



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

Inspection Findings



ehsa@vanderbilt.edu

To PI/Lab Manager Email

Cc Inspector Email

2

1

Hello PI/Lab Manager 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.

3

[EHS Assistant](#)

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.

Please reply to this email with any questions or concerns for your inspector.

Thank you,

2

Inspector Name

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

Findings for Inspection: 31					
Code	Finding	Location	Recommendation	Observations/Notes	Correct By Date
C03	Is the chemical hygiene plan present and current?	V3100 / MRB III BIO/SCI	<p>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.</p> <p>Corrective Action: Prepare/recertify your safety plan annually. Post this plan conspicuously in the laboratory.</p>		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.

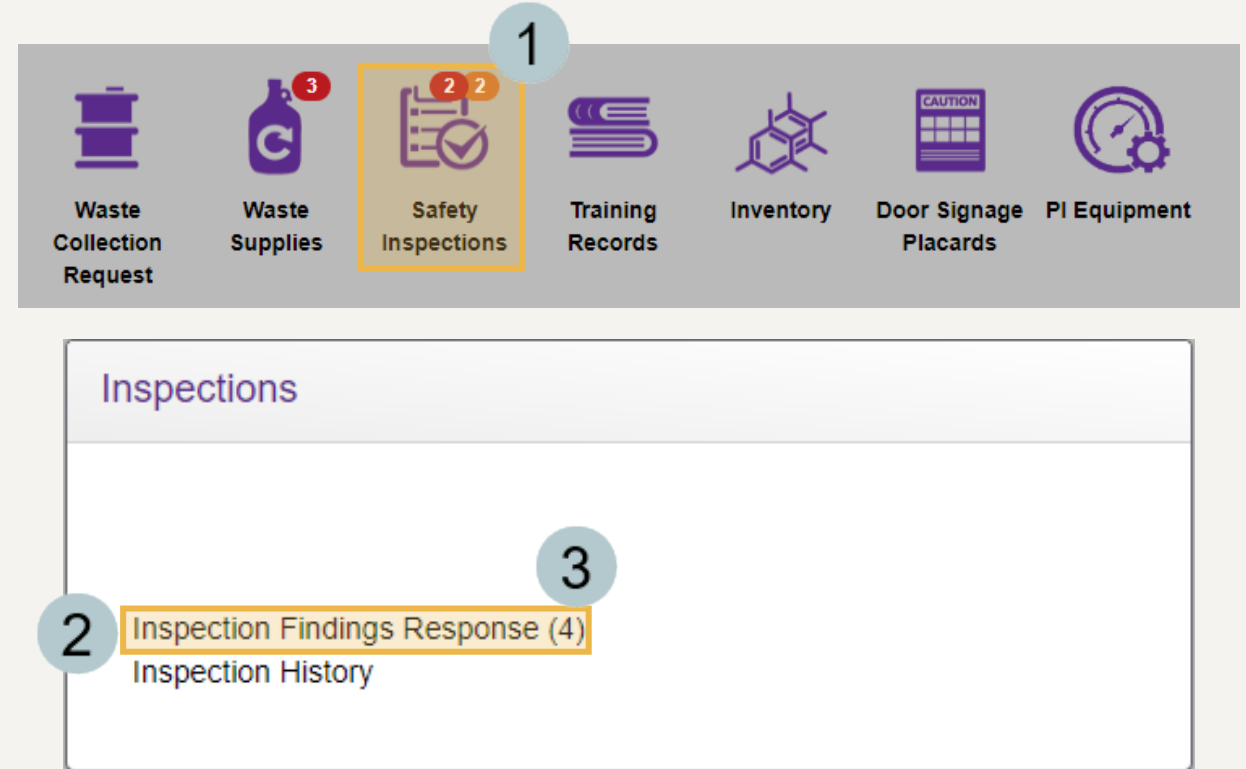
- 1 The **Safety Inspections** module icon might display red and/or orange notification bubbles above it.

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.




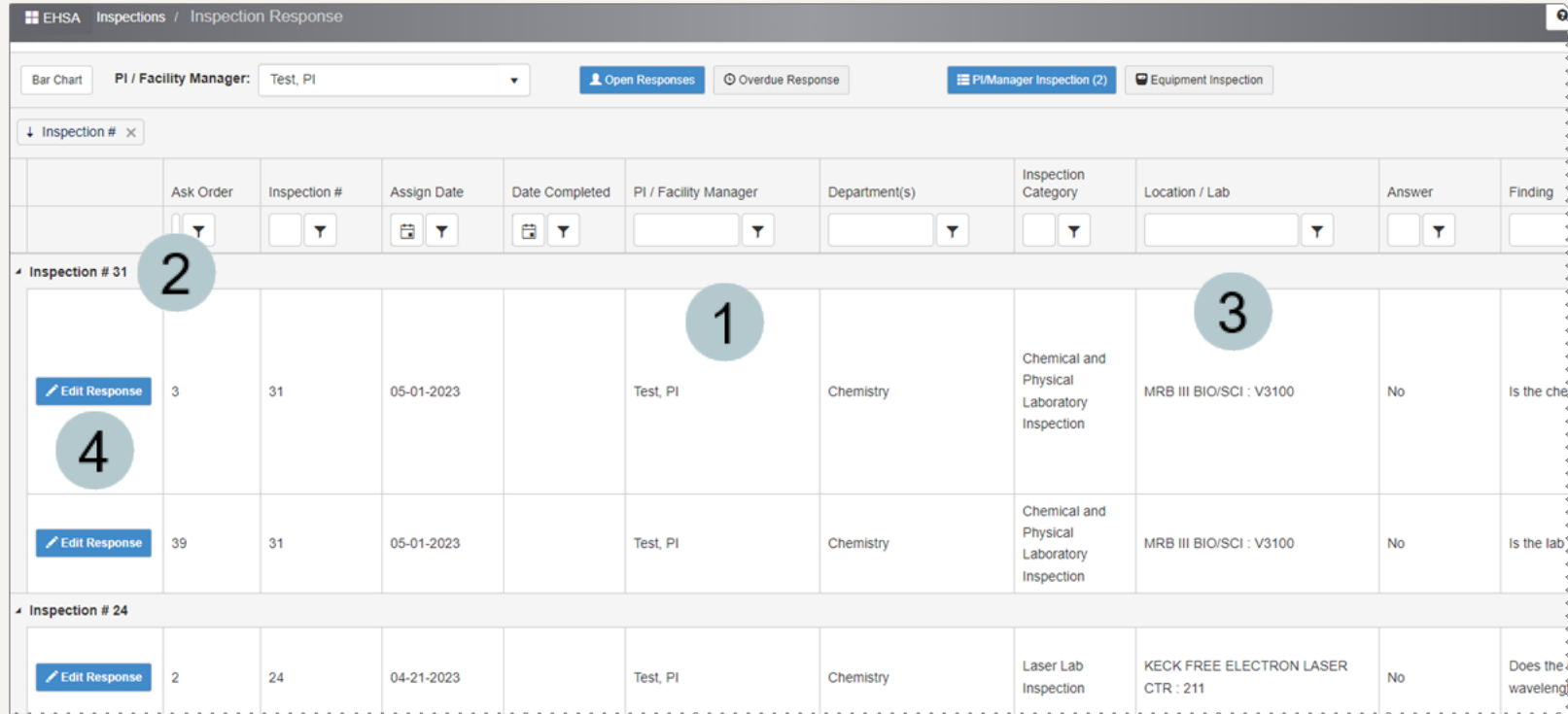
Inspections Response Page


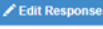

1 The **Inspections Response** page displays all inspection findings assigned to you as a PI/Lab Manager.

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
Inspection # 31										
	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
Inspection # 24										
	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 the 'Edit Inspections Response' page. It features a 'Deficiency Information' section on the left 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). The main section on the right shows the Location (MRB III BIO/SCI : V3100) and a table for PI(s) with columns for PI Name, Permit #, and Responsible Individual. Below the table are buttons for 'Pictures (0)', 'Use Camera', and 'Add Photo'. At the bottom, there is a 'Documents (0)' section with buttons for '+ Add', 'Archive Row', 'View Document', and 'View Archived'. A table at the very bottom has columns for 'Upload Date', 'Document / File Name', and 'Response'.

Deficiency Information

Assign Date: 5/1/2023

Date Completed:

Correct By Date: 5/31/2023

Inspector: Jeremy Crantek

Responsible Party: PI

Point Value: 3

Location: MRB III BIO/SCI : V3100

PI(s)

PI Name	Permit #	Responsible Individual
Test, PI	C-TEST	<input type="checkbox"/>

Pictures (0) Use Camera Add Photo

Documents (0)

+ Add Archive Row View Document View Archived

Upload Date	Document / File Name	Response
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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.

Please Enter Response to Finding Below

*Describe Corrective Action(s)	Posted plan.	12
*Response Date	5/2/2023	13
*Corrected By	Test, PI	14

15 16

Save Cancel Save and View Next

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 EHS system. A callout box labeled '1' points to the 'Inspection History' link in the left sidebar. The main page header is labeled '2'. Below the header, a row of buttons is shown, with a callout '3' pointing to the 'View Archived Inspections' button. To the right of this row is a dropdown menu labeled 'Inspection Reports' with a callout '5'. Below these buttons is a table of inspection data. A 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 data rows show inspection 30 (Laser Lab Inspection - General) and inspection 23 (Chemical and Physical Laboratory Inspection).

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/facilities/ehs/ehsa>

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



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