Performing a Self-Inspection

When you receive a notification email similar to the one below, log on to the Safety Administrative Management System website to perform your assigned self-inspection by the due date.

Click on the Safety Inspections icon on the home page to begin.
Select the **Perform Self-Inspection** option from the menu.

Choose the assigned PI/Group from the **User/PI drop-down**.

Then click on the blue **View** button to open the inspection.

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Work your way through each inspection item by selecting either I Am OK, I Need Help, or N/A.

On any items where I Need Help is selected, you can describe the issue or question in more detail in the Observation/Notes memo field.

After you’ve answered all of the self-inspection questions, there will be a status question at the very end. When you’re ready to submit, change the status from In Progress to I’m Finished/Submit. This will automatically send a submission notification to EHS and you have now successfully completed the self-inspection.

*Note – If all questions are not answered the system will not complete the final submission.

You may also change your inspection status on the header at the top of the page.
Change the status from In Progress to I'm Finished/Submit to automatically notify EHS of your submission.