

## Using EHS Assist to Respond and Print Safety Inspections

These instructions apply to all *Chemical, Biological, Radiation, Hazard Communications, and Shop Inspections*.

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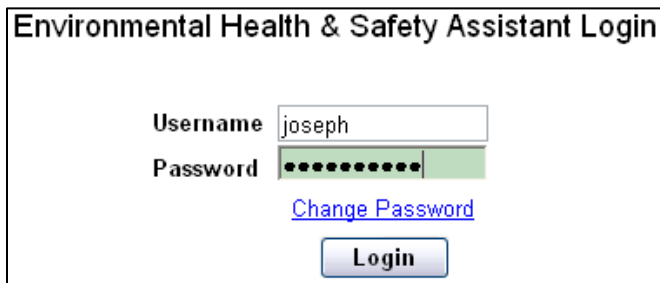
### Technical Assistance

For technical assistance or if you forgot your login information contact your [EHS Safety Representative](#) for assistance.

or call:(614) 292-1284 Monday-Friday 7:30am-4:30pm

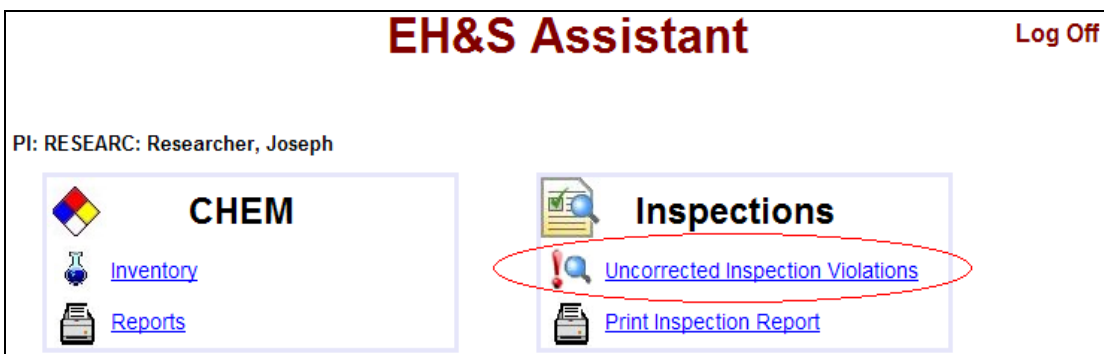
### Login:

1. EHS Assistant login page is located here: <https://ehsa.osu.edu/ehsa>
2. Enter the Username and Password issued to you by Environmental Health & Safety (EHS).



### Viewing inspection deficiencies:

1. You should receive an email from your EHS safety representative stating that your inspection results are ready for comments. Any deficiencies noted during the course of the inspection can viewed by clicking on the [Uncorrected Inspection Violations](#) link.



### Viewing inspection deficiencies (continued):

You can view a summary of all of the inspection deficiencies noted during your inspection. To respond to a specific inspection deficiency, click on the [Select](#) link located on the left. Please note that multiple inspection types and years may be visible.

---	Inspection Category	Inspection Date	Date Corrected	Corrected By	Description	Risk Ranking
<a href="#">Select</a>	2015	07/30/2015			Electrical connections are appropriate.	3
<a href="#">Select</a>	2015	07/30/2015			SOP's are written for lab specific activities.	4
<a href="#">Select</a>	2015	07/30/2015			The Chemical Hygiene Plan has been reviewed and updated by laboratory staff within a calendar year of the last revision.	2
<a href="#">Select</a>	SHOP	07/30/2015			Machines, tools and equipment is properly guarded to protect the operator and other employees in the area from hazards created by point of operation, nip points, rotating parts, flying chips and sparks.	3
<a href="#">Select</a>	SHOP	07/30/2015			Wiring within the shop/work area meets minimum requirement where wiring is not exposed; junction boxes are accessible and covered; outlets and circuits are not overloaded; and switches and outlets are properly covered.	3
<a href="#">Select</a>	2015	03/26/2015			Electrical connections are appropriate.	3
<a href="#">Select</a>	2015	03/26/2015			SOP's are written for lab specific activities.	4

### Responding to inspection deficiencies:

1. From this screen you can view and free type the details in the **Corrective Action** field (150 characters or less) explaining how the laboratory plans to correct the cited inspection deficiency. In order to complete your corrective action you will need to also fill in the **"Date Corrected"** and the **"Corrected by"** fields. When complete, click the **SAVE** button. Complete this action for all open deficiencies. Once an inspection team member has reviewed and accepted the response, the item will no longer appear on-line as an uncorrected deficiency.

**Editing Inspection Results Correction Information**

INSPECTION DATE: 07/30/2015      PI: CORN19      Cornish, Katrina  
 Risk Ranking: 4

LOCATIONS/LABS	Location	Building Name	Lab
REGALWARE:1	Regal Warehouse Pilot Plant		1

VIOLATION / DEFICIENCY DESCRIPTION  
 SOP's are written for lab specific activities.

RECOMMENDATION  
 SOP's, i.e. Standard Operating Procedures are required by OSHA's Laboratory Standard (1910.1450). The Standard states that the Chemical Hygiene Plan must contain "Standard Operating Procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous..."

REGULATORY REFERENCE  
 Ohio Fire Code 1301.7-7-27 (A)(3)(xi) 2701.3.3.1229; CFR 1910.1450(f)(4)(i)(c) and OSU Chemical Hygiene Plan

SITE SPECIFIC COMMENTS  
 Standard operating procedures for the laboratory were not found during the inspection.

**Please Enter Response to Violation Deficiency Below (350 characters or less)**

CORRECTIVE ACTION

DATE CORRECTED:       RESPONSE DUE DATE: 08/20/2015  
 CORRECTED BY:

**NOTICE:** By submitting I acknowledge that the Principal Investigator is aware and approves of this corrective action.

### Printing Inspection Reports:

1. Once you have submitted **ALL** of your corrective actions you can now print a copy of the inspection report for your records. Click the [Print Inspection Report](#) link:



2. Click the [Print](#) link located on the left side of the screen. Be sure to choose the most current inspection report.

Main Menu < BACK		RESEARC Researcher, Joseph				Log Off		
Inspection History								
	Inspection #	Inspection Category	Inspection Date	Inspected	Inspector Name	Locations/Labs	Score	Repeats
<a href="#">Print</a>	8265	Chemical & Biological Inspections	5/27/2009	MB	Mitch Baker	1314 Kinnear Road - Research Center: 106	0	1
<a href="#">Print</a>	8190	Chemical & Biological Inspections	5/7/2009	MB	Mitch Baker	1314 Kinnear Road - Research Center: 106	0	0

3. Choose the report that matches the inspection from the open box. \*The report can be saved or opened using your adobe pdf viewer.

	Inspection #	Inspection Category	Inspection Date	
<a href="#">Print</a>	15613	RAM Performance-based Inspections	11/05/2015	<div style="border: 1px solid gray; padding: 5px;"> <p>---Cancel</p> <p>2015 Inspection Report</p> <p>HAZCOM Inspection Report</p> <p>RAM Inspection Report</p> <p>PBI Report</p> </div>
<a href="#">Print</a>	15612	RAM-Laboratory Inspections	11/05/2015	
<a href="#">Print</a>	15264	2015 Inspection Checklist	07/30/2015	
<a href="#">Print</a>	15266	Shop Safety	07/30/2015	
<a href="#">Print</a>	14958	RAM-Laboratory Inspections	05/07/2015	
<a href="#">Print</a>	14959	RAM Performance-based Inspections	05/07/2015	
<a href="#">Print</a>	14763	2015 Inspection Checklist	03/26/2015	
<a href="#">Print</a>	13497	2014 Inspection Checklist	03/26/2014	
<a href="#">Print</a>	11922	2013 Inspection Checklist	03/27/2013	

\*Depending on your internet browser, this screen view may vary.