



EHS Assist Inspection and Audit Guide



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Inspection Findings E-mail (steps 1-4)

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

The screenshot shows an email interface with the following elements:

- Subject:** Inspection Findings
- From:** ehsa@vanderbilt.edu (with a pink circular icon containing 'EA')
- To:** PI/Lab Manager Email (highlighted with a yellow box and callout 2)
- Cc:** Inspector Email (highlighted with a yellow box and callout 2)
- Body:**
 - Salutation: Hello PI/Lab Manger Name (highlighted with a yellow box and callout 1)
 - Text: On 04/07/2023, the Chemical and Physical Laboratory Inspection was completed for your lab(s) by the EHS Office.
 - Text: 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.
 - Text: Once you have corrected a finding please record and submit your corrective action(s) in the EHS Assistant (EHSA) by following the instructions below.
 - Text: 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.
 - Link: [EHS Assistant](#) (highlighted with a yellow box and callout 3)
 - List of instructions (highlighted with a yellow box and callout 4):
 - 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.
 - Text: Please reply to this email with any questions or concerns for your inspector.
 - Text: Thank you,
 - Text: Inspector Name (highlighted with a yellow box and callout 2)

Inspection Findings E-mail (steps 5-10)

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

5

Findings for Inspection: 31

| Code | Finding | Location | Recommendation | Observations/Notes | Correct By Date |
|------|--|------------------------------|--|--------------------|------------------|
| C03 | 6 Is the chemical hygiene plan present and current? | 7 V3100 / MRB III BIO/SCI | 8 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. | 9 | 10 05/01/2023 |
| G20 | Is the lab free of trip hazards? | V3100 / MRB III BIO/SCI | Unplug and store extension cords when not in use. | | 05/01/2023 |

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 screenshot shows the EHS Assist homepage navigation bar with seven icons: Waste Collection Request, Waste Supplies (with a red bubble '3'), Safety Inspections (with orange bubbles '2' and '2'), Training Records, Inventory, Door Signage Placards, and PI Equipment. A blue circle '1' points to the Safety Inspections icon. Below the navigation bar is the 'Inspections' section with a white header and a list of links: 'Inspection Findings Response (4)' (highlighted with an orange box and a blue circle '2') and 'Inspection History'. A blue circle '3' points to the number '4' in the 'Inspection Findings Response' link.

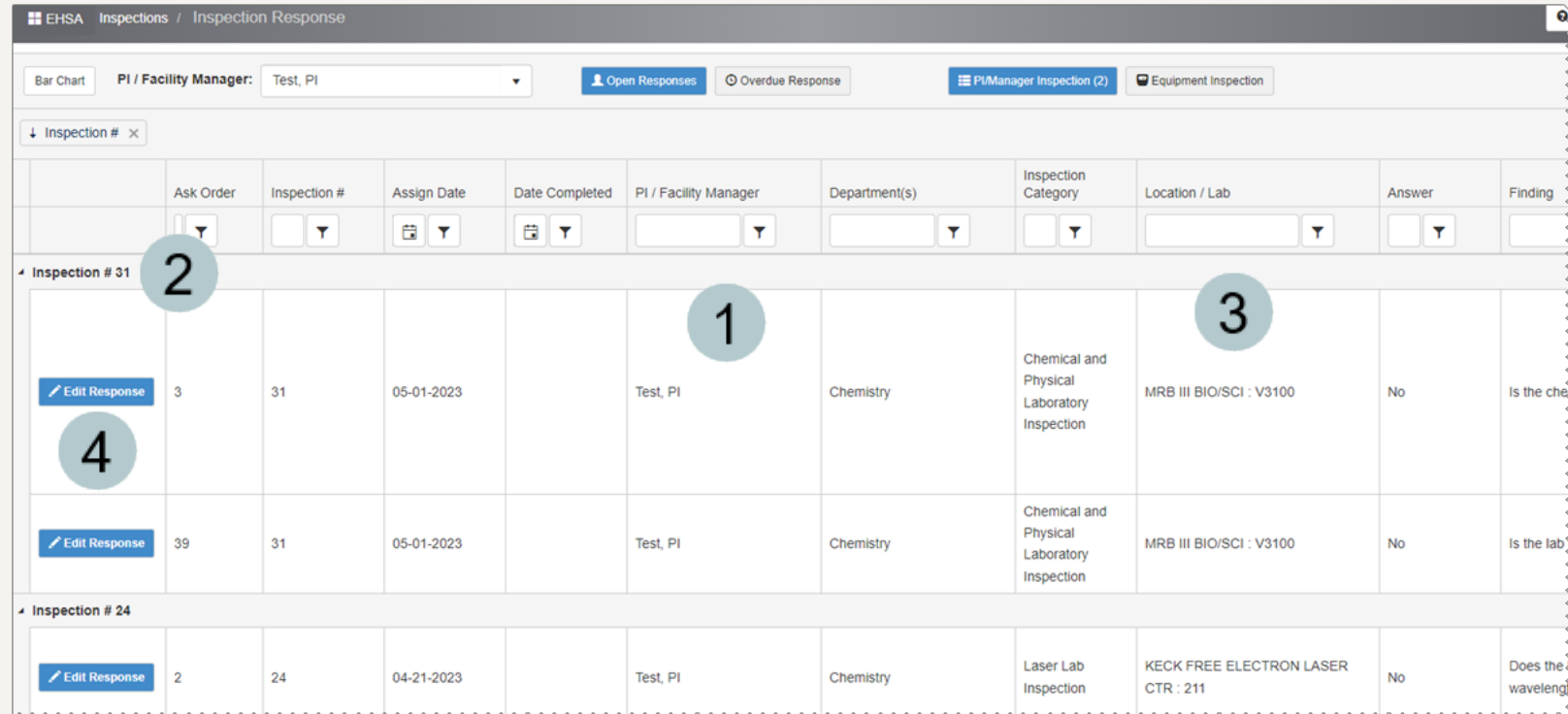
Inspections Response Page

1 The **Inspections Response** page displays all inspection findings assigned to you as a PI/Lab Manager.

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

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

4 When you are ready to respond to a particular finding, click the Edit Response button  to the left of the finding.



| Ask Order | Inspection # | Assign Date | Date Completed | PI / Facility Manager | Department(s) | Inspection Category | Location / Lab | Answer | Finding |
|-----------|--------------|-------------|----------------|-----------------------|---------------|---|------------------------------------|--------|-------------------|
| 3 | 31 | 05-01-2023 | | Test, PI | Chemistry | Chemical and Physical Laboratory Inspection | MRB III BIO/SCI : V3100 | No | Is the che |
| 39 | 31 | 05-01-2023 | | Test, PI | Chemistry | Chemical and Physical Laboratory Inspection | MRB III BIO/SCI : V3100 | No | Is the lab |
| 2 | 24 | 04-21-2023 | | Test, PI | Chemistry | Laser Lab Inspection | KECK FREE ELECTRON LASER CTR : 211 | No | Does the waveleng |

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.

The screenshot shows a web interface for editing a finding response. It is divided into several sections:

- Deficiency Information:** A form with fields for Assign Date (5/1/2023), Date Completed, Correct By Date (5/31/2023), Inspector (Jeremy Crantek), Responsible Party (PI), and Point Value (3).
- Location:** A text field containing "MRB III BIO/SCI : V3100".
- PI(s):** A table with columns for PI Name, Permit #, and Responsible Individual. It contains one entry: "Test, PI" with permit # "C-TEST" and an unchecked checkbox.
- Media Section:** A bar showing "Pictures (0)" with "Use Camera" and "Add Photo" buttons.
- Documents Section:** A bar showing "Documents (0)" with a "+ Add" button and "View Document" / "View Archived" options.
- Table:** A table with columns for "Upload Date", "Document / File Name", and "Response".

Numbered callouts (1-5) are placed over the interface to correspond with the steps in the text:

- 1: Points to the "Deficiency Information" header.
- 2: Points to the "Pictures (0)" button.
- 3: Points to the "Add Photo" button.
- 4: Points to the "Documents (0)" header.
- 5: Points to the "+ Add" button in 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

| | | |
|-------------------------|----|---|
| Category | 6 | Chemical and Physical Laboratory Inspection |
| Finding | 7 | Is the chemical hygiene plan present and current? |
| Answer | 8 | No |
| Recommendation | 9 | 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. |
| Comments / Observations | 10 | |
| Regulatory Reference | 11 | 29 CFR 1910.1450; 29 CFR 1910.38 |

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.

The screenshot shows a web form titled "Please Enter Response to Finding Below". It contains three main input fields, each with a red asterisk indicating it is required:

- *Describe Corrective Action(s)**: A large text area containing the text "Posted plan." with a blue circle containing the number 12 overlaid on it.
- *Response Date**: A date input field showing "5/2/2023" with a calendar icon to its right and a blue circle containing the number 13 overlaid on it.
- *Corrected By**: A text input field containing "Test, PI" with a blue circle containing the number 14 overlaid on it.

At the bottom of the form, there are three buttons: "Save" (grey), "Cancel" (grey), and "Save and View Next" (green). A blue circle containing the number 15 is overlaid on the "Save" button, and a blue circle containing the number 16 is overlaid on the "Save and View Next" button.

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.

The screenshot shows the 'Inspections' section of the ESHA system. A callout box labeled '1' highlights the 'Inspection History' link under 'Inspection Findings Response (4)'. The main page header is labeled '2'. Below the header, a navigation bar contains buttons for 'View Archived Inspections' (callout 3), 'PI/Manager Inspection', 'Equipment Inspection', and 'Inspection Reports' (callout 5). Below the navigation bar, a table displays inspection data. Callout 4 points to the row for inspection number 30. The table has columns for Inspection Number, Counts, PI / Facility Manager, Category, Inspector Name, Lab / Building, Assign Date, and Alert Date. The 'Counts' column for inspection 30 shows: Score : 66.7%, No : 2, Yes : 4, Item of Concern : 0, Information : 0, N/A : 0, Blank : 0. The 'Inspector Name' column for inspection 30 shows 'Jeremy Crantek'. The 'Assign Date' column for inspection 30 shows '04-25-2023'. The 'Alert Date' column is empty.

| Inspection Number | Counts | PI / Facility Manager | Category | Inspector Name | Lab / Building | Assign Date | Alert Date |
|-------------------|--|-----------------------|---|----------------|------------------------------------|-------------|------------|
| 30 | Score : 66.7% No : 2 Yes : 4 Item of Concern : 0 Information : 0 N/A : 0 Blank : 0 | Test, PI (L-TEST) | Laser Lab Inspection - General | Jeremy Crantek | 212 / KECK FREE ELECTRON LASER CTR | 04-25-2023 | |
| 23 | Score : 96% No : 2 Yes : 48 Item of Concern : 0 | Test, PI (C-TEST) | Chemical and Physical Laboratory Inspection | Jeremy Crantek | V3100A / MRB III BIO/SCI | 04-21-2023 | |

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

