

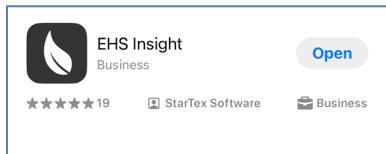


How-to Guide

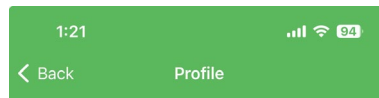
Conducting a Laboratory Self Inspection in EHS Insight

Self Inspection How-To Guide

Ensure you have
downloaded the
EHSInsight app



Use
universityofnotredame
as the Site Name



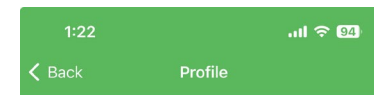
To begin, please input your Site Name below.

If you do not know your Site Name, please contact your
company's EHS Insight administrator.

[Forgot your site name?](#)

[Help](#)

Click Sign In with Okta
and complete two step
authentication



You may sign in using the Single Sign-On (SSO) provider
listed below.

Or, if you have an EHS Insight application account, you
may sign in using it below.

[Forgot your Username or Password?](#)

[Sign In To A Different Site](#)

Self Inspection How-To Guide

Use your lab's QR
code to initiate a
monthly self inspection

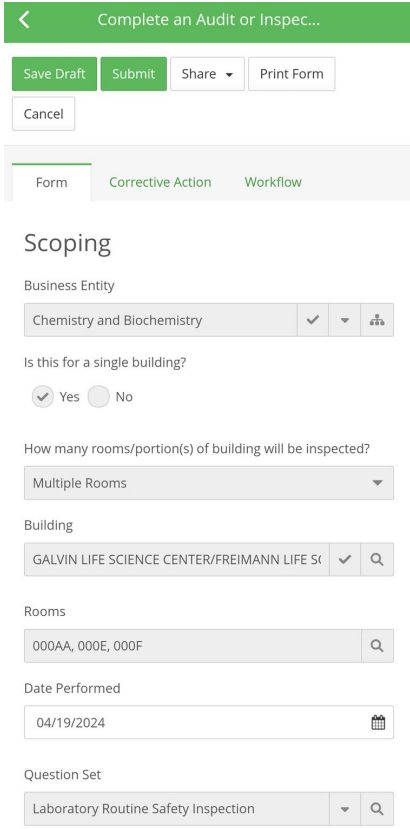
Only those granted permissions
in EHSInsight will be able to
complete a self inspection.



Self Inspection How-To Guide

Double check that the
scoping section is
accurate

- If information is not accurate or you receive an error code, please reach out to lab safety at labsafety@nd.edu
- We can update the information and make sure you are given permissions in EHSInsight.



< Complete an Audit or Inspection

Save Draft Submit Share Print Form

Cancel

Form Corrective Action Workflow

Scoping

Business Entity

Chemistry and Biochemistry ✓ ▾

Is this for a single building?

☒ Yes ☐ No

How many rooms/portion(s) of building will be inspected?

Multiple Rooms ▾

Building

GALVIN LIFE SCIENCE CENTER/FREIMANN LIFE SCIENCE CENTER ✓ 🔍

Rooms

000AA, 000E, 000F 🔍

Date Performed

04/19/2024 📅

Question Set

Laboratory Routine Safety Inspection ▾ 🔍

Self Inspection How-To Guide

Scroll down to the questions

- Click on the arrow to the left of each section header to expand the section
 - Mark “Yes” if question is being followed appropriately.
 - Mark “N/A” if question does not apply to your lab.
 - Mark “No” if question is not being followed appropriately.

Questions

0 / 29 points, score 0%

▶ 1. PPE General

0 / 1 points, 0 / 1 answered

▶ 2. PPE Specific

0 / 2 points, 0 / 2 answered

Self Inspection How-To Guide

You can mark Yes, No, or N/A at the top of each section in green to complete questions for the entire section.

▼ 1. PPE General

Auto-Fill Answers

Yes

No

N/A

Clear

1.01 Is appropriate attire being worn in the lab (safety glasses, closed toed shoes, long pants or long skirts, and at least short sleeved shirts)?

☐ Yes (1)

☐ No (0)

☐ N/A (0)

▼ 2. PPE Specific

Auto-Fill Answers

Yes

No

N/A

Clear

2.01 Is additional PPE worn as required (such as goggles, respirator, disposable lab coat, chemical resistant gloves, etc.)?

☐ Yes (1)

☐ No (0)

☐ N/A (0)

2.02 Lab personnel refrain from wearing PPE outside of the lab.

☐ Yes (1)

☐ No (0)

☐ N/A (0)

Creating a Corrective and Preventive Action (CAPA)



Creating a CAPA

Marking “No” will initiate the CAPA process.

- If the item is corrected at the time of the inspection, you change the “No” to “Yes”

2.02 Lab personnel refrain from wearing PPE outside of the lab.

☐ Yes (1)
☒ No (0)
☐ N/A (0)

Please note that this Corrective And Preventative Action (CAPA) will not be assigned until this form has been Submitted.

Has this action already been completed?

☐ Yes ☒ No

Is this action assigned to a single person?

☒ Yes ☐ No

Creating a CAPA

Click on the magnifying glass to search for a name for who completed the action.

If the question only applied to a single space instead of the whole lab you can enter that “Yes” it was for a specific room. If it applied to all lab spaces, leave “No” checked.

Has this action already been completed?

☒ Yes ☐ No

Is this action assigned to a single person?

☒ Yes ☐ No

Completed By 

Action Type

Corrective / Nonconformity 

Is this CAPA for a specific Room(s) or Building(s)?

☐ Yes ☒ No

Date Completed 

Describe the finding(s) from the nonconformity or improvement opportunity.

Lab personnel at times wear PPE outside of the lab.

Creating a CAPA

- The language in these boxes can be modified to read as specific as needed for your lab and situation.
- You can also add attachments to show the issue and correction.

Describe the finding(s) from the nonconformity or improvement opportunity.

Lab personnel at times wear PPE outside of the lab.

Describe the action(s) that were taken to correct the nonconformity or improvement opportunity.

Develop a process to ensure lab personnel refrain from wearing PPE outside of the lab.

 Add Attachment

Assigning a CAPA to be Completed at a Later Date



Assigning a CAPA

If the item is **not** able to be corrected at the time of the inspection, leave the box indicating whether the action is completed marked as “No”

Has this action already been completed?

☐ Yes ☒ No

Is this action assigned to a single person?

☒ Yes ☐ No

Assigned To 

Action Type

Due Date 

Is this CAPA for a specific Room(s) or Building(s)?

☐ Yes ☐ No

Describe the finding(s) from the nonconformity or improvement opportunity.

Describe the action(s) to correct the nonconformity or improvement opportunity.

Assigning a CAPA

- Leave the box checked “yes” this action is assigned to a single person. All action items will be assigned to a single person to complete the form.

Has this action already been completed?

☐ Yes ☒ No

Is this action assigned to a single person?

☒ Yes ☐ No

Assigned To 

- Use the magnifying glass to search for who to assign the CAPA to.

Action Type

Corrective / Nonconformity

Due Date 

2024-05-10



- The CAPA can be assigned to a specific room or to the whole lab.

Is this CAPA for a specific Room(s) or Building(s)?

☐ Yes ☐ No

- The description of the finding(s) and action to correct the finding can be modified to reflect as specific as you'd like to be in the report.

Describe the finding(s) from the nonconformity or improvement opportunity.

Lab personnel at times wear PPE outside of the lab.

Describe the action(s) to correct the nonconformity or improvement opportunity.

Develop a process to ensure lab personnel refrain from wearing PPE outside of the lab.

Assigning a CAPA

- Depending on the finding, you can mark it as minor, intermediate, or serious.
- You can choose to escalate the action if it is not corrected by the escalation date. This will send an email to whoever you escalate it to if it becomes overdue.
- You can also choose to review the action before it is considered closed. The person who fills out the report will be the reviewer of the action.
- Attachments can be added to show the issue.

Describe the action(s) to correct the nonconformity or improvement opportunity.

Develop a process to ensure lab personnel refrain from wearing PPE outside of the lab.

Priority

Should this action be escalated?

☒ Yes ☐ No

Does this action escalate to a single person?

☐ Yes ☐ No

Escalate To 

 ☒ ☐  

Escalation Date 

2024-06-09 

Should this action be reviewed?

☐ Yes ☒ No

 Add Attachment

Self Inspection How-To Guide

- Once all questions have been answered as Yes, No, N/A you can fill in any additional comments at the bottom.
 - You can save a draft if you are needing to pause the inspection or need to finish filling it in later.
 - Once the inspection is complete click “Submit” to save the inspection and submit it. RMS can see that it was completed.
 - If you would prefer to complete the inspection on a paper form and enter it later you can “Print Form” to print off the question set. Just make sure that an inspection is entered each month in EHSInsight so that RMS can see it was completed.
-

Questions?

Email labsafety@nd.edu if you have any questions with EHS Insight or the inspection itself.

