EHS Procedure: IMS Managing Corrective Actions

To Activate

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The EHS Inspection Management System (IMS) will not work when using IE as your browser. Safari, Firefox, and Chrome are available for free download on desktop computers.

If you wish to keep IE as your default browser, after you register, open IMS in another browser (see Section 2.0 Login below) and set up a shortcut on your desk top and access IMS from the shortcut instead of the auto-email links.

1.0 REGISTRATION

In order to access the Inspection Management System you must be a registered user. You will receive an automated email with subject heading *New Harvard University IMS User Account*. You must complete this registration process before trying to access the system either directly or by means of other system auto-email links.

**NOTE:** All IMS system emails will come from XXXXXXXX.

1. When you receive the New User email, click on the IMS Icon and you will be brought to the Password screen.

2. Once directed to the password screen, follow the instructions for creating a password.
3. Once you have created a password you will be directed to the IMS Home Page. This verifies that you are a registered user.

2.0 USER LOGIN


2. Or through EHS web-page at http://www.ehs.harvard.edu/tools. Select ‘Tools’ from the navigation bar and then select the IMS icon.

3.0 EMAIL NOTIFICATIONS OF COMPLETED INSPECTIONS

Once an inspection is completed and corrective actions are necessary, you will receive an Inspection Notification auto-email.

The email contains two links; one to the Inspection Reports and the other to the Corrective Actions Certification page.
4.0  THE CORRECTIVE ACTIONS PAGE

Once logged in, on the left side of the screen select “Corrective Actions”

You will see a list of buildings you have open actions for. Select the (+) icon next to the one you would like to address. From here, you can:

1. Certify Completion of Corrective Actions (Complete, view, comment)
2. Reassign an action to another person in IMS
3. Request an extension for an action
4. View the full report

5.0  CERTIFYING COMPLETION OF CORRECTIVE ACTIONS

Select the green check mark if you want to certify that a corrective action has been completed. You will be brought to the Corrective Action Certification page.

A. Select the corrective action or actions that apply;
B. Enter comments as needed in the comment field;
C. Select Certify Corrective Actions.
D. The Corrective Actions page will reopen.
NOTE: If you want to return to the Corrective Action Page without certifying actions press **Cancel**

6.0 **REASSIGNING CORRECTIVE ACTIONS**

Check the person icon if you want to reassign a corrective action to another person. You will be brought to the **Corrective Action Reassignment** page. To reassign an action;

1. Check the corrective action or actions you want to reassign;
2. Enter email of the person you are reassigning the corrective action to; and
3. Select **Reassign**.

**NOTE:** If the person is already registered in the IMS their email address should be found in the system. If it is a new user, enter the email and they will be sent the registration request.
The person reassigned the corrective action or actions will an **Action Reassigned To** auto-email, including a link to his or her corrective actions.

The actions listed below for All Facility within Weld Boat House have been assigned to you.

- Free exit of obstruction

You are now responsible for certifying that they have been completed. To view all actions you are currently responsible for please go to: http://www.labsqa.com/summary/corrective_actions.cfm?task_id=49

Thank you,
Harvard Facilities EHS Team

7.0 **REQUESTING EXTENSIONS**

The escalation feature is not presently activated, so you will not need to use this feature.

8.0 **VIEWING INSPECTION REPORTS**

Inspection reports are always available online to those users; who were assigned corrective actions during the inspection, are area managers or inspectors. Reports track findings as assigned persons manage and complete corrective actions.

8.1 **The Short Inspection Report**

The Short report includes detailed information on all corrective actions assigned during the inspection.

8.1.1 **General Inspection Information and Features** are provided at the beginning of the Short report, includes the following:

1. View previous inspection reports by clicking the appropriate date;
2. View **Full Report**;
3. Inspection profile that provides background information about the inspection;
4. The Facility **Roster** individuals designated to receive Notification of Inspection auto-emails
5. Any general **Inspector Note**: entered during the inspection.
6. Ability to generate pdf
8.1.2 Information on **Corrective Actions** is provided in the next section of the Short report. The corrective actions are grouped by responsibility; Building Manager, EHS, etc. The following information is provided for the corrective actions:

1. The corrective action statement with links to resources where available;
2. The person responsible for addressing the corrective action and the date due for the action
3. Notes entered by the person who completed the corrective action.
4. Photos associated with specific inspection findings
8.2 The Full Inspection Report

The Full Inspection Report can be accessed from the Short report. It contains information on all questions and responses during the inspection, not just those that resulted in corrective actions. The questions and responses are organized by inspection categories. The Full report includes:

1. The question and response (data sets for each question are separated by alternating background colors);
2. Inspector Notes, if applicable
3. The assigned group and corrective action statement, if applicable;
4. The person assigned corrective action, the due date and any notes attached to the completed action;
5. Questions files uploaded by the inspector (e.g. photos); and

<table>
<thead>
<tr>
<th>Room/Facility</th>
<th>All Facility - Weli Don House [251]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Type</td>
<td>Facility</td>
</tr>
<tr>
<td>Inspector</td>
<td>Christopher Centrella</td>
</tr>
<tr>
<td>Date</td>
<td>Mar 13, 2013 1:28 PM (Duration 10 minutes)</td>
</tr>
<tr>
<td>Organization</td>
<td>EHS [EHS]</td>
</tr>
<tr>
<td>Location</td>
<td>Cambridge Campus [251]</td>
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</table>

<table>
<thead>
<tr>
<th>Roster</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Centrella</td>
<td>Building Manager</td>
</tr>
</tbody>
</table>

Flammable and Combustible Materials

Flammable scrap, debris and tribute materials (e.g. rags, etc.) are stored in covered metal receptacles and promptly removed from the workplace.

Approved containers and tanks are used to store and handle flammable and combustible liquids.

- Inspector Notes: Place combustible, flammable liquids in storage cabinet.

- Building Manager Required: Use approved containers and tanks to store and handle flammable and combustible liquids.

- Assigned to: Christopher Centrella (Apr 14, 2014)

Other Flammable and Combustible Material requirements are met

- Means of Egress
  - Alarms function properly: Yes
  - Emergency exit compliant: Yes
  - Exit signs in place/notice: Yes
  - Emergency lighting functions properly when tested: Yes
  - Exit route straightforward and obvious, no jam points: Yes
  - Door to exit is side-hinged, swing with exit travel when occupancy >50 persons or high hazard occupancy: Yes
  - Exit marked appropriately: Yes
  - Exit signs have directional arrows where exit is not apparent: Yes
  - Exit signs and arrows are internally illuminated and visible from 150 feet: Yes
  - Exit sign visibility unimpeded by decorations, furnishings, equipment or other brightly illuminated sign: Yes
  - Exterior stairs and fire escapes free of snow and ice: Yes
  - Fire escape free from storage: Yes

- Inspections: No

- Inspections: No

Panic hardware on exit door does not require a force of greater than 10 pounds: Yes

- Corridors are accessible and unobstructed (free of lines, trash and bicycles): Yes
- Emergency evacuation maps are posted and properly oriented: Yes
- Corridors and stairwells are adequately illuminated: Yes
- Hand rails are in good condition: Yes
- Stair rails in good condition: Yes
- Other Means of Egress requirements are met: Yes
- Residents evacuate in an orderly manner (all occupants evacuated): Yes