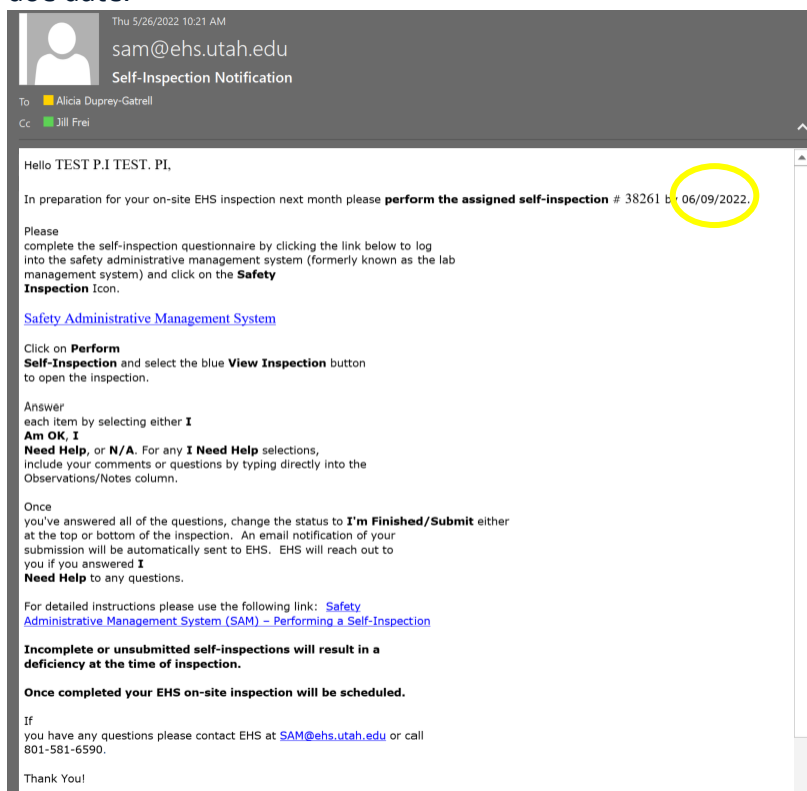




Performing a Self-Inspection

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.



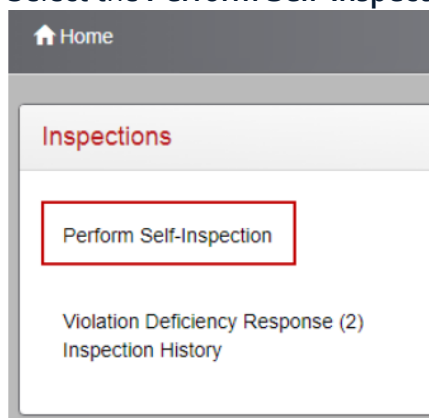
Click on the **Safety Inspections** icon on the home page to begin.

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Select the **Perform Self-Inspection** option from the menu.



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

View:	In Progress	Self Inspection Reports	PI: TEST. PI, TEST P.I	Category:
Inspection Number	Counts	Status	PI / Facility Manager	Category
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
View 37932	I Am OK : 0 I Need Help : 0 N/A : 0 Blank : 171	Pending Please Complete All Questions	TEST. PI, TEST P.I (B-00335, C-01515, F-00000)	Lab Self-Inspection

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

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EHS Inspections / Self Inspection Results

Status: In Progress Self Inspection Reports

Inspection Number	Counts	Status	PI / Facility Manager	Category
<input type="text"/>		<input type="text"/>	<input type="text"/>	
View 249	I'm OK : 0 I Need Help : 0 N/A : 0 Blank : 77	<input checked="" type="radio"/> In Progress <input type="radio"/> I'm Finished/Submit	TEST. PI, TEST PI (C-01515)	Self-Inspection

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.

Status	Recommendation	Observations/Notes
<input type="radio"/> I Am OK <input type="radio"/> I Need Help <input type="radio"/> N/A	Laboratory hazard warning signage is posted for each lab on campus. The purpose of the sign is to inform non-lab personnel in a general manner of any hazardous conditions that may exist within the lab as well as any requirements that must be fulfilled prior to entry. The sign also provides contact information for use by maintenance and emergency response personnel in the event that access to the lab is required or an emergency condition exists within the lab.	Type a note directly into the Observations/Notes field on any items where I Need Help is selected
<input type="radio"/> I Am OK <input type="radio"/> I Need Help <input type="radio"/> N/A	The campus emergency guide flipchart (available from EHS) provides quick access procedural information for use by university personnel in dealing with emergency situations in the area. The guide has blank spaces which should be completed by lab personnel and the guide should be posted near each phone in the lab.	
<input type="radio"/> I Am OK <input type="radio"/> I Need Help <input type="radio"/> N/A	Proper chemical hygiene and hazard communication requires that laboratory personnel have readily available access to reference materials that detail the hazards associated with the compounds being used in the lab. SDS and chemical dictionaries, are examples of acceptable primary reference materials. SDSs are available within the University's Safety Administrative Management System (SAM) chemical inventory feature.	
<input type="radio"/> I Am OK <input type="radio"/> I Need Help <input type="radio"/> N/A	Prudent Practices is used worldwide as a reference book for laboratory practice. Its use is highly	

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.

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Immunization/vaccination records are current.	<div><div>I Am OK</div><div>I Need Help</div><div>N/A</div></div> <div>Set To N/A</div>	Worker offer provid which they al alread superv
Update Inspection Status	<div><div><input checked="" type="radio"/> In Progress</div><div><input type="radio"/> I'm Finished/Submit</div></div>	

Change the status from in Progress to I'm Finished/Submit to automatically notify EHS of your submission

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