

MySafety Audit & Inspection Guidance



Aim of this guidance note:
for users with the appropriate permissions to gain insight into how to complete an audit or inspection on MySafety. This guidance will also explain how to assign actions following the completion of the audit or inspection

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How to Complete an Audit/Inspection Using MySafety

Note: Pop-ups will be used when completing an audit/inspection - before you start, make sure you are not blocking pop-ups from OSHENS.

Step 1: Log in

Log in to MySafety at <https://qmul.oshens.com/login> using your QMUL credentials (e.g. abc123@qmul.ac.uk). You must have been provided with appropriate permissions to complete audits and inspections. To request extra permissions please contact hs-helpdesk@qmul.ac.uk

Step 2: Audit & Inspection Module

Click on the Audits & Inspections module

Queen Mary
University of London

⚡ Notification To ...

Good Afternoon MEGAN
Welcome to MySafety

Incident Management Risk Assessment Programme Scheduler Workstation Assessment

Audits & Inspections Action Tracker Management Reports

Step 3: Create new audit / inspection

Click on the 'Create New Audit/Inspection' tab

Queen Mary University of London Audit & Inspection

Navigation: - Home - Search Logout

Search Search Results **Create New Audit/Inspection**

Search for Audit Records Reset

Audit Record No.

Part of Organisation
[Select Division, School, Faculty, Institute]
[Select Department]
[Select Group/Unit]

Location
[Select Building]
[Select Area]
[Select Sub Area]

Further Location Details

Audit Type [Select Option]

Sub Type

Record Status [Select Option]

Auditor

- Performed Between

- And

Search

Step 4: Audit / Inspection Title

Insert your audit/inspection title.

Note: The more information you provide, the easier it will be to search for your audit in the future e.g. type of audit, location, date, audit/inspection team.

1. Create a Title for this Audit/Inspection*

2. Select an Audit/Inspection Type* [Select Option]

3. Select an Audit/Inspection Sub Type (if applicable) [Select Option]

4. Select part of Organisation being Audited/Inspected **
Select...
Select...
Select...

5. Planned Start Date * 15 Mar 2018

6. Planned Completion Date * 15 Mar 2018

Create Record

Step 5: Audit / Inspection Type

Select what type of audit/inspection you would like to undertake e.g. AT0002: Self-Inspection Checklist. Then select sub type if applicable e.g. Office

Search	Search Results	Create New Audit/Inspection
1. Create a Title for this Audit/Inspection*	<input type="text"/>	
2. Select an Audit/Inspection Type*	[Select Option]	
3. Select an Audit/Inspection Sub Type (if applicable)	[Select Option]	
4. Select part of Organisation being Audited/Inspected *	[Select Option] ----- AT0002 : Self-Inspection Checklist AT0004 : Weekly Self Inspection Checklist AT0006 : QMUL 18001 AT0011 : CCLS Only - Building and Room Inspection AT0013 : CCLS Only - Fire Extinguisher Inspection AT0014 : BIO-GMO Containment Levels Inspection AT0016 : Blank Inspection Form AT0017 : Document Inspection	
5. Planned Start Date *		
6. Planned Completion Date *		

Step 6: Organisation Hierarchy

Select what part of the organisation you are auditing using the three-tier drop down menus e.g. Humanities and Social Sciences, Arts, History (as below)

Search	Search Results	Create New Audit/Inspection
1. Create a Title for this Audit/Inspection*	<input type="text"/>	
2. Select an Audit/Inspection Type*	[Select Option]	
3. Select an Audit/Inspection Sub Type (if applicable)	[Select Option]	
4. Select part of Organisation being Audited/Inspected *	[Select Option] ----- HUMANITIES AND SOCIAL SCIENCES PROFESSIONAL SERVICE DIRECTORATES SCHOOL OF MEDICINE AND DENTISTRY SCIENCE AND ENGINEERING STUDENTS UNION All Divisions, Schools, Faculties, Institutes	
5. Planned Start Date *		
6. Planned Completion Date *		

Search	Search Results	Create New Audit/Inspection
1. Create a Title for this Audit/Inspection*	<input type="text"/>	
2. Select an Audit/Inspection Type*	[Select Option]	
3. Select an Audit/Inspection Sub Type (if applicable)	[Select Option]	
4. Select part of Organisation being Audited/Inspected *	HUMANITIES AND SOCIAL SCIENCES ----- ARTS H AND SS MANAGEMENT AND ADMINISTRATION LAWS SOCIAL SCIENCES All Departments	
5. Planned Start Date *		
6. Planned Completion Date *		

Search	Search Results	Create New Audit/Inspection
1. Create a Title for this Audit/Inspection*	<input type="text"/>	
2. Select an Audit/Inspection Type*	[Select Option] ▼	
3. Select an Audit/Inspection Sub Type (if applicable)	[Select Option] ▼	
4. Select part of Organisation being Audited/Inspected *	HUMANITIES AND SOCIAL SCIENCES ▼	
	ARTS ▼	
	<div style="border: 1px solid #ccc; padding: 2px;"> ----- HISTORY POLITICS AND INTERNATIONAL RELATIONS SCHOOL OF ENGLISH AND DRAMA SCHOOL OF LANGUAGES LINGUISTICS AND FILM All Groups/Units </div>	
5. Planned Start Date *		
6. Planned Completion Date *		

Search	Search Results	Create New Audit/Inspection
1. Create a Title for this Audit/Inspection*	<input type="text"/>	
2. Select an Audit/Inspection Type*	[Select Option] ▼	
3. Select an Audit/Inspection Sub Type (if applicable)	[Select Option] ▼	
4. Select part of Organisation being Audited/Inspected *	HUMANITIES AND SOCIAL SCIENCES ▼	
	ARTS ▼	
	HISTORY ▼	
5. Planned Start Date *	<input type="text" value="05 Nov 2018"/>	
6. Planned Completion Date *	<input type="text" value="05 Nov 2018"/>	

Click 'Create Record'

Step 7: Complete setup

All elements of the setup page must be completed. If certain areas are not completed, the system will not allow you to sign off the inspection.

Note: When using pop-ups, use the cursor to click search rather than pressing your return key.

Note: if you do not have a third tier requirement on your organisation or location selection, just select 'all sub areas/groups'.

The screenshot shows the 'Setup' page with the following sections and annotations:

- Setup** (selected tab) | Checklist | Results | Action Summary | Notes | Sign Off | History
- Details**
- Audit/Inspection Scope**
 - Title [Max chars: 500]: test
 - Audit Objectives & Scope [Max chars: 1000]: Insert here the purpose and aims of the audit/inspection
- Dates**
 - Planned Start Date: 15 Mar 2018
 - Planned Completion Date: 15 Mar 2018
 - Annotation: Set the start and completion date of the inspection
- Auditor/Inspector Details**
 - Annotation: Add any additional members of the audit team
 - Table:

Name	Email Address	Telephone No.	Leader
MEGAN VAGG	m.vagg@qmul.ac.uk		<input checked="" type="checkbox"/>
 - Button: Add Auditors/Inspectors
- Responsible Party**
 - Annotation: Add any person who is responsible for actions raised during the audit/inspection
 - Table:



Name	Email Address	Telephone No.
------	---------------	---------------
 - Button: Add Responsible Party
- Division, School, Faculty, Institute, Department, Group/Unit**
 - Annotation: Add what part of the organisation is being audited/inspected
 - Table:

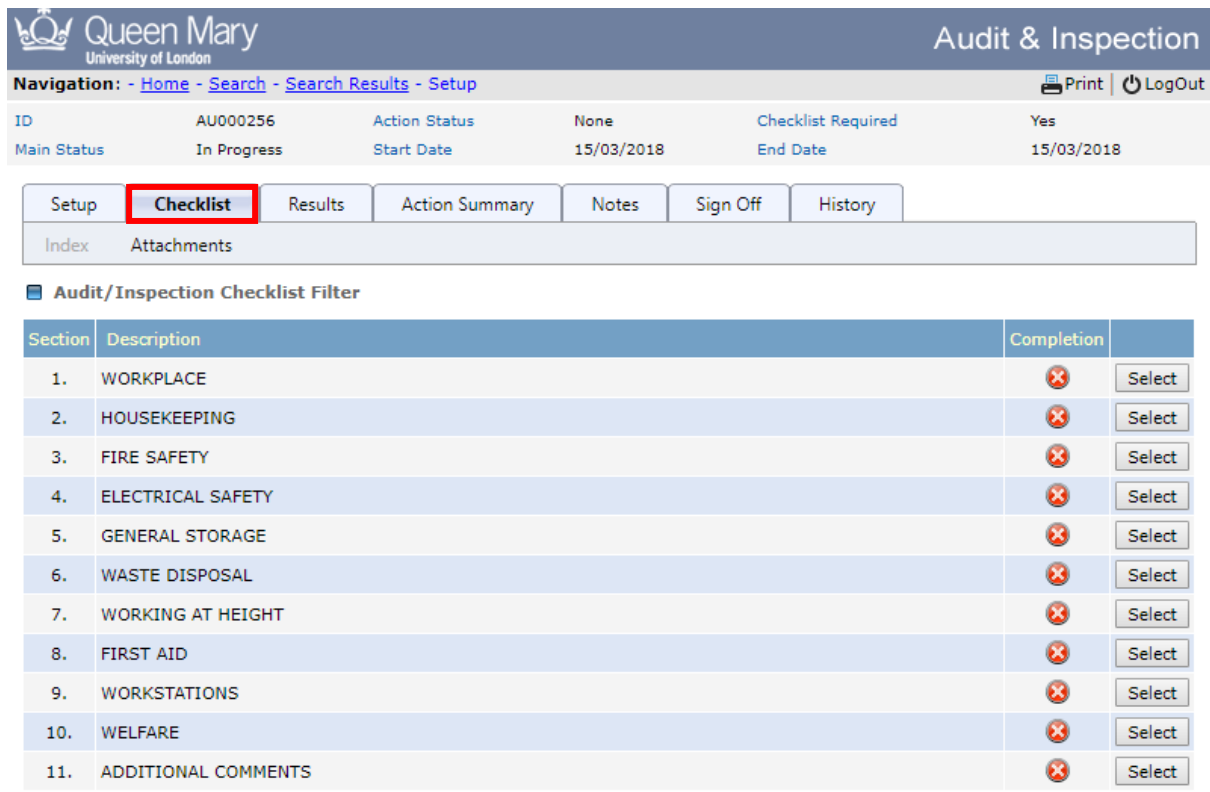
Division, School, Faculty, Institute	Department	Group/Unit
HUMANITIES AND SOCIAL SCIENCES	ARTS	SCHOOL OF ENGLISH AND DRAMA
 - Button: Add Organisation
- Building, Area, Sub Area**
 - Annotation: Add the areas and buildings being audited/inspected
 - Button: Add Location
- Location Details**
 - Text: Include any specific details about the location i.e. floor levels, offices spaces, communal areas
- Restrict Access**
 - Annotation: Complete below only if required e.g. contains sensitive information
 - Text: If you wish to restrict access to this Record click on the "Restrict" button. Once you do this you will be required to complete a list of users permitted to view it.
 - Button: Restrict

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Step 8: Complete checklist

Click onto the 'checklist' tab to begin the audit/inspection questions. You can then select which section to begin answering questions on e.g. 1. Workplace

Note: All questions and sections must be completed. If certain sections are not completed the system will not allow you to sign off the inspection. This symbol  indicates an incomplete section. Once the section is complete, this symbol  will appear.



Queen Mary University of London Audit & Inspection












Navigation: - [Home](#) - [Search](#) - [Search Results](#) - [Setup](#) Print LogOut

ID	AU000256	Action Status	None	Checklist Required	Yes
Main Status	In Progress	Start Date	15/03/2018	End Date	15/03/2018

Setup **Checklist** Results Action Summary Notes Sign Off History

Index Attachments

Audit/Inspection Checklist Filter

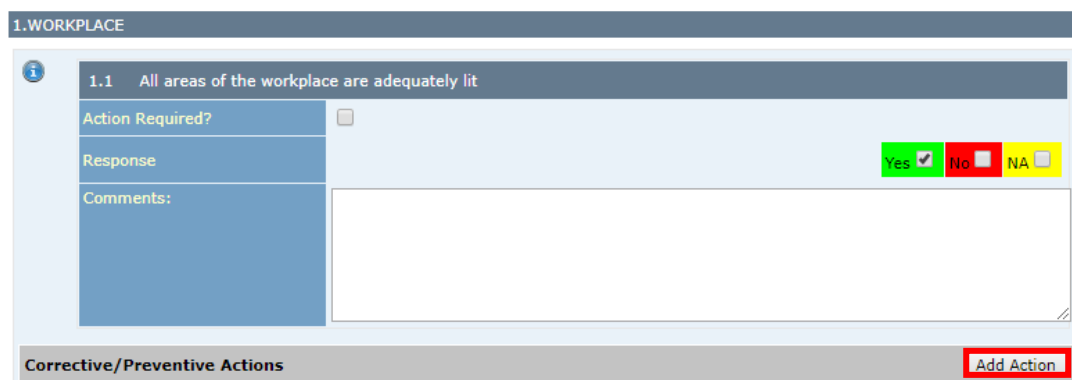
Section	Description	Completion	
1.	WORKPLACE		Select
2.	HOUSEKEEPING		Select
3.	FIRE SAFETY		Select
4.	ELECTRICAL SAFETY		Select
5.	GENERAL STORAGE		Select
6.	WASTE DISPOSAL		Select
7.	WORKING AT HEIGHT		Select
8.	FIRST AID		Select
9.	WORKSTATIONS		Select
10.	WELFARE		Select
11.	ADDITIONAL COMMENTS		Select

Step 9: Complete questions

To answer a question, tick 'yes', 'no' or 'NA'. You can add comments to the text box below, as required.

If action is required, click the 'add action' box.

Note: For information on how to assign an action, see [appendix 1](#).



1. WORKPLACE

1.1 All areas of the workplace are adequately lit

Action Required?

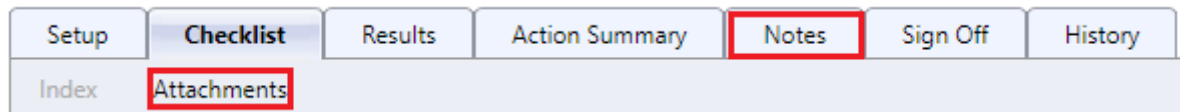
Response Yes No NA

Comments:

Corrective/Preventive Actions Add Action


Step 10: Add notes and attachments

Any additional information can be added using the notes section, and any relevant attachments e.g. photographs, emails, risk assessments can be uploaded as well.

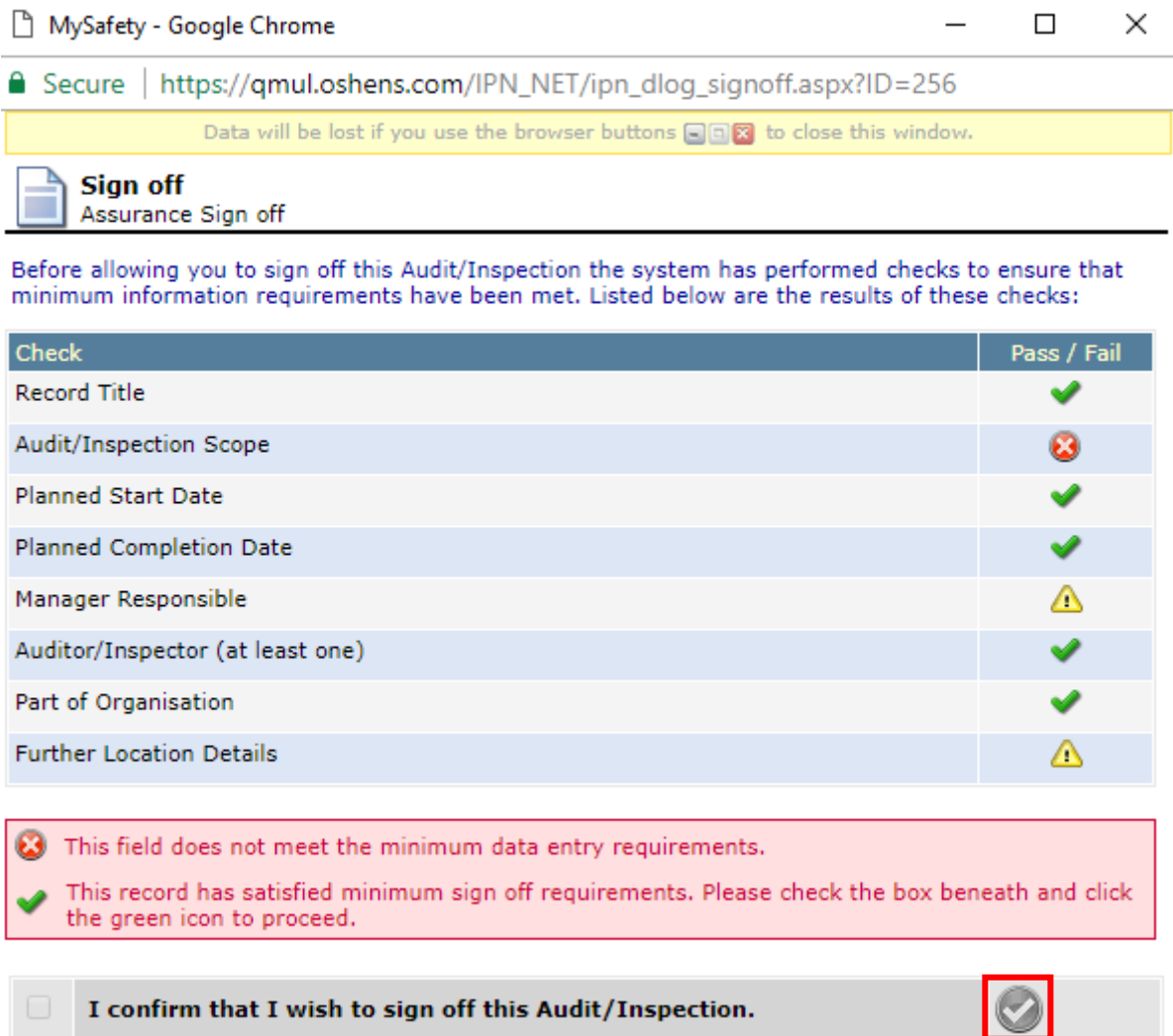


Step 11: Sign off audit / inspection

Once you have completed the inspection, you can now sign it off using the 'sign off tab'. After clicking the sign off button, a pop-up will appear (see below).

Where a green tick  is not displayed, information is still incomplete. Return to the 'setup' tab to complete these sections.

Click the tick box to confirm you wish to sign off the audit/inspection and then click on the tick to complete.



The screenshot shows a browser window titled 'MySafety - Google Chrome' with the URL 'https://qmul.oshens.com/IPN_NET/ipn_dlog_signoff.aspx?ID=256'. A yellow warning bar states: 'Data will be lost if you use the browser buttons [back] [forward] [close] to close this window.' The main content is titled 'Sign off Assurance Sign off' and contains the following text: 'Before allowing you to sign off this Audit/Inspection the system has performed checks to ensure that minimum information requirements have been met. Listed below are the results of these checks:'

Check	Pass / Fail
Record Title	✓
Audit/Inspection Scope	✗
Planned Start Date	✓
Planned Completion Date	✓
Manager Responsible	⚠
Auditor/Inspector (at least one)	✓
Part of Organisation	✓
Further Location Details	⚠

Below the table, there are two messages in a red box:

- ✗ This field does not meet the minimum data entry requirements.
- ✓ This record has satisfied minimum sign off requirements. Please check the box beneath and click the green icon to proceed.

At the bottom, there is a confirmation statement: 'I confirm that I wish to sign off this Audit/Inspection.' with an unchecked checkbox on the left and a checked green tick icon on the right, which is highlighted with a red box.

Appendix 1 – Adding and assigning an action

Tab 1 - Details:

When adding an action, a pop-up will appear as displayed below. The action must be given an 'action title' and a full description of the finding that caused the need for action. The other mandatory fields should also be completed.

MySafety - Google Chrome

Secure | https://qmul.oshens.com/ACT/act_dlog_action_module.aspx?type=action%Fmodule&originid=21&fkeyorigin=25...

Data will be lost if you use the browser buttons to close this window.

Action
View/Edit Action details

Details Personnel Attachments Progress

Action Details Re-open Action

Action Title * [Max chars : 100] Changes of level in flooring are highlighted

Full Description of Finding *

Workflow * Any actionee can mark complete

Action Dates Decide whether any actionee can mark as complete or whether all actionees will have to mark as complete in order for the action to be signed off - select the appropriate workflow option.

Start Date * Insert the action start date

Priority * High You must give the action a low, medium or high priority rating

Target Completion Date * Give the action a target completion date - this will usually depend on the priority of the action

[*Mandatory Field] Save Cancel

Tab 2 - Personnel:

The system will automatically add you as the 'action owner'. To add any other personnel use the 'add owner' button.

To assign the action for somebody to complete, use the 'add actionee' button.

- Type in the action owner/actionee's first name or surname
- Click filter with your cursor (the return key on your keyboard will not be effective)
- The list will reduce so that you can select the desired action owner/actionee and then click add

MySafety - Google Chrome

Secure | https://qmul.oshens.com/ACT/act_dlog_action_module.aspx?type=action%25Fmodule&originid=21&fkeyorigin=...

Data will be lost if you use the browser buttons to close this window.

Action
View/Edit Action details

Details **Personnel** Attachments Progress

Action Owners Add Owner

** No Owner have been assigned to this Action. **

Actionees Add Actionee

If you are an Actionee listed below. Please accept or reject this action as appropriate. If you accept the Action you will be required to produce a Completion Plan.

** No Actionee have been assigned to this Action. **

[*Mandatory Field] Save Cancel

Tab 3 - Attachments:

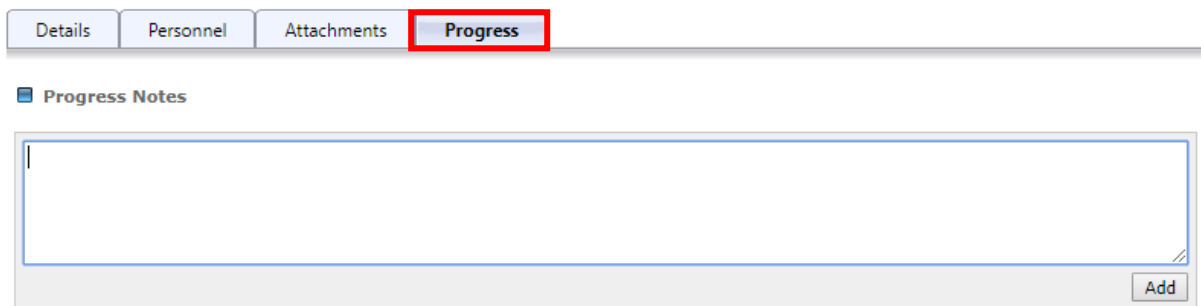
Any relevant attachments e.g. photographs, emails, documents can be added using the 'upload file' box.

Details Personnel **Attachments** Progress

Attachments Upload File

Tab 4 - Progress:

If any progress has been made on the action already, then notes can be added using the text box.



The screenshot shows a software interface with four tabs: 'Details', 'Personnel', 'Attachments', and 'Progress'. The 'Progress' tab is highlighted with a red border. Below the tabs is a section titled 'Progress Notes' with a large text input area and an 'Add' button.

Once all sections are complete, press save and choose whether to send the action via email using the yes/no buttons.