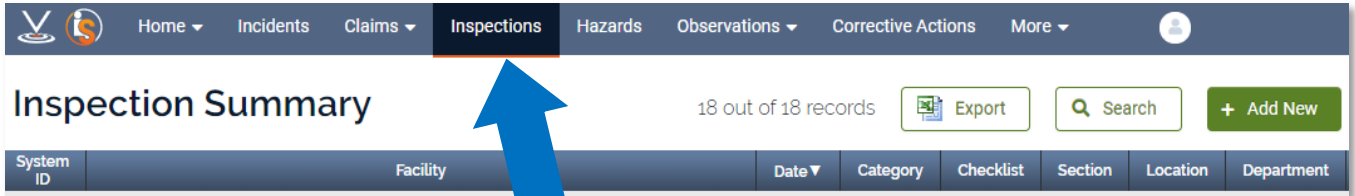


IndustrySafe Inspections Guide

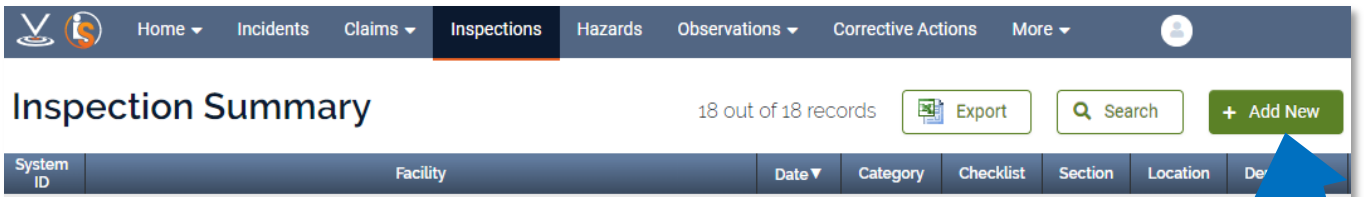
This guide describes the process for entering an inspection using the IndustrySafe Safety Management Software.

1 Open the Inspections Module

1.1 Click on the Inspections tab.

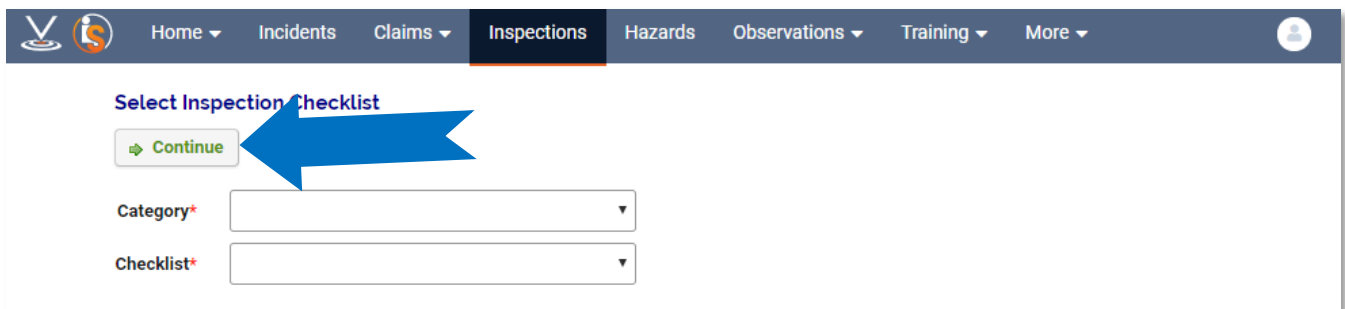


1.2 Click the **Add New** button to add a new inspection. The identify checklists screen will display.



2 Complete the Inspection Form

2.1 Select a Category and Checklist and then click the **Continue** button.



2.2 Complete the **Basic Information** Section

Inspection Form:

[Basic Information](#) | [Asset Information](#) | [Additional Features](#) | [History Section](#)

Basic Information

Category	Safety Inspections
Checklist	General Safety
Division *	
Facility *	
Section	
Location	
Department	
Investigator ⓘ	D, Dina
Audit Period	
Length of Audit	
Method Of Verification (Rules Followed)	
Interviews	
General Comments	
Date *	11/19/2019
Time	hh:mm ampr.

Note: The fields shaded in grey are read only and will be filled in automatically.

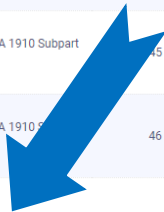
2.3 Complete the Checklist

For each item in the checklist, select the appropriate status value. After the inspection is saved a compliance rate will be calculated. The compliance rate is the number of items in compliance divided by the total number of items inspected/reviewed. Items with a status of Not Applicable or Not Audited are not included in the compliance rate calculation.

A. Walking Working Surfaces								
Reference	Item	Description	Status TEST change		Corrective Actions			Comments
OSHA 1910 Subpart D	01	Aisles and passage ways clear?	NA	⊖	+		+	
OSHA 1910 Subpart D	02	Marked as appropriate?	NA	⊖	+		+	
OSHA 1910 Subpart D	03	Spilled Materials cleaned up?	NA	⊖	+		+	
OSHA 1910 Subpart D	04	Stairs/Ladders - Inspected?	NA	⊖	+		+	
OSHA 1910 Subpart D	05	Stairs/Ladders - Right ladder for task?	NA	⊖	+		+	
OSHA 1910 Subpart D	06	Stairs/Ladders - Secured?	NA	⊖	+		+	
OSHA 1910 Subpart D	07	Stairs/Ladders - Stairs not blocked?	NA	⊖	+		+	

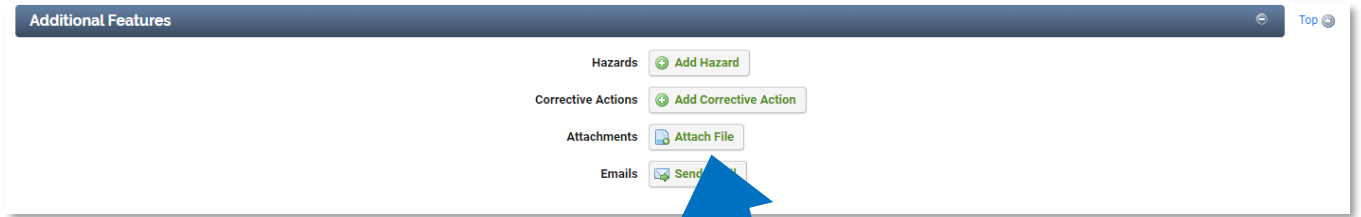
2.4 Save the Inspection

J. Toxic and Hazardous Substances									
Reference	Item	Description	Status TEST change	Status Category	Add Attachment	Corrective Actions	Add Corrective Action		Comments
OSHA 1910 Subpart Z	43	MSDS?	NA	⊖	+		+		
OSHA 1910 Subpart Z	44	MSDS Employee Training?	NA	⊖	+		+		
OSHA 1910 Subpart Z	45	Bloodborne Pathogen Plan?	NA	⊖	+		+		
OSHA 1910 Subpart Z	46	Bloodborne Pathogen Employee Training?	NA	⊖	+		+		

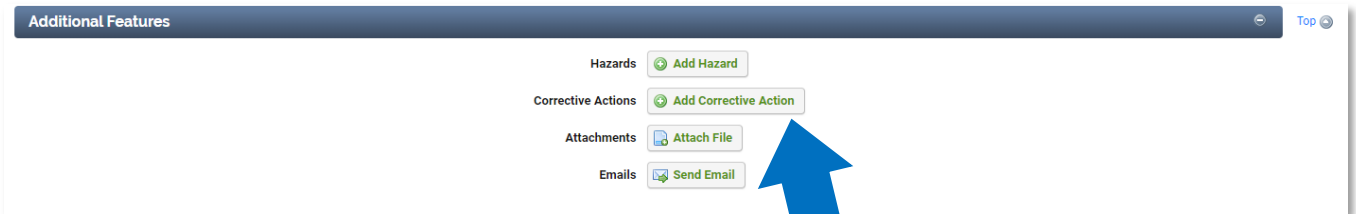


3 Additional Features

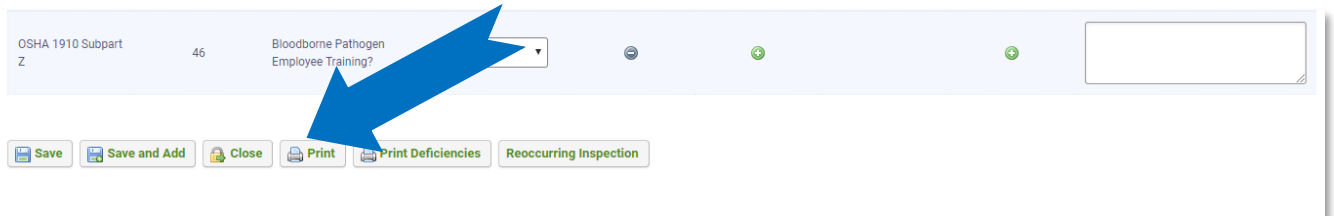
3.1 To attach supporting documents (Photos, etc.), click the **Attach File** button.



3.2 To add corrective actions, click the **Corrective Action** button.

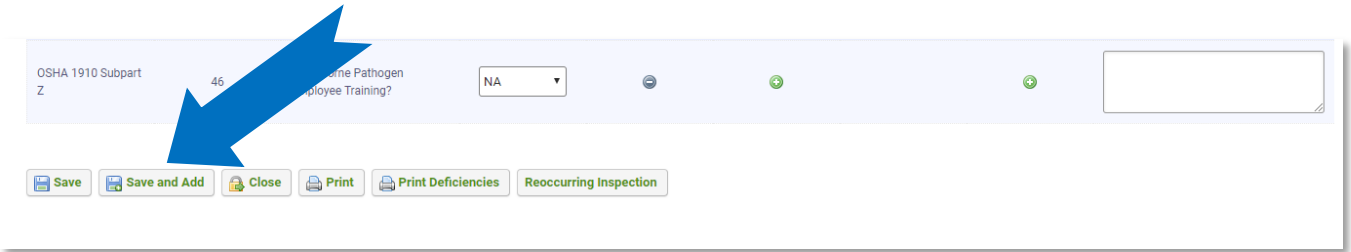


3.3 To view a print-out of the inspection, click the **Print** button.



Note: If you click on **Print Deficiencies**, a print-out report will be generated listing only the items that were not in compliance and those with comments.

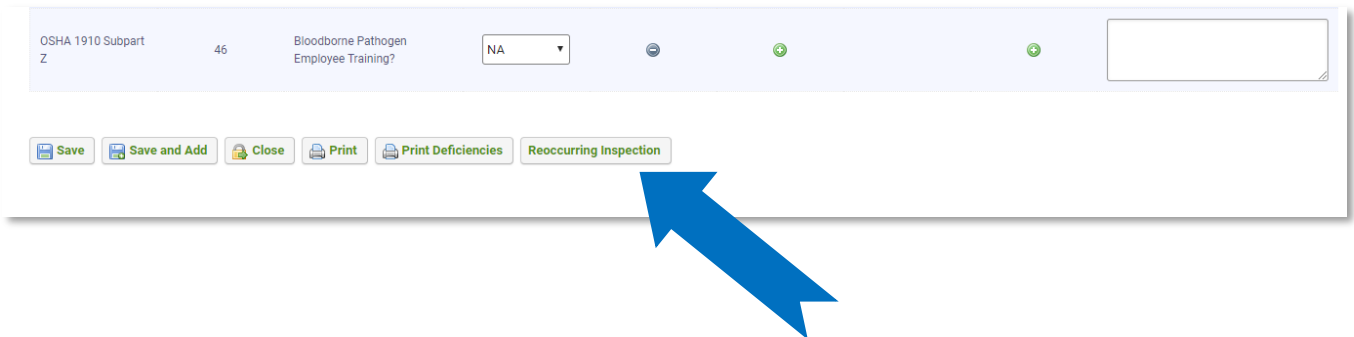
3.4 To save the current inspection and copy the basic information to a new one, click the **Save and Add** button.



Note: If you click the **Save and Add** button, you will be given the opportunity to copy the results of the inspection along with the basic information to a new inspection record.

4 Reoccurring Inspections

4.1 To create a reoccurring inspection, click the **Reoccurring Inspection** button.



4.2 Complete the Assign Inspection Wizard

Enter a start time, reoccurrence pattern, start date, end date. Once you are done, click the **Continue** button. You will then be prompted to confirm your selections.

INDUSTRYSAFE
TRA

Assign Inspection Wizard

➔ Continue
✕ Cancel

Inspection Area	General Safety
Facility	Facility F-043
Investigator	D, Dina
Detailed Location	
Asset Unit Number	
Start Time *	<input type="text"/>
Reoccur Every *	<input type="text"/> Days ▼
Date of First Inspection *	11/20/2019 (MM/DD/YYYY)
End Date for Reoccurrence *	<input type="text"/> (MM/DD/YYYY)
Assign this inspection to*	This Location ▼
* = Required	

Note: You may also use this wizard to assign the inspection to multiple locations. To do this change the "Assign this inspection to" field from "This Location" to "Multiple Locations"

4.3 Confirm Your Selections

After clicking the **Continue** button, you will be prompted to confirm your entries. Once you click the **Yes** button the inspections will be scheduled.


INDUSTRYSAFETRA

Assign Inspection Wizard

Are you sure you wish to proceed?

✔ Yes✘ No

Inspection Area	General Safety
Start Time	11:00 am
Reoccur Every	5 Days
Date of First Inspection	11/20/2019
End Date	12/19/2019
Facility	Investigator
Facility F-043	D, Dina
11/20/2019	
11/25/2019	
11/30/2019	
12/5/2019	
12/10/2019	
12/15/2019	



5 General Notes about IndustrySafe

- Fields with a red * are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

