Safety Administrative Management (SAM) System:

**Entering a Facilities Profile**

1. To get started, click on the Profile icon on the home page. To access SAM click on the following link [Safety Administrative Management System](#).

   ![Welcome to the University of Utah Safety Administrative Management (SAM) System](image)

   If you received an email that you have been assigned an assessment it will show up in this screen (see the picture below).

2. Go to the **User/PI** drop-down menu and go from your UNID to the facility’s profile name.

3. Once you select “(Your facility’s profile name)” from the **User/PI** drop-down menu you will be able to access the assessment.

4. Click on the button that says **Edit Assessment**.
5. Add your workers covered under this profile by clicking on the **Find Worker** button.

6. Include anyone that is a worker within your locations. It is important to have an accurate list of people so they will be able to see all the facility specific safety related information that will now be stored through this system.

7. Type in the worker’s last name in the **Find Worker** field and click on the **Search** button. Then click on the **Select** button next to the name of the worker you’d like to add.

8. The Find Worker search bar is for workers already registered within the SAM system. Workers not registered in the SAM system will not be searchable with this function. If a searched worker does not appear proceed to the instructions in the next section **Adding Workers to the SAM system**.
9. The worker has now been added. Repeat until all of your workers have been added.

**Adding Workers to the SAM system**
Workers that are not registered in the SAM system will not show up in the search function on the Facilities Profile. If a worker is not registered in the system you can manually add them to the system.

1. On the Home Page click **Worker Registration**
2. On the Worker Registration screen click on **Add New Worker**
3. Enter all of the required information for that worker.

*Note: If you have the worker UNID you can enter it in and click the Find Worker button (❶) to autofill some of the information.*

Another required section is the Security Group section (❷).

4. From the drop-down menu you will need to pick a permission set for the worker that you are adding into the system.
   
   a. The default permission for your facilities members should be **Worker Read-Only**.
   
   b. **Full access** is generally for those individuals that you would like to manage/input your safety information into the system.
   
   c. The **Waste Limited** permission allows complete access to the chemical inventory and waste pickup requests, but maintains read only permissions for all other items.
Note: For a detailed description of the permissions available to assign a new worker please click on the Security Group drop-down menu.
5. On the bottom of the screen make sure that the PI/Group/Facilities Name you will be adding the worker to is listed correctly and add permits they should be assigned to (Facilities permits start with an “F-”).

6. Click on the Save button when you are finished. These workers will now populate into the Facilities Profile list when you hit the refresh button.

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7. After adding your workers, move down to the bottom half of the page to add the locations covered under this profile.

8. To add your locations, first select the building name in the drop-down menu. Then next to the room to be added click on the Attach Location button.

Note: Please include all spaces where you store chemical stocks or other hazardous materials and where machinery or shop spaces are located.
9. If your locations automatically pre-populate in the **Attached Locations** box, review the list and remove (by clicking on the X next to the location) or add locations as necessary to provide an accurate representation of your work space. Click on the **Next** button to proceed.

10. On the **Assessment Questions** tab, you are required to answer each question asked. You may work your way through each section by clicking on the section name on the left or by clicking on the **Next** button at the bottom of the page.

11. On some **Yes** answers, the list of your attached locations from the previous page will appear. Check which location(s) the **Yes** answer applies to.

*Note: If your shop locations cannot be found by searching the building and room list please contact EHS at **SAM@ehs.utah.edu** to add this location to the SAM System.*
12. If most of your answers are Yes or No, you can use the **Set All to Yes** or **Set All to No** shortcut buttons and then handle the outliers individually.
   a. Be sure to answer the sub-questions that appear on certain Yes answers.
If you cannot complete the entire assessment all at once, you can click on the **Save Progress** button and come back to it at a later time.

13. Once you’ve completed the assessment questions, click on the **Save as Complete** button and a notification email of your submission will be sent to the EH&S staff for review.

14. To Logout go back to the Home Screen and use the drop-down menu under your UNID in the upper right-hand corner to logout.