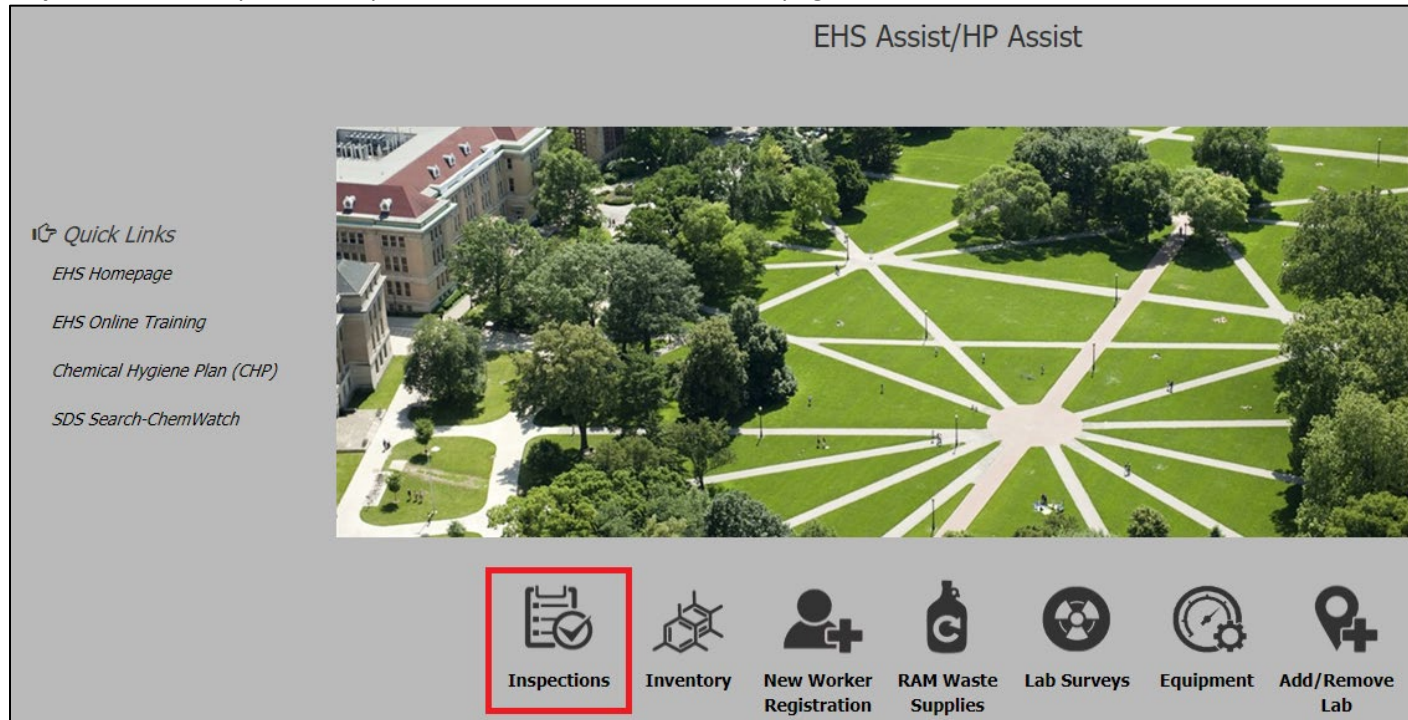


EHS Assist/HP Assist:

Topic: Responding to findings to safety site visits

Safety Inspection Site Visit Follow-up

Inspections Icon: Open the inspections icon from the main EHSA page:



Click the "Inspection Response" link:

The screenshot shows a navigation menu with a 'Home' link at the top. Below it is the 'Inspections' section, which contains a red-bordered link for 'Inspection Response'. To the right of this link is a 'Reports' section with three sub-links: 'Inspection Report', 'RAD Inspection Report', and 'SHOP-Inspection Report'.

Click the "Edit Response" button to view the action item:

	Inspection #	Inspection Date	PI(s)	Inspector	Comments / Observations	Response
Inspection #: 16989						
Edit Response	16989	10-04-2018	Researcher, Joseph	Mitch Baker	This is a test to see if you are actually reading this.	I was able to fix this after you left. By: Joe R. Date: 10-15-2018

A summary of the inspection violation is displayed from this page:

The screenshot shows a form titled 'Violation Deficiency Information'. It contains the following fields: 'Inspection Date' (10/4/2018), 'Correct By Date' (10/19/2018), and 'Inspector' (Mitch Baker). The 'Location' field contains '1314 Kinnear Road : 103'. At the bottom right, there are three buttons: 'Pictures (1)', 'Use Camera', and 'Add Photo'.

At the bottom of the page you can enter the corrective action for the violation, response date and the person correcting the item. Once complete be sure to Save your comments before exiting the screen:

Notice: By submitting, I acknowledge that the PI is aware and approves of this corrective action.

*Corrective Action

Response Date

*Corrected By

For more information on using the EHSA system use the “Help” button located at the bottom of each page. If you need assistance contact your EHS safety representative or email general questions to: ehs@osu.edu

