Inspection Guide: Accessing and completing a FlinSafe Workplace Inspection

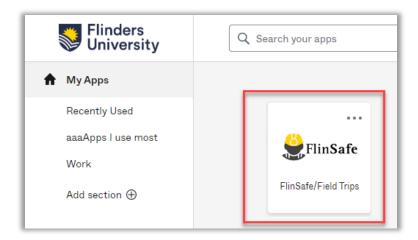
The new Flinsafe online worksite inspection template can be found by accessing the **OKTA My Apps dashboard** or via the **OKTA Mobile App** if using a mobile device or tablet.

Flinders OKTA My Apps Dashboard

Instructions for Downloading the OKTA Mobile App for iPhone, iPad and android devices

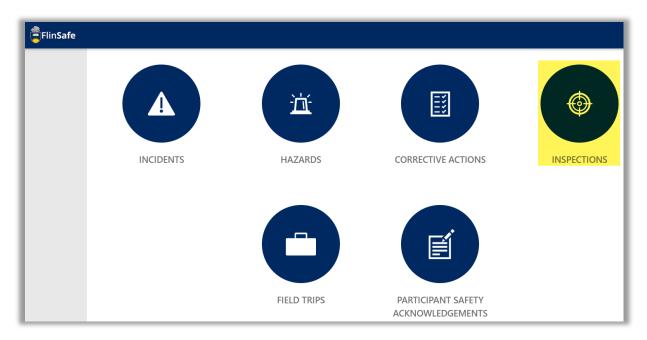
Step 1

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



Step 2

Click on the **Inspections** button.



Click on the **New Inspection** button.

FlinSafe				
	HOME > INSPECTIONS			
		NEW INSPECTION	MY OPEN INSPECTIONS	MY COMPLETED INSPECTIONS

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.

College / Portfolio Business Area College of Science and Engineering Science and Engineering Site* Location* Bedford Park Physical Sciences Floor / Level Room / Area 2 226 Further Location Details 226 Teaching Laboratory Ves Use Your Device GPS Coordinates? Yes Inspection Type* Yes Vorksite 09 : 25 Commencement Date 09 : 25 15/09/2022 @ 09 : 25 Checklist* Workplace Inspection Type - Workshop 2 Click the Next button (◆	Details	Participants	Other Locations	Checklists	Attachme	nts Corrective Actio	ns Submit
Site * Bedford Park Floor / Level 2 Further Location Nea 2 Further Location Details Teaching Laboratory Use Your Device GPS Coordinates? Use Your Device GPS Coordinates? (Yes 1. Choose Inspection Type - Worksite 2. Choose Checklist - Workplace Inspect Checklist * 2. Choose Checklist - Workplace Inspect 3. Click the Next button (•	College / Portfolio				Business Area		
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	Use Your Device GP Inspection Type * Worksite Commencement Da 15/09/2022	5 Coordinates?	111 09 :		2.	Choose Checklist - Office, Laborat	n Type - Worksite t - Workplace Inspecti cory or Workshop
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Close 3	Use Your Device GP Inspection Type * Worksite Commencement Da 15/09/2022 Checklist *	S Coordinates? te	@ 09 :	25	2.	Choose Checklist - Office, Laborat	n Type - Worksite t - Workplace Inspecti cory or Workshop

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 > INSPECTIO	DN > MY OPEN > INSOOO	0005					
	Details	Participants	Other Locations	Checklists	Attachments	Corrective Actions	Submit
1	Add Participants						
	Full Name		Worksite	Email			Remove
	Matt Lindner			lind0083@flinders.e	du.au		×
	Trevor Drew			drew0098@flinders.	.edu.au		×
		Participar Full Name * Matt Lindne Close		flinders.edu.au m: 0422 Add & New	2. Typ 3. Clic mo	ck Add button. be in participant's ck Add (<i>Add & N</i> <i>re participants to</i> ck the Next butto	lew allows be added)
		÷		Close	2	4	÷

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).

Details	Participants	Other Locations	Checklists	Attachments	Corrective Action	ons Submit	
Locations Worksite	Location	Building Floor / L	evel	Building Room / Area	Further Loc	ation Details	Remov
Bedford Park	Physical Sciences	Location Detail		×			×
	2	Site * Bedford Park Floor / Level 3 Use Your Device GP5 Location? Further Location Details	Room / Area	Yes No	can only ad	location details d for the one bu Add & New is ad ons)	uilding)
		Close	Add Ad	ld & New	**** •		

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.

linSafe								
HOME > INSI	PECTION > MY OPEN > INSOOD	0020						
	Details	Participants	Other Locations	Checklists	Attachments	Corrective Actions	Submit	
				u	u			
	Managers/super	visors are responsible fore	ensuring that corrective actior	is are implemented within th	eir area as per workplace inspe	ections procedures.		0
	A. Emerg	ency requirer	nents					
	1. Are emergenc	y site plans displayed a	and orientated to their p	osition (i.e. nearby corri	dor)? *			
							Yes	No NA
	. Comments							
	2. Are all emerge	ency exits accessible, n	ot blocked & uncluttere	d? *			_	
							Yes	No NA
	. Comments							

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.

HOME > INSPECTION > MY OPEN > INS0000005		
Details Participants	New Attachment ×	5 Corrective Actions Submit
Attachments	File to upload* 2 Choose file No file chosen	
Attachment Title	Attachn ent Title *	File Type
Test		application/pdf
Broken pot	Maximum File Size is 20MB.	.jpg image/jpeg
	Close Add Add & New Broken pot Choose an action Camera Camera Files	 Click the Add button. Click Choose file button. Under Choose an action choose Camera (may be photo or similar). Take photo and provide title. When finished adding attachments, click the Next button.
÷	Close	4 →

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.

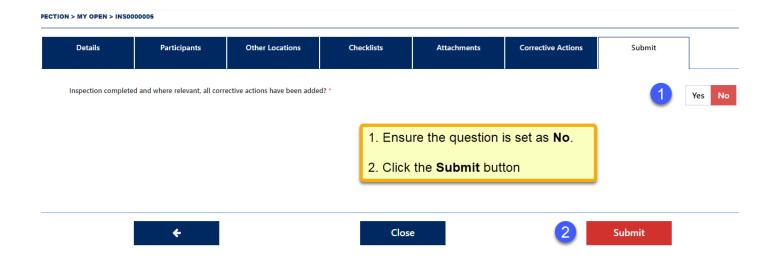
You should raise a corrective action for each issue found that could not be resolved at the time of the inspection.

HOME > INSPECTION > MY OPEN > INS0000005							
Details	Corrective Actions					×	ıbmit
	Assigned to Contact *						
	Matt Lindner lind0083 lind0083@flinders.edu.au rr						
L.Q	College / Portfolio Business Area						
Reference ID	College of Science and Eng	gineering		Science and Engineering			Actual End
	Site *		1	Location			
	Bedford Park		S	Physical Sciences			
	Floor / Level			Room / Area			
	2			226			
	Further Location Details						
	Teaching Laboratory	1	2. Char	the Add button. ige the Assign to C			
	Use Your Device GPS Coordinates?		person that needs to complete the action. 3. Describe the issue.				
	Corrective Action Description	3		ribe the action to tal		ity	
	Electrical testing tag is out	of date	 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. 				
	Action To Be Taken * 4						
	Organise testing and tagg	ing of items					
	Control Type *			ne Corrective Actio button.	< the		
	5. Administration		Пол	button.			
	Priority * 5			Due Date			
	3. Medium (14 days)		~	29/09/2022	16	: 36	
	Attachments	Attachment Name			File Tage	Remove	
	Attachment Title	Attachment Name			File Type	Remove	
	Service One request lodged SerciceOne request CS00987654 - Electrical test and tag request.pdf application/pdf					×	
	_	Close	_	7 Save/Assign		_	8

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.



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 <u>College / Portfolio WHS staff</u>.

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