



EHS Procedure: IMS Managing Corrective Actions

To Activate

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NOTE: Do NOT USE INTERNET EXPLORER when using IMS.



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.



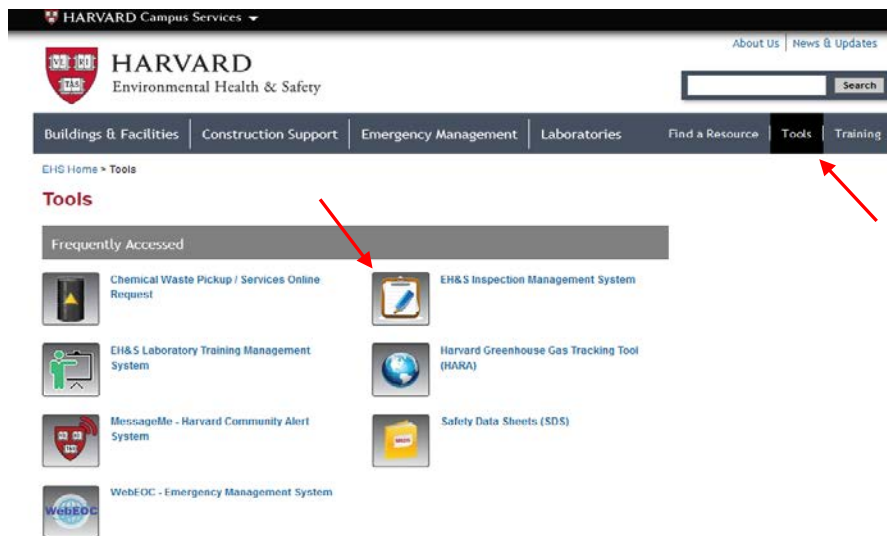
2. Once directed to the password screen, follow the instructions for creating a password.

- 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

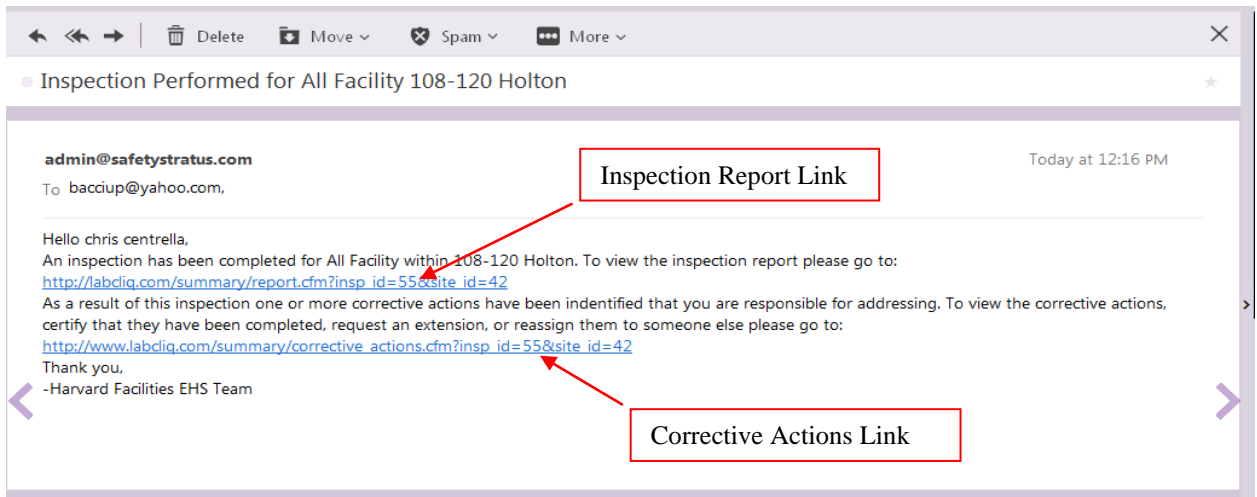
- Access the Harvard IMS Login page at <https://facilitycliq.com/harvard.cfm>.
- Or through EHS web-page at <http://www.ehs.harvard.edu/tools> . Select 'Tools' from the navigation bar and then select the IMS icon.



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.

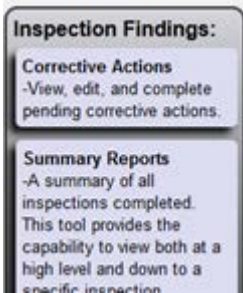


Note: To view photographic images of inspection findings you must select **Inspection Report Link** or you may select **Corrective Actions Link** & follow instructions below.

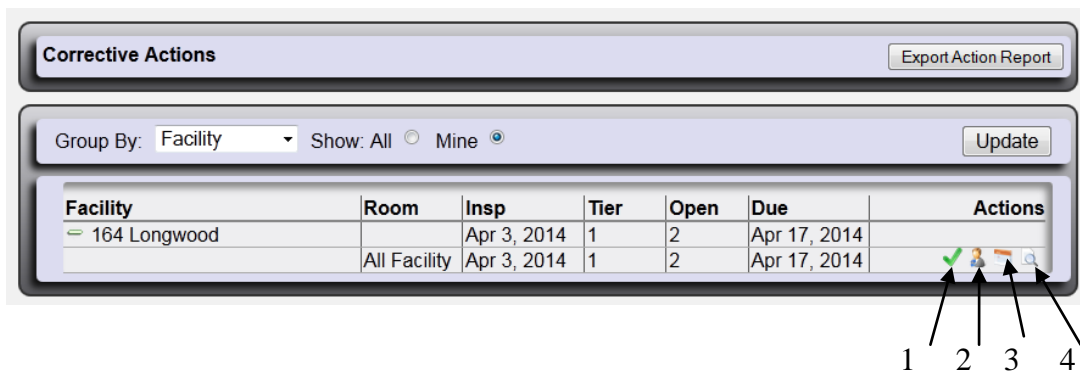
4.0 THE CORRECTIVE ACTIONS PAGE

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.

CORRECTIVE ACTION CERTIFICATION

Room / Facility: All Facility - Weld Boat House [F481]
Room Type: Facility
Inspection Type: -Full-
Inspector: Christopher Centrella
Date: Mar 31, 2014 3:25 PM (Duration: 10 minutes)
Organization: EHS [EHS]
Department: EHS [D1]
Location: Cambridge Campus [L1]

Based on a recent inspection, it has been determined that the following corrective actions need to be taken. Please note, these corrective actions and the corrective actions certification must be completed. Failure to correct the items noted below and to certify that corrective actions have been taken will result in moving to the next level of the Corrective Action Process.

To mark a corrective action as complete, select the items you are certifying that have been corrected and then click on the Corrective Action Certification button below.

A →

| Open Corrective Actions | Assigned To | Due Date |
|--|---------------------------------|--------------|
| <input type="checkbox"/> Use approved containers and tanks to store and handle flammable and combustible liquids <i>Inspector Notes: Place combustible /flammable liquids in storage cabinet.</i> | chris centrella | Apr 14, 2014 |
| <input type="checkbox"/> Free exits of obstruction <i>Inspector Notes: Remove materials to ensure exit free are free of obstructions.</i> | chris centrella | Apr 14, 2014 |

B →

Comments
Please provide any additional comments related to the corrective actions above including any details on additional work performed.

Corrective Action Certification
By clicking the corrective action certification button below, I certify to the best of my knowledge that the items noted above need corrective action have been corrected as indicated.

C →

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.

CORRECTIVE ACTION REASSIGNMENT

Room / Facility: All Facility - Weld Boat House [F481]
Room Type: Facility
Inspection Type: -Full-
Inspector: Christopher Centrella
Date: Mar 31, 2014 3:25 PM (Duration: 10 minutes)
Organization: EHS [EHS]
Department: EHS [D1]
Location: Cambridge Campus [L1]

Instructions
To reassign a corrective action, select the items you wish to reassign, search for the user, and then click on the 'Reassign' button below.

1 →

| Open Corrective Actions | Assigned To | Due Date |
|--|---------------------------------|--------------|
| <input type="checkbox"/> Use approved containers and tanks to store and handle flammable and combustible liquids <i>Inspector Notes: Place combustible /flammable liquids in storage cabinet.</i> | chris centrella | Apr 14, 2014 |
| <input type="checkbox"/> Free exits of obstruction <i>Inspector Notes: Remove materials to ensure exit free are free of obstructions.</i> | chris centrella | Apr 14, 2014 |

2 →

Reassign To:
Enter the name or email address of the person you wish to reassign the actions to. If the user does not yet exist simply enter their email and a user account will be created for them.

3 →

The person reassigned the corrective action or actions will an **Action Reassigned To** auto-email, including a link to his or her corrective actions



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

Mar 31, 2014

View Full Export

Simple Report

| | |
|------------------|---|
| Room / Facility: | All Facility - Weld Boat House [F481] |
| Room Type: | Facility |
| Inspection Type: | -Full- |
| Inspector: | Christopher Centrella |
| Date: | Mar 31, 2014 3:25 PM (Duration: 10 minutes) |
| Organization: | EHS [EHS] |
| Department: | EHS [D1] |
| Location: | Cambridge Campus [L1] |

Roster

| | |
|---------------------------------------|------------------|
| Christopher Centrella | EHS |
| chris.centrella | Building Manager |

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

Simple Report

| | |
|------------------|---|
| Room / Facility: | All Facility - Weld Boat House [F481] |
| Room Type: | Facility |
| Inspection Type: | -Full- |
| Inspector: | Christopher Centrella |
| Date: | Mar 31, 2014 3:25 PM (Duration: 10 minutes) |
| Organization: | EHS [EHS] |
| Department: | EHS [D1] |
| Location: | Cambridge Campus [L1] |

Roster

| | |
|---------------------------------------|------------------|
| Christopher Centrella | EHS |
| chris.centrella | Building Manager |


Building Manager Required

Free exits of obstruction
Inspector Notes: Remove materials to ensure exit free are free of obstructions.
Assigned to: Christopher Centrella (Apr 14, 2014)

Use approved containers and tanks to store and handle flammable and combustible liquids
Inspector Notes: Place combustible /flammable liquids in storage cabinet.
Assigned to: chris.centrella (Apr 14, 2014)


Question Files

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



Place combustible /flammable liquids in storage cabinet.

Exits free of obstruction



Remove materials to ensure exit free are free of obstructions.

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

Full Report


| | |
|------------------|---|
| Room / Facility: | All Facility - Weld Boat House [F481] |
| Room Type: | Facility |
| Inspection Type: | -Full- |
| Inspector: | Christopher Centrella |
| Date: | Mar 31, 2014 3:25 PM (Duration: 10 minutes) |
| Organization: | EHS [EHS] |
| Department: | EHS [D1] |
| Location: | Cambridge Campus [L1] |

Roster

| | |
|--|-------------------------|
| Christopher Centrella chris_centrella | EHS Building Manager |
|--|-------------------------|

Flammable and Combustible Materials

| | |
|--|-----|
| Combustible scrap, debris and waste materials (oily rags, etc.) are stored in covered metal receptacles and promptly removed from the worksite | Yes |
| Approved containers and tanks are used to store and handle flammable and combustible liquids | No |
| <i>Inspector Notes: Place combustible /flammable liquids in storage cabinet.</i> | |
| Building Manager Required: Use approved containers and tanks to store and handle flammable and combustible liquids | |
| Assigned to: chris centrella (Apr 14, 2014) | |



Other Flammable and Combustible Material requirements are met Yes


Means of Egress

| | |
|---|-----|
| Alarms function properly | Yes |
| Emergency exits compliant | Yes |
| Ceiling tiles in place/intact | Yes |
| Emergency lighting functions properly when tested | Yes |
| Exit routes straightforward and obvious, no jam points | Yes |
| Door to exit is side-hinged, swings with exit travel when occupancy >50 persons or high hazard occupancy | Yes |
| Exits marked appropriately | Yes |
| Exit signs have directional arrows where exit is not apparent | Yes |
| Exit signs and arrows are internally-illuminated and visible from 100 feet | Yes |
| Exit sign visibility unimpaired by decorations, furnishings, equipment or other brightly illuminated sign | Yes |
| Exterior stairways and fire escapes free of snow and ice | Yes |
| Fire escape free from storage | Yes |
| Exits free of obstruction | No |

Inspector Notes: Remove materials to ensure exit free of obstructions.

Building Manager Required: Free exits of obstruction

Assigned to: Christopher Centrella (Apr 14, 2014)



| | |
|--|-----|
| Panic hardware on exit door does not require a force of greater than 15 pounds | Yes |
| Corridors are accessible and unobstructed (free of boxes, trash and bicycles) | Yes |
| Emergency evacuation maps are posted and properly orientated | Yes |
| Corridors and stairwells are adequately illuminated | Yes |
| Hand rails are in good condition | Yes |
| Stair risers in good condition | Yes |
| Other Means of Egress requirements are met | Yes |
| Residents evacuate in an orderly manner (all occupants evacuated) | Yes |