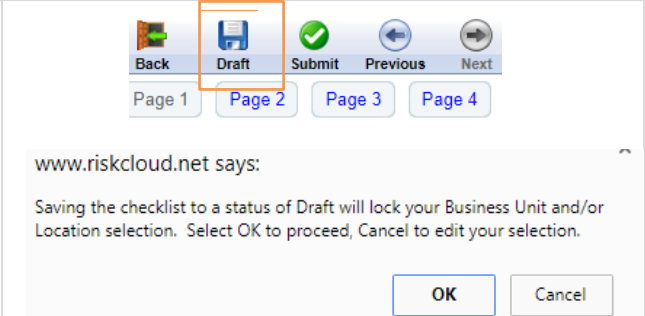
Find the questions that are non-compliant (**red**) and complete the Findings/Observations, Action Item, Person Responsible and Due Date fields.

Once these have all been populated then go back to **step 14** to submit.

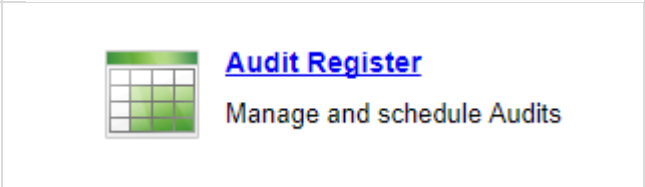


17 To save your checklist/inspection at any time and come back to it later, simply click the 'Draft' icon in the top menu.

A message pop-up will appear confirming you have the correct business unit or location. **Click OK** to save.

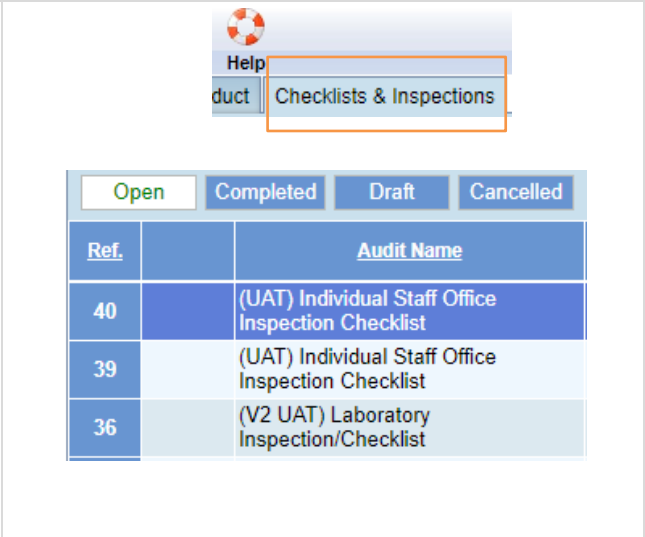


18 To view a draft checklist/inspection or a completed one, choose the Audit register option on the main menu page.



19 Click on the Checklists & Inspections tab at the top of the screen.

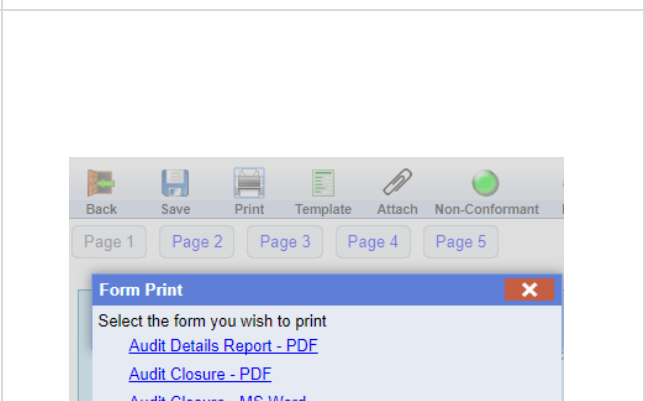
Click on the *Open*, *Completed*, *Draft* or *Cancelled* buttons to view the Checklists & Inspections you are looking for.



To view the details for a Checklist or Inspection, double-click the record you wish to view or click the View Audit button on the right-hand side.

Navigate through each page to view information or Print the Checklist/Inspection using the print button.

Choose the PDF or Word format that you want and the document will download to your 'Download' folder on the computer.

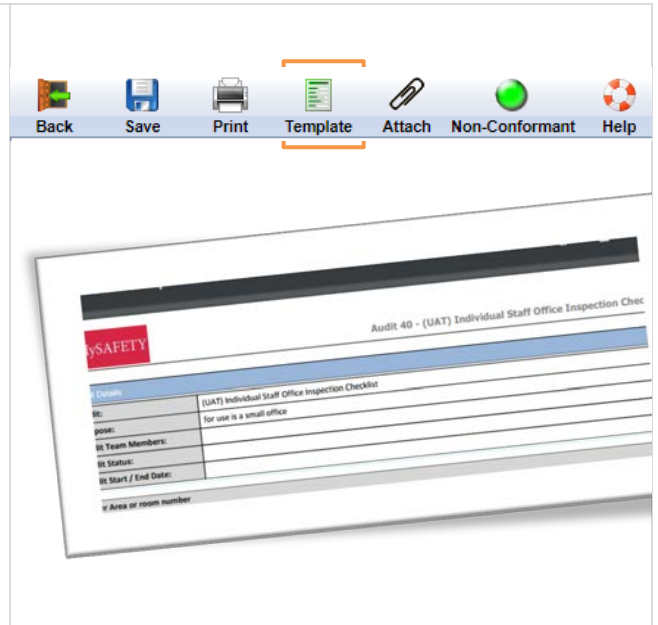


20 Should you wish to produce a printable version of the checklist/inspection manually then click the "Template" button.



This will create a .pdf version which you can print or download.

END OF PROCESS



Change Control

Version	Author	Notes	Date
0.1	Tim Hynes	Draft for review	03.07.2017
1.0	Tim Hynes / Kathie Ashton	Final	10.07.2017
1.1	Tim Hynes	Changes to location/business unit	25.07.2017



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