EHS Assist
Inspection and Audit Guide
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After an inspection has occurred, an email from both ehsa@vanderbilt.edu and an inspector, will be sent stating that there are inspection findings for review. The key points in the email:

1. The PI/Lab Manager
2. The inspector who performed the inspection of your lab.
3. The link to EHS Assist
4. Instructions on how to respond to the findings in EHS Assist

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**Inspection Findings**

Hello PI/Lab Manger Name

On 04/07/2023, the Chemical and Physical Laboratory Inspection was completed for your lab(s) by the EHS Office.

Please find below a summary of the findings noted during the audit. A full report is also attached; this report must be maintained with your records for a minimum of 5 years. Please note that for each finding, a corrective action/recommendation and corrective deadline is provided.

Once you have corrected a finding please record and submit your corrective action(s) in the EHS Assistant (EHSA) by following the instructions below.

Please log in to the EHSA using the link below:
*Please note you must be connected to the VPN to access the EHSA off campus.

- Click on the Safety Inspection icon on the home screen
- Go into the Inspection Finding Response menu
- Click on the Edit Response button next to the deficiencies noted from the inspection and fill out the appropriate corrective action taken. You can also upload photos in this screen as proof of the correction.

Thank you.

Inspector Name
At the bottom of the email, a table of findings will be displayed.

**5 Inspection Number** – Every inspection is assigned a unique number and is useful for searching within EHS Assist.

**6 Finding** – a listing of each finding from the inspection

**7 Location** – where the inspection took place, and the finding was recorded

**8 Recommendation** – If a finding is found, what the recommended course of action might be.

**9 Observations/Notes** – additional notes given by an inspector

**10 The Correct By Date** is an automatically set number of days after the inspection

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<tr>
<th>Code</th>
<th>Finding</th>
<th>Location</th>
<th>Recommendation</th>
<th>Observations/Notes</th>
<th>Correct By Date</th>
</tr>
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<tr>
<td>G03</td>
<td>Is the chemical hygiene plan present and current?</td>
<td>V3100 / MRB III BIO/SCI</td>
<td>The chemical hygiene plan was unavailable or expired at the time of inspection. Chemical hygiene plans are required for all locations using hazardous chemicals or processes and should be renewed annually. Corrective Action: Prepare/recertify your safety plan annually. Post this plan conspicuously in the laboratory.</td>
<td></td>
<td>05/01/2023</td>
</tr>
<tr>
<td>G20</td>
<td>Is the lab free of trip hazards?</td>
<td>V3100 / MRB III BIO/SCI</td>
<td>Unplug and store extension cords when not in use.</td>
<td></td>
<td>05/01/2023</td>
</tr>
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Safety Inspections Module

Whether you click the EHS Assist link in the email you received or login to EHS Assist directly (https://ehsa.vanderbilt.edu), you will need to navigate to the Safety Inspections module on the EHSA homepage to respond to any findings you may have received.

1. The Safety Inspections module icon might display red and/or orange notification bubbles above it.
   - **Red** – Response Needed
   - **Orange** – Pending Approval

2. In the Inspections section, click Inspection Findings Response.

3. The number that follows is the total number of findings assigned to you across all inspections.
The **Inspections Response** page displays all inspection findings assigned to you as a PI/Lab Manager.

The findings are organized by Inspection number which matches the number in your email.

You can rearrange columns and apply filters to further organize your findings.

When you are ready to respond to a particular finding, click the Edit Response button to the left of the finding.
How to Respond to a Finding (steps 1-5)

1. The Edit Inspections Response page displays the finding’s information such as Location, Assigned Date, Correct by Date, Inspector and more.

2. If the inspector added any pictures, they would be displayed here.

3. You also can add a photo using the Add Photo button or Use Camera button to access the camera on your device.

4. If the inspector added any documents to the finding, they would be displayed here.

5. You also can add documents pertaining to the finding by selecting Add from the Documents section.
How to Respond to a Finding (steps 6-11)

This is a read-only section of the details of the findings. It will match the email sent out to you along with the information on the Inspections Response Page.

This form contains the following information:

6. **Category** – type of inspection

7. **Finding** – the question asked during the inspection

8. **Answer** – The response to the finding

9. **Recommendation** – steps to take provided by the EHS Inspector

10. **Comments/Observations** – Additional information from the Inspector

11. **Regulatory Reference** – any regulatory information attached to the finding
How to Respond to a Finding (steps 12-16)

This section is where you will directly respond to a finding from the inspector.

The following fields are required:

12. **Describe Corrective Action(s)** – the action taken to respond to finding

13. **Response Date** – when the corrective action took place

14. **Corrected By** – automatically populated by the person performing the corrective action

15. Once the form is complete, click **Save** to send this information to the Inspector.

16. If you have other findings to answer, click **Save and View Next** to send the current info to the inspector and open the next finding from the inspection.
Viewing Inspection History

1. In the **Inspections section**, select **Inspection History**.

2. The Inspection History Page will open and by default, all active inspections will be displayed.

3. If you would like to display the previous inspections, click the View Archived Inspections button.

A report (PDF) can be generated to display an inspection’s findings.

4. Highlight the inspection’s row.

5. Click the **Inspection Reports** dropdown and select a report.
EHS Assist – Additional Info

Find additional EHS Assist guides here:

https://www.vanderbilt.edu/ehs/ehsassist

With any questions, concerns or suggestions, contact the EHS Assist Administrator - ehsa@vanderbilt.edu