

Inspection Guide: Accessing and completing a FlinSafe Workplace Inspection

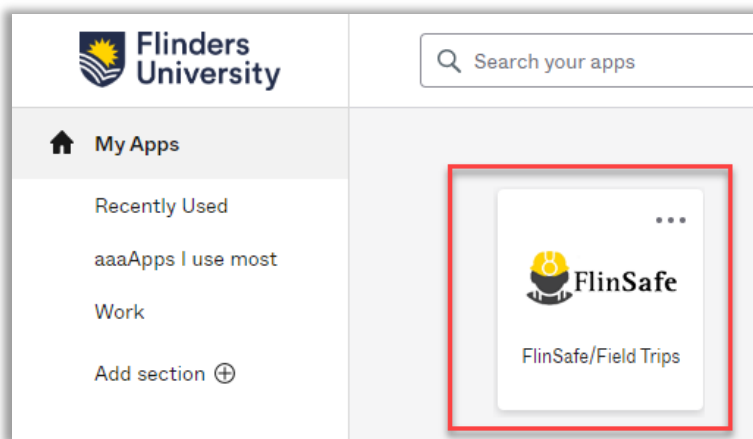
The new Flinsafe online worksite inspection template can be found by accessing the **OKTA My Apps dashboard** or via the **OKTA Mobile App** if using a mobile device or tablet.

[Flinders OKTA My Apps Dashboard](#)

[Instructions for Downloading the OKTA Mobile App for iPhone, iPad and android devices](#)

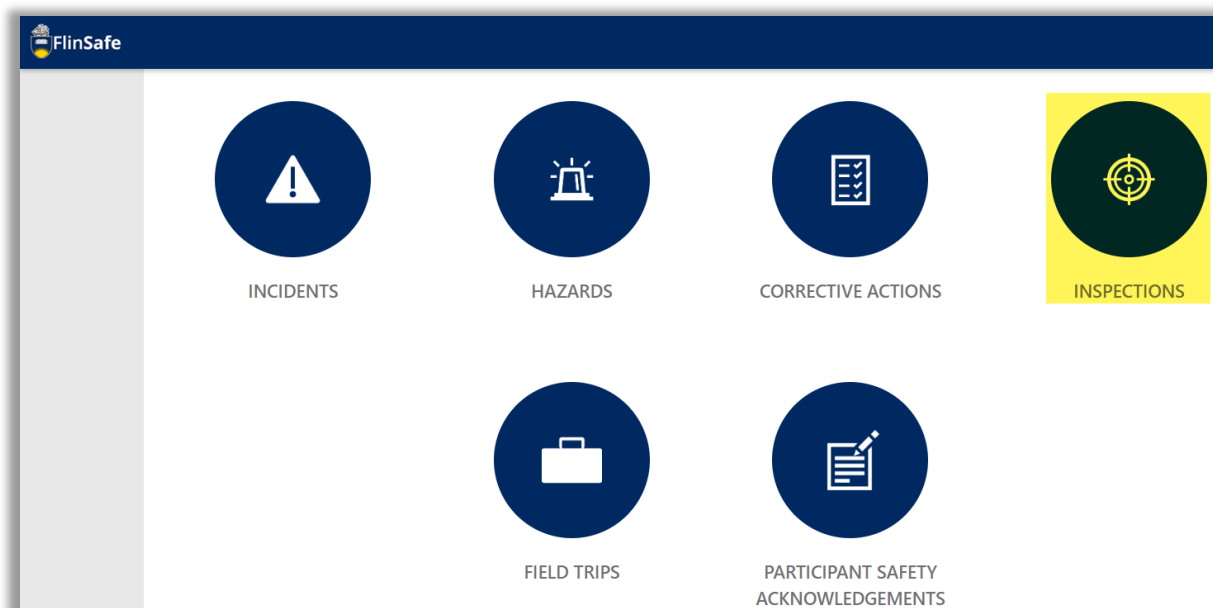
Step 1

Select the **FlinSafe / Field Trips** tile from the **OKTA dashboard**.



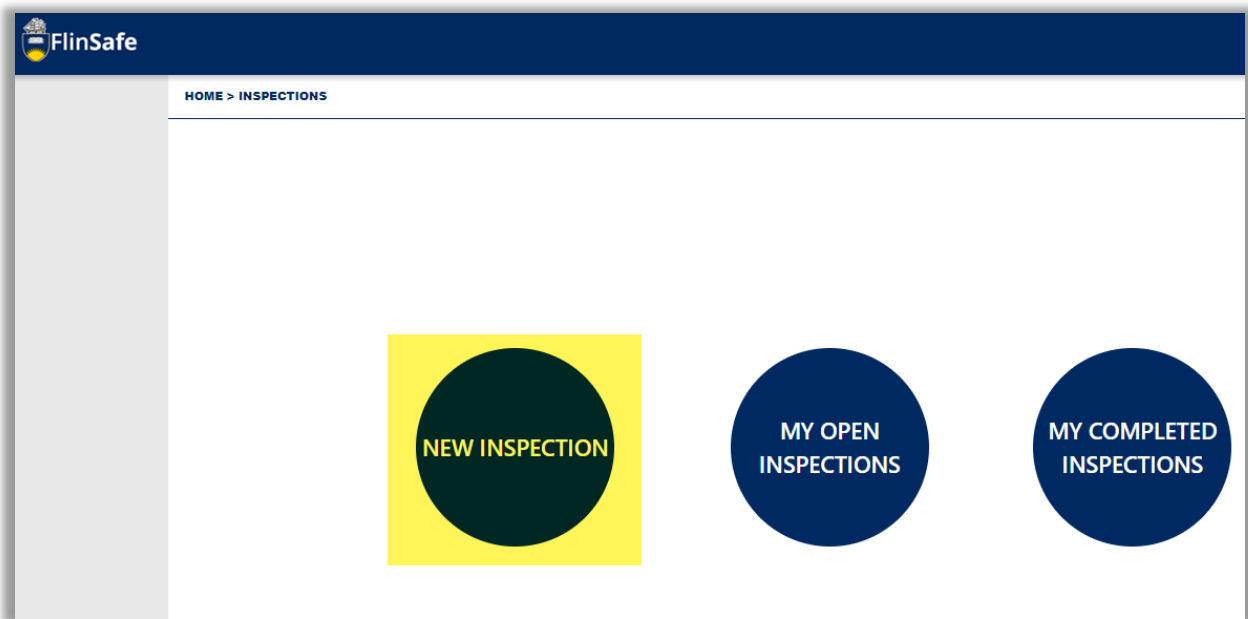
Step 2

Click on the **Inspections** button.



Step 3

Click on the **New Inspection** button.



Step 4

Enter the details of the inspection using the drop-down boxes in each field, selecting **Worksite** as your inspection type and **Office / Common Areas, Laboratory or Workshop** as the checklist type. Click on the arrow at the bottom right of the page to save your inspection template.

HOME > INSPECTIONS > NEW

Details | Participants | Other Locations | Checklists | Attachments | Corrective Actions | Submit

College / Portfolio: College of Science and Engineering

Business Area: Science and Engineering

Site: Bedford Park

Location: Physical Sciences

Floor / Level: 2

Room / Area: 226

Further Location Details: Teaching Laboratory

Use Your Device GPS Coordinates? Yes No

Inspection Type: Worksite

Commencement Date: 15/09/2022 09:25

Checklist: Workplace Inspection - Laboratory

1. Choose Inspection Type - Worksite

2. Choose Checklist - Workplace Inspection - Office, Laboratory or Workshop

3. Click the Next button ([arrow])

Close [3] [arrow]

IMPORTANT NOTE - from this point if you need to leave before completing the inspection, you will need to go to the **Submit tab**, leave the answer to the question as **No** and click the **red Submit** button. This will save the inspection progress which can be completed at a later time. Refer to **Step 10** for a screenshot of this action.

Step 5

On the **Participants** tab, add all people involved in the inspection, including yourself, if required. When you start typing the name (2), the field will auto-populate provided the participant can be found in in the database. When complete, click on the arrow at the bottom righthand corner.

HOME > INSPECTION > MY OPEN > INS000005

Details Participants Other Locations Checklists Attachments Corrective Actions Submit

1 Add Participants

Full Name	Worksite	Email	Remove
Matt Lindner		lind0083@flinders.edu.au	✗
Trevor Drew		drew0098@flinders.edu.au	✗

Participant

Full Name *

2 Matt Lindner | lind0083 | lind0083@flinders.edu.au | m: 0422

3 Close Add Add & New

4


1. Click **Add** button.
2. Type in participant's name
3. Click **Add** (*Add & New allows more participants to be added*)
4. Click the **Next** button.


Step 6

If you wish to include other rooms in your inspection, they can be added here by clicking on the **Locations** icon. Otherwise, click on the arrow at the bottom righthand corner (process shown on the following page).

HOME > INSPECTION > MY OPEN > INS0000005

Details Participants Other Locations Checklists Attachments Corrective Actions Submit

1  Locations

Worksite	Location	Building Floor / Level	Building Room / Area	Further Location Details	Remove
Bedford Park	Physical Sciences				

Location Detail

Site * Bedford Park Location Physical Sciences

Floor / Level 3 Room / Area 300

Use Your Device GPS Location? Yes No

Further Location Details

Close Add Add & New

1. Click the **Add** button.
2. Type in the location details (note can only add for the one building).
3. Click **Add** (*Add & New* is adding more locations)
4. Click on the **Next** button.

← Close →

Step 7

You are now on the **Checklist tab** where the questions must be completed for each section. You may add comments at each question (i.e. any issues observed). If the question prompts a corrective action, you can move to the **Corrective Actions tab** at any time to add a Corrective Action.

FlinSafe

HOME > INSPECTION > MY OPEN > INS0000020

Details Participants Other Locations Checklists Attachments Corrective Actions Submit

Managers/supervisors are responsible fore ensuring that corrective actions are implemented within their area as per workplace inspections procedures. ⓘ

A. Emergency requirements

1. Are emergency site plans displayed and orientated to their position (i.e. nearby corridor)? *

Yes No NA

. Comments

2. Are all emergency exits accessible, not blocked & uncluttered? *

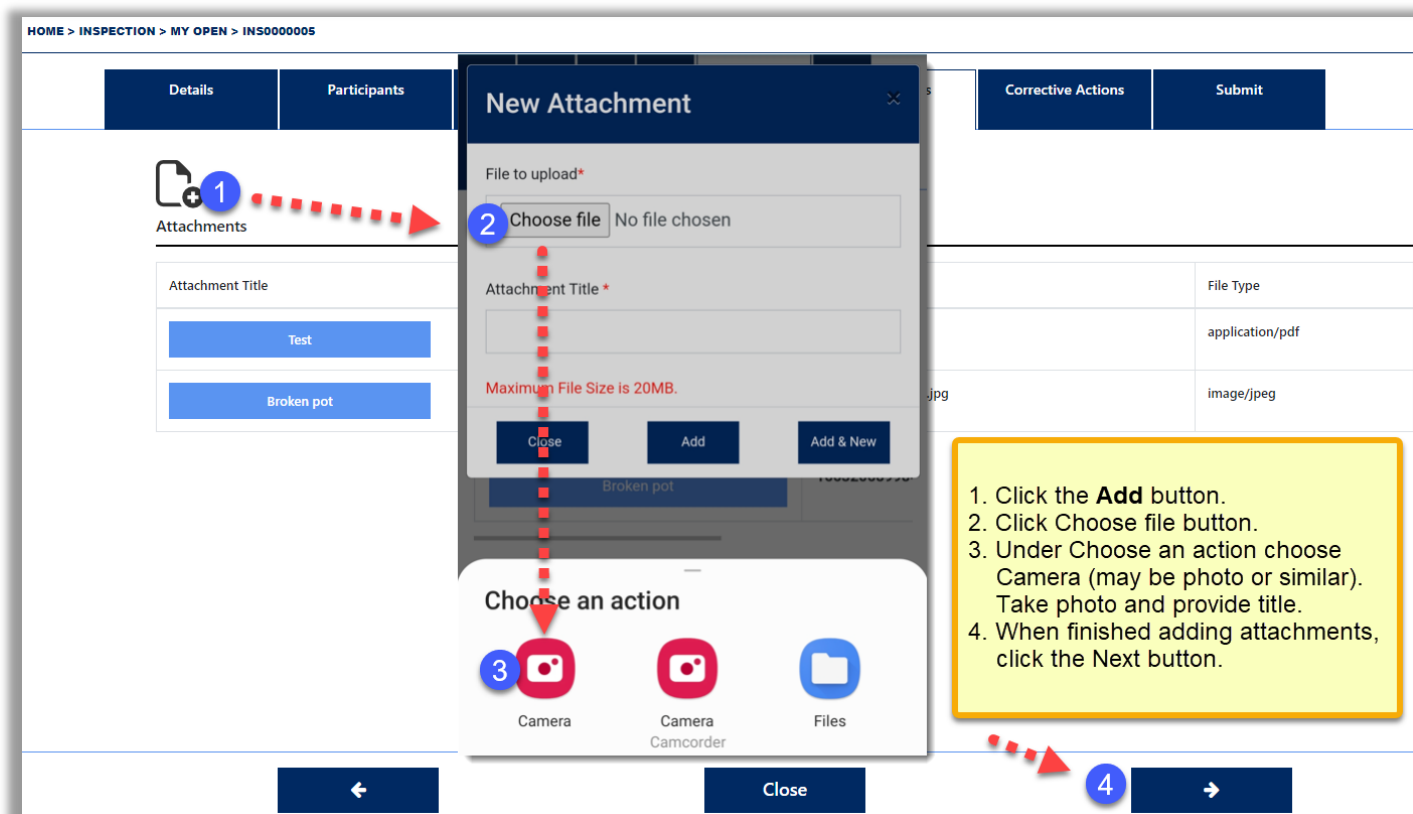
Yes No NA

. Comments

Step 8

You can add attachments from your shared files to support your inspection, including photographs, by clicking on the **Add Attachments** button. Click on the arrow at the bottom righthand corner when completed.

Hint – If you are using a mobile device (shown below), you can move to the Attachments tab at any time to take a photo and add them directly into the inspection.



Step 9

When on the **Corrective Actions** tab you may raise corrective actions by clicking on the **Add Corrective Actions** icon which will bring up a template as per below. The person that you assign the corrective action will be notified by email to complete it accordingly. If there are no corrective actions, click on the arrow at the bottom righthand corner.

You should raise a corrective action for each issue found that could not be resolved at the time of the inspection.

HOME > INSPECTION > MY OPEN > INS0000005

Corrective Actions

Assigned to Contact * 2

Matt Lindner | lind0083 | lind0083@flinders.edu.au | m

College / Portfolio: College of Science and Engineering Business Area: Science and Engineering

Site * Bedford Park Location: Physical Sciences

Floor / Level: 2 Room / Area: 226

Further Location Details: Teaching Laboratory

Use Your Device GPS Coordinates?

Corrective Action Description 3

Electrical testing tag is out of date

Action To Be Taken * 4

Organise testing and tagging of items

Control Type * 5. Administration

Priority * 5

3. Medium (14 days) Due Date: 29/09/2022

16 : 36

Attachments 6

Attachment Title	Attachment Name	File Type	Remove
Service One request lodged	ServicOne request CS00987654 - Electrical test and tag request.pdf	application/pdf	✖

Close
Save/Assign
8

1. Click the **Add** button.
2. Change the **Assign to Contact** to the person that needs to complete the action.
3. Describe the issue.
4. Describe the action to take.
5. Determine the control type and priority (gives the due date).
6. Attach any photos or files.
7. Click **Save / Assign**. Repeat process to add more actions as necessary.
8. On the **Corrective Actions** tab, click the **Next** button.

Step 10

When on the **Submit** tab, click **Yes** if you are satisfied that the checklist is complete and the corrective actions have been entered. Click on the red **Submit** button and your inspection report will be saved in the Flinsafe Inspections portal.

What if I have to save an unfinished inspection?

Go to the **Submit** tab and leave the response as **No**. Click on the red **Submit** button which will save the inspection details (see process on next page). You can then go back into the record later and finish the inspection.

Details	Participants	Other Locations	Checklists	Attachments	Corrective Actions	Submit
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Inspection completed and where relevant, all corrective actions have been added? *

1

Yes No

1. Ensure the question is set as **No**.
2. Click the **Submit** button

← Close 2 Submit

What Now (completed inspections)?

You may view your inspection by clicking on the **My Completed Inspections** tile (shown in **Step 3** of these instructions).

If you wish to check on the status of corrective actions in your inspection, go to the Main menu and click on the **Corrective Actions** button.

What if I need others to see my inspection?

Open the inspection record and on the **Details tab** click on the **Print** button in the bottom left corner to **print or save** a PDF version of the record.

Need assistance?

If you need assistance with completing the inspection template or advice on assigning or completing corrective actions, please contact your [College / Portfolio WHS staff](#).

If you need assistance with the functionality of **OKTA Mobile App** please contact IDS on **ext. 12345**