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.

Contents

How to Complete an Audit/Inspection Using MySafety

Step 1: Log in

Step 2: Audit & Inspection Module

Step 3: Create new audit / inspection

Step 4: Audit / Inspection Title

Step 5: Audit / Inspection Type

Step 6: Organisation Hierarchy

Step 7: Complete setup

Step 8: Complete checklist

Step 9: Complete questions

Step 10: Add notes and attachments

Step 11: Sign off audit / inspection

Appendix 1 – Adding and assigning an action

Tab 1 - Details:

Tab 2 - Personnel:

Tab 3 - Attachments:

Tab 4 - Progress:
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. You must have been provided with a username and password by the Health and Safety Directorate. To request log in details please contact hs-helpdesk@qmul.ac.uk
Step 2: Audit & Inspection Module
Click on the Audits & Inspections module

Good Afternoon MEGAN
Welcome to MySafety
Step 3: Create new audit / inspection
Click on the ‘Create New Audit/Inspection’ tab

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.
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

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)
| 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* | HUMANITIES AND SOCIAL SCIENCES  
|  | ARTS  
|  | HISTORY  
|  | POLITICS AND INTERNATIONAL RELATIONS  
|  | SCHOOL OF ENGLISH AND DRAMA  
|  | SCHOOL OF LANGUAGES LINGUISTICS AND FILM  
|  | All Groups/Units  
| 5. Planned Start Date* | 05 Nov 2018  
| 6. Planned Completion Date* | 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'.
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.

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.
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.

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:

<table>
<thead>
<tr>
<th>Check</th>
<th>Pass / Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Title</td>
<td>✔</td>
</tr>
<tr>
<td>Audit/Inspection Scope</td>
<td>❌</td>
</tr>
<tr>
<td>Planned Start Date</td>
<td>✔</td>
</tr>
<tr>
<td>Planned Completion Date</td>
<td>✔</td>
</tr>
<tr>
<td>Manager Responsible</td>
<td>✔</td>
</tr>
<tr>
<td>Auditor/Inspector (at least one)</td>
<td>✔</td>
</tr>
<tr>
<td>Part of Organisation</td>
<td>✔</td>
</tr>
<tr>
<td>Further Location Details</td>
<td>❌</td>
</tr>
</tbody>
</table>

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.

I confirm that I wish to sign off this Audit/Inspection.
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.
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
Tab 3 - Attachments:
Any relevant attachments e.g. photographs, emails, documents can be added using the 'upload file' box.

Tab 4 - Progress:
If any progress has been made on the action already, then notes can be added using the text box.

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