

Contents

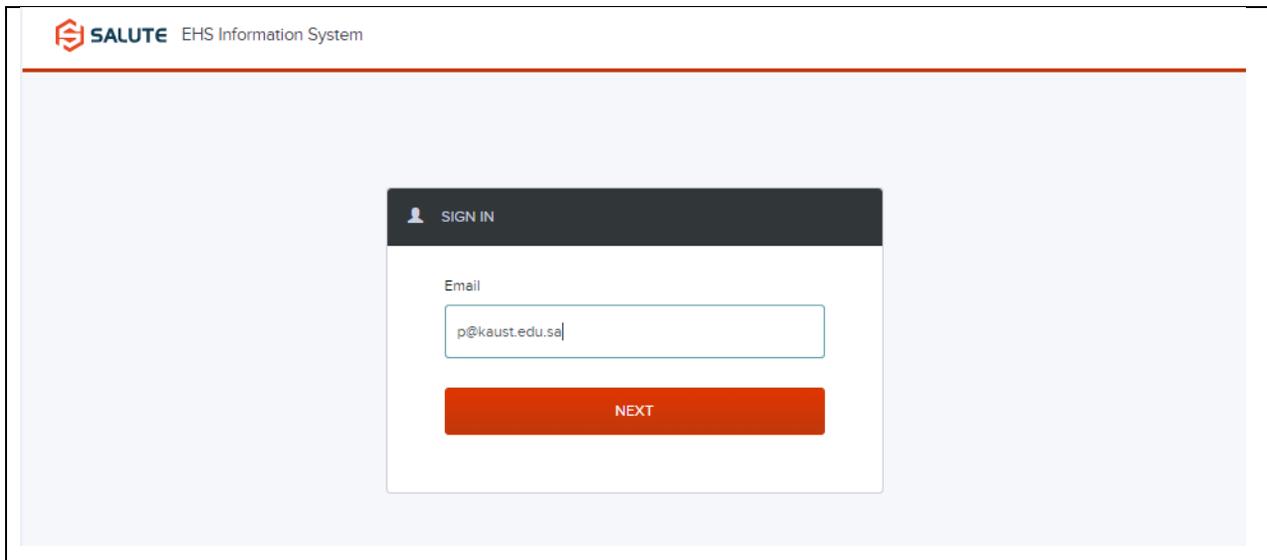
Login	1
How to view Assessment / Inspection:	3
How to view findings / Actions from inspections:	4
How to Close Findings:	7
How to request findings due date Extension	10
How to Request Findings reassignment:	12
Delegation:	14
Known Issues:	16

HSE (Health, Safety and Environment) assessments / inspections are conducted using [Salute](#). This guide outlines procedure to access salute system for reviewing the inspections and closing out actions.

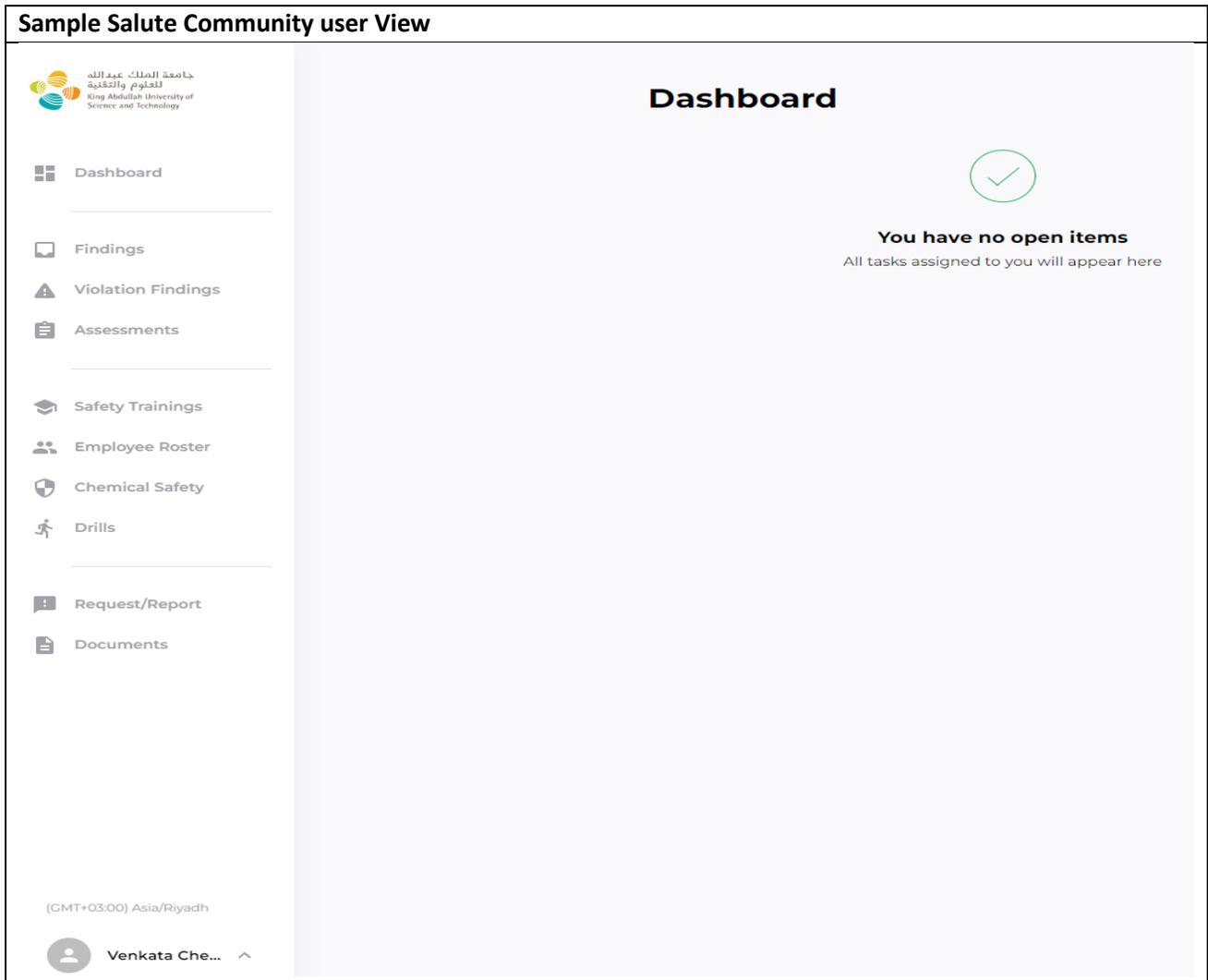
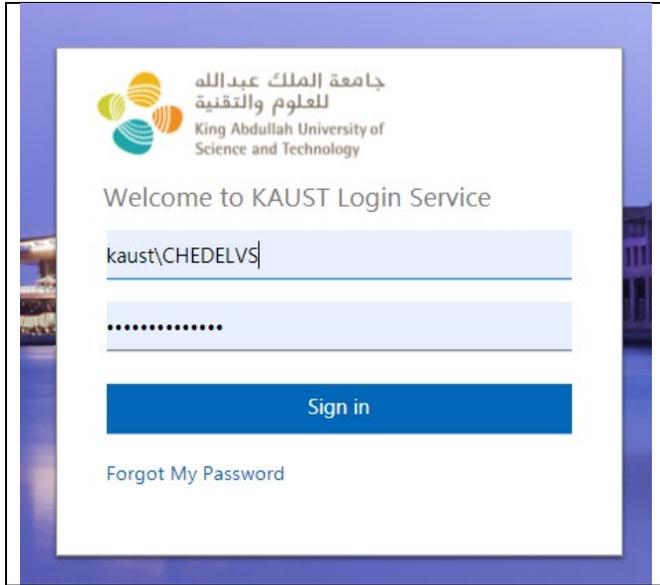
Login

Salute portal: <https://ehs.salutesafety.com/>

Enter KAUST email id and click “next”



Enter KAUST credentials then click on “Sign in”. You will be logged into salute “Community portal”.



How to view Assessment / Inspection:

Upon HSE inspector completes the inspection you will receive below email notification.

Click on the link **“OPEN SALUTE”**. Login with your KAUST credentials. It will take you to assessments page.

From: "no-reply@salutesafety.com" <no-reply@salutesafety.com>
Date: Thursday, 10 February 2022 at 9:39 AM
To: Jamuna Mani <jamuna.mani@kaust.edu.sa>
Subject: New Assessment #1070000029 has been assigned to you

Jamuna Mani,

A new Lab Review Self Assessment assessment has been assigned to you on 02/10/2022.

[OPEN SALUTE](#) to take action.

Please open this link using Google Chrome.

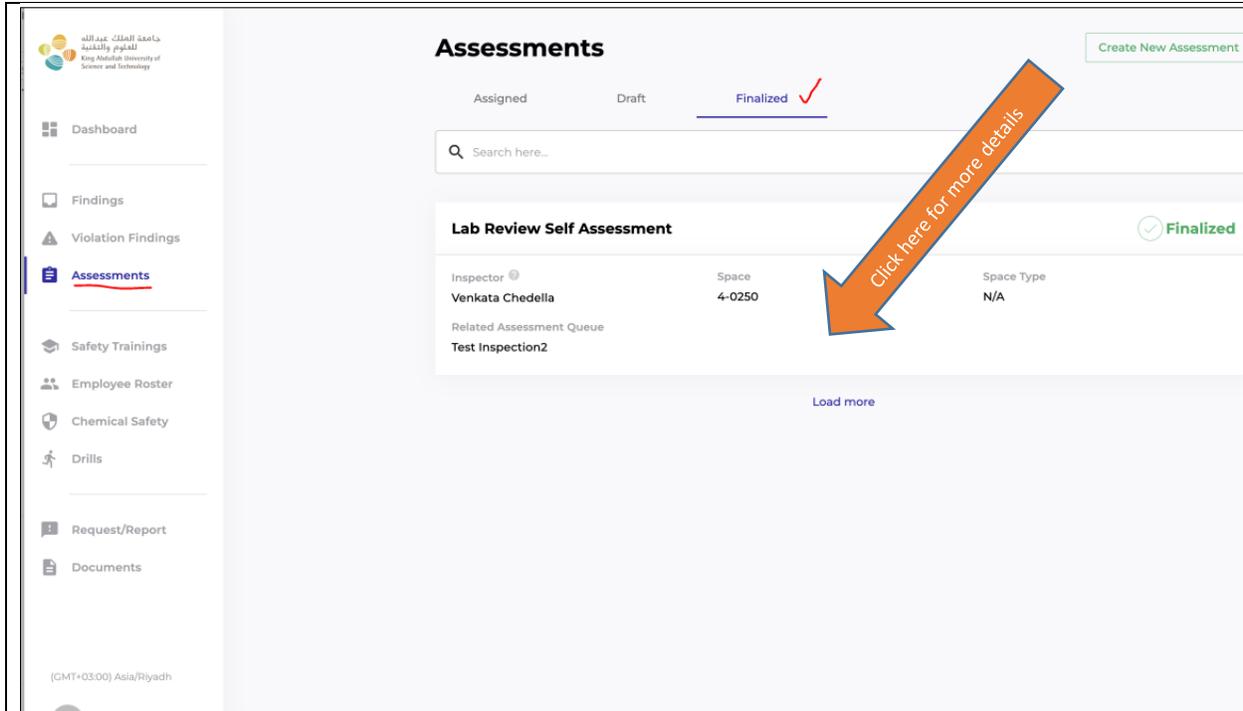
Thank You,
KAUST Default User Group

This message has been generated automatically.
Please do not respond to this message.

Or else login to [Salute](#)

In the left pane you will see “Assessments” Tab. Click on it.

Under “Assessments” – “Finalized” tab, you can see all completed inspections. Click on any inspection to see further details.



How to view findings / Actions from inspections:

Upon completion of the inspection, if there are any findings HSE inspector will assign them to you.

You will receive below email for the findings that you have been assigned to.

To view the details click on the link **“OPEN SALUTE”**. This will take you directly to findings page in the salute.

From: no-reply@salutesafety.com <no-reply@salutesafety.com>

Sent: Thursday, February 10, 2022 10:22 AM

To: Hadeel M. Darwish <hadeel.darwish@kaust.edu.sa>

Subject: ACTION REQUIRED: 2 New Finding(s) are assigned to you

Hadeel Darwish,

2 new finding(s) have been assigned to Hadeel Darwish from a Lab Review Self Assessment Assessment #1070000031 conducted on 02/10/2022.

[OPEN SALUTE](#) to review findings.

Please open this link using Google Chrome.

Thank You,
KAUST Default User Group

This message has been generated automatically.
Please do not respond to this message.

Or else login to [Salute](#).

In the left pane click on “Findings” pane. In the right side Open Findings will be under “Findings” – “Open” tab. Closed findings will be under “Complete” tab.

To view complete details of finding Click on the finding.

Findings

[Open](#) Complete

Search here...

Personal Protective Equipment READ ONLY Due Date: Feb 24, 2022

Finding ID	Location	Responsible Person
1110000001	Building 4, Floor 0 (4), Space 4-0250	Hadeel Darwish
Website Info	Object	Related Assessment
N/A	Space (4-0250)	1070000031

[Load more](#)

How to Close Findings:

Click on finding to view the details. You will be directed to “Corrective Actions Required” Page.

The screenshot displays the 'Findings' section of a web application. On the left is a navigation sidebar with options: Dashboard, Findings (selected), Violation Findings, Assessments (with a red '1' badge), Safety Trainings, Employee Roster, and Chemical Safety. The main content area is titled 'Findings' and has two tabs: 'Open' (active) and 'Complete'. Below the tabs is a search bar labeled 'Search here...'. A table lists findings, with the first one titled 'Personal Protective Equipment (PPE)'. An orange arrow points to this title with the text 'Click here for more details'. The table row for this finding shows: Finding ID 1110000001, Website Info N/A, Object Space (4-0250), Responsible Person Hadeel Darwish, and Related Assessment 1070000031. A 'Due Date' of Feb 24, 2022 is shown in a red box. A 'Load more' button is at the bottom of the table.

Finding ID	Website Info	Object	Responsible Person	Related Assessment	Due Date
1110000001	N/A	Space (4-0250)	Hadeel Darwish	1070000031	Feb 24, 2022

Corrective Actions Required Page:

See below sample “Corrective Actions Required” page.

To see the complete details of the finding, scroll towards the bottom of the page. In “Finding Details” section you will see the complete details of the finding.

To close the finding. At the top of the page in “Corrective Actions Required” section you will see below tabs. Follow below steps to close the action.

1. Mention the actions that were taken to close the finding in “Corrective Actions Taken” box.
2. Upload attachments or photos as proof if there are any.
3. Then click on “Resolve” to close the finding.

The screenshot shows a web interface for managing corrective actions. At the top left is a '< Back' link. At the top right are 'Export' and 'Resolve' buttons, with the 'Resolve' button circled in orange and labeled '3'. Below this is the 'Corrective Actions Required' section, which includes a status 'No corrective actions specified.' and a table with columns 'Initiated' (FEB 14, 2022) and 'Due Date' (FEB 24, 2022). The 'Corrective Actions Taken' section features a text input field with a placeholder 'Enter Corrective Actions Taken...' and a circled orange '1' next to it. Below that is the 'Upload Attachments or Photos' section, which has a square upload area with a plus sign icon and a circled orange '2' next to it. The 'Links' section contains a table with columns 'Name' and 'Link', and a message 'No records available'. There are 'Add Link' and 'Save' buttons at the bottom right of the interface.

Finding Details:

Finding Details

PPE not worn properly.

Finding ID	Object	Object Details
1110000004	Space	4-0250
Location	Responsible Person	Website Info
Building 4, Floor 0 (4), Space 4-0250	Hadeel Darwish	N/A

Finding Attachments

No Attachments Available

Links

Name	Link
No records available	

Related Assessment #1070000031

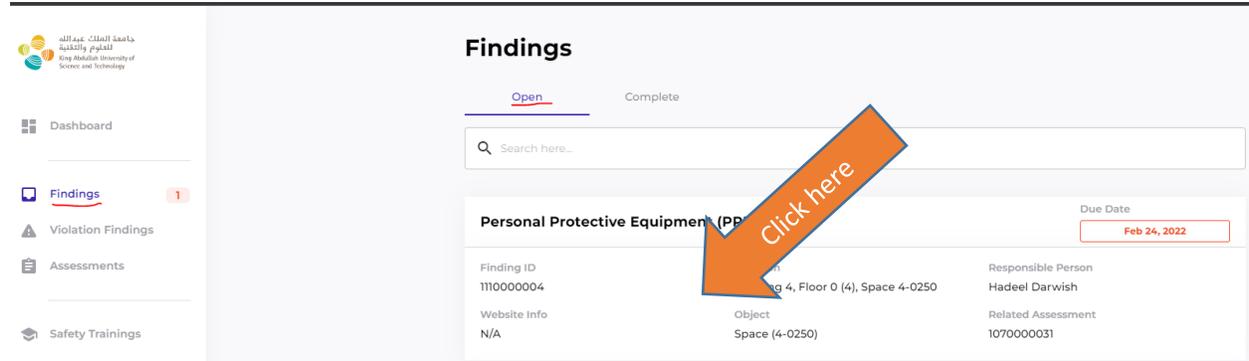
Inspection Date	Inspection Type	Status	Responsible Person
02/10/2022 10:18:00 AM	Lab Review Self Assessment	Finalized	Hadeel Darwish

Comments

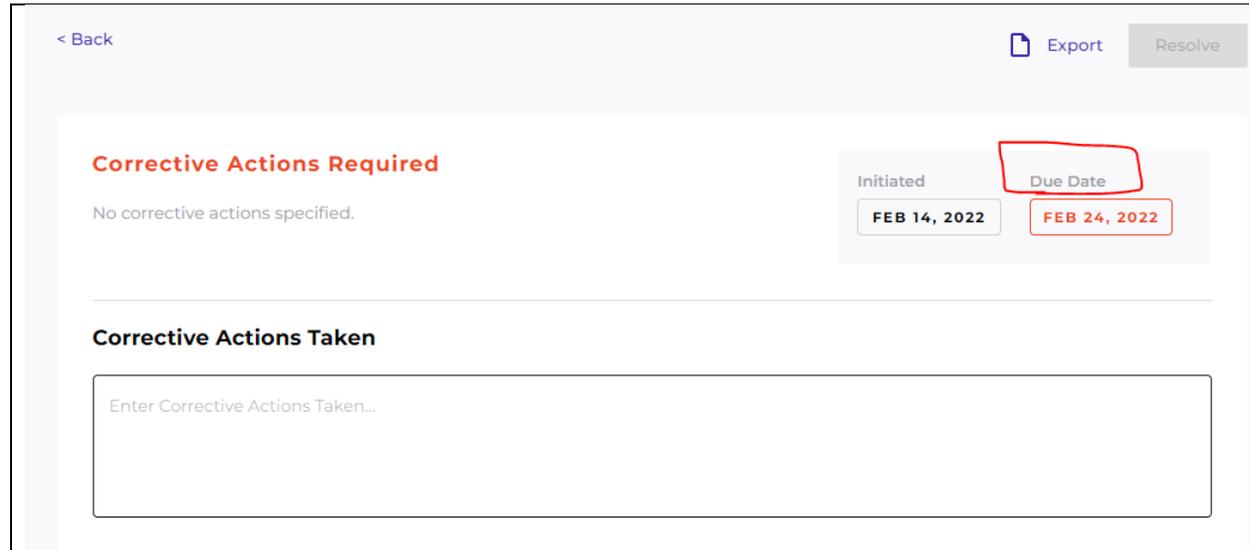


How to request findings due date Extension

Click on open finding from “Findings” – “Open” tabs, to view the findings details. You will be directed to “Corrective Actions Required” Page.



In the top of the “Corrective Actions Required” page you can see the Due date to close the actions.



To Request an extension:

Scroll towards the bottom of the **“Corrective Actions Required”** page, where you can see the **“Finding Details”** Section. Follow below steps.

1. In the **“Comments”** box write the reason for extension and mention to which date you need the extension till.
2. Then click on **“Submit Comment”**.
HSE Inspector will receive notification upon clicking **“Submit Comment”**. He can extend the due date.

Finding Details

PPE not worn properly.

Finding ID	Object	Object Details
1110000004	Space	4-0250
Location	Responsible Person	Website Info
Building 4, Floor 0 (4), Space 4-0250	Hadeel Darwish	N/A

Finding Attachments

No Attachments Available

Links

Name	Link
No records available	

Related Assessment #1070000031

Inspection Date	Inspection Type	Status	Responsible Person
02/10/2022 10:18:00 AM	Lab Review Self Assessment	Finalized	Hadeel Darwish

Comments

 Needs an extension till March 1st as we purchased new PPE which will be delivered on Feb 28th]

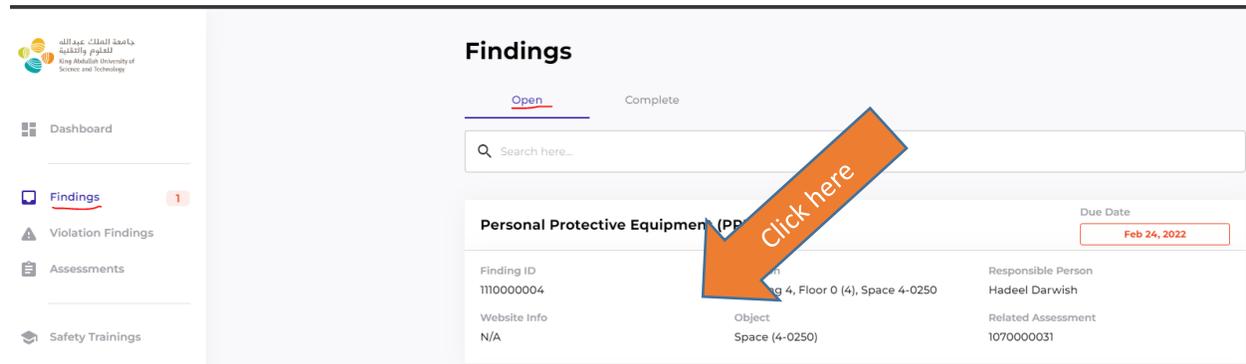
Submit Comment

How to Request Findings reassignment:

Actions / findings from inspections cannot be reassigned to another user by yourself. You need to request HSE inspector to re-assign it to another user.

Follow below steps.

Click on open finding from Findings – Open tabs, to view the findings details. You will be directed to “Corrective Actions Required” Page.



To Request actions re-assignment:

Scroll towards the end of the “Corrective Actions Required” page where you will see the “Findings Details” section.

1. In the comments box write to which user you need to re-assign this finding. Mention their email id.
2. Then click on “Submit Comment”.
HSE inspector who completed this inspection will receive notification upon clicking on “Submit Comment”. He will re-assign this to the user that you have mentioned in the comment box.

< Back Export Resolve

Finding Details

PPE not worn properly.

Finding ID	Object	Object Details
1110000004	Space	4-0250
Location	Responsible Person	Website Info
Building 4, Floor 0 (4), Space 4-0250	Hadeel Darwish	N/A

Finding Attachments

No Attachments Available

Links

Name	Link
No records available	

Related Assessment #1070000031

Inspection Date	Inspection Type	Status	Responsible Person
02/10/2022 10:18:00 AM	Lab Review Self Assessment	Finalized	Hadeel Darwish

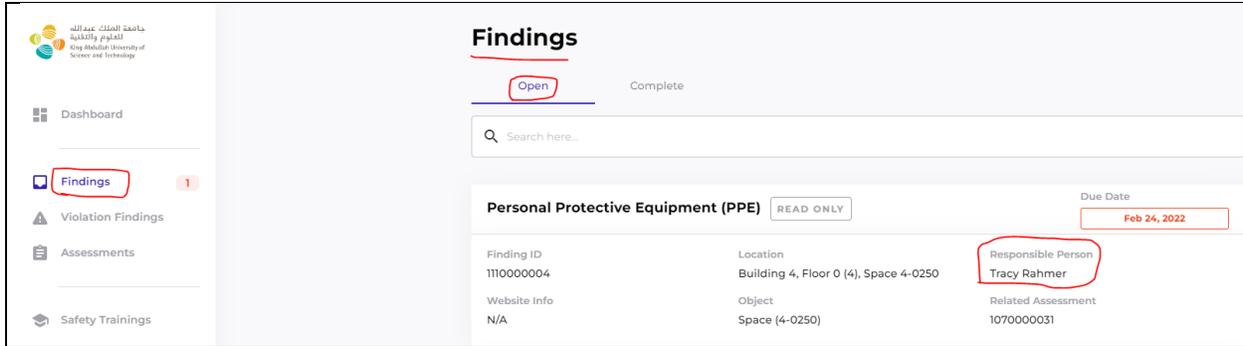
Comments

 Please re-assign this finding to "Tracy L. Rahmer <tracy.rahmer@kaust.edu.sa>"

Submit Comment

Once HSE inspector re-assigns it to another user the “Responsible Person” field will be updated with new actions owner. You can view it under “Findings” – “Open Findings” tabs, Responsible Person field is updated with new owner.

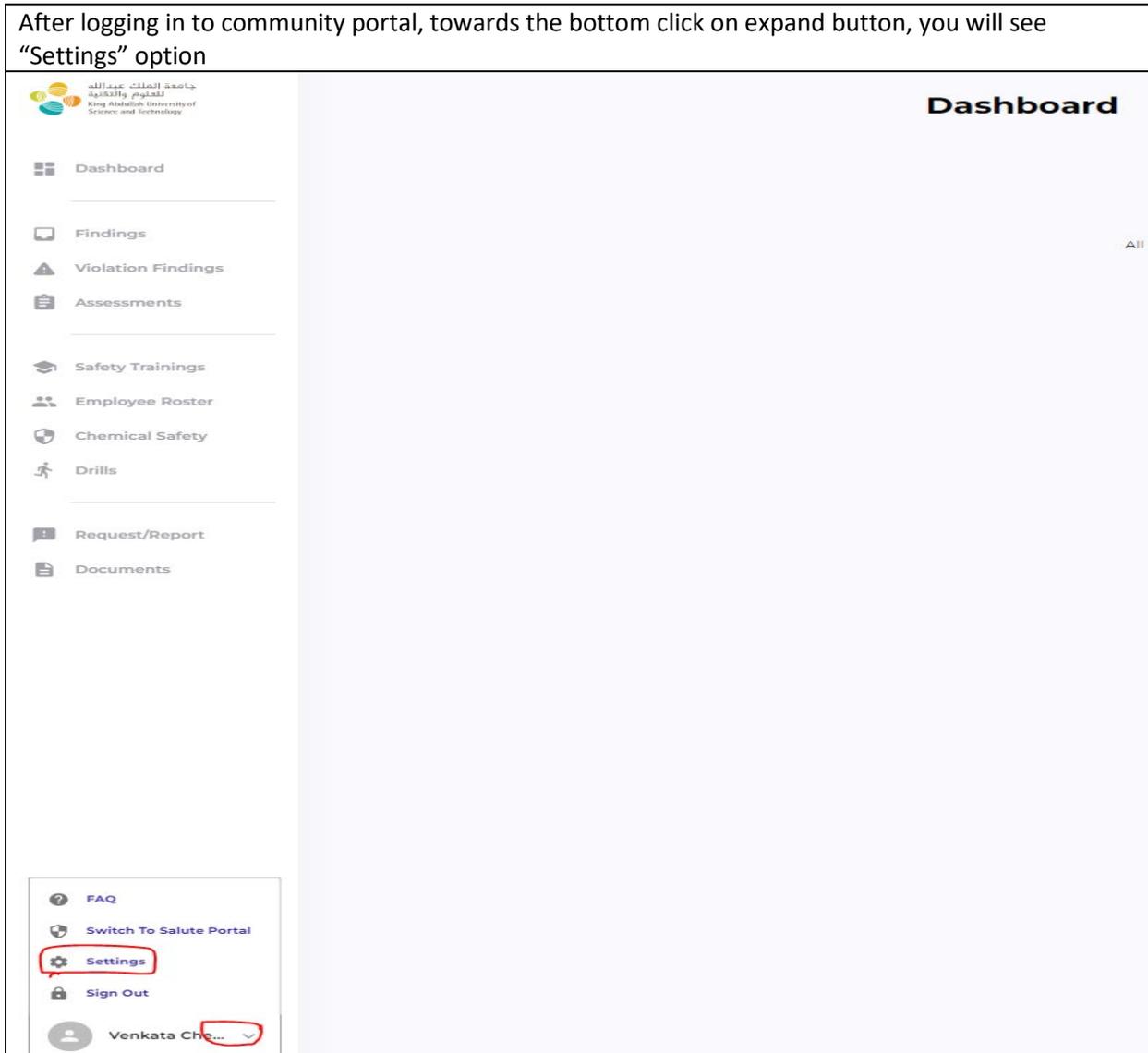
Note: You may or may not receive notification when the finding has been re-assigned, based on if the HSE inspector choose to notify you or not. You can always check the status by logging in to salute. Responsible person field next to the finding will be automatically updated to new person.



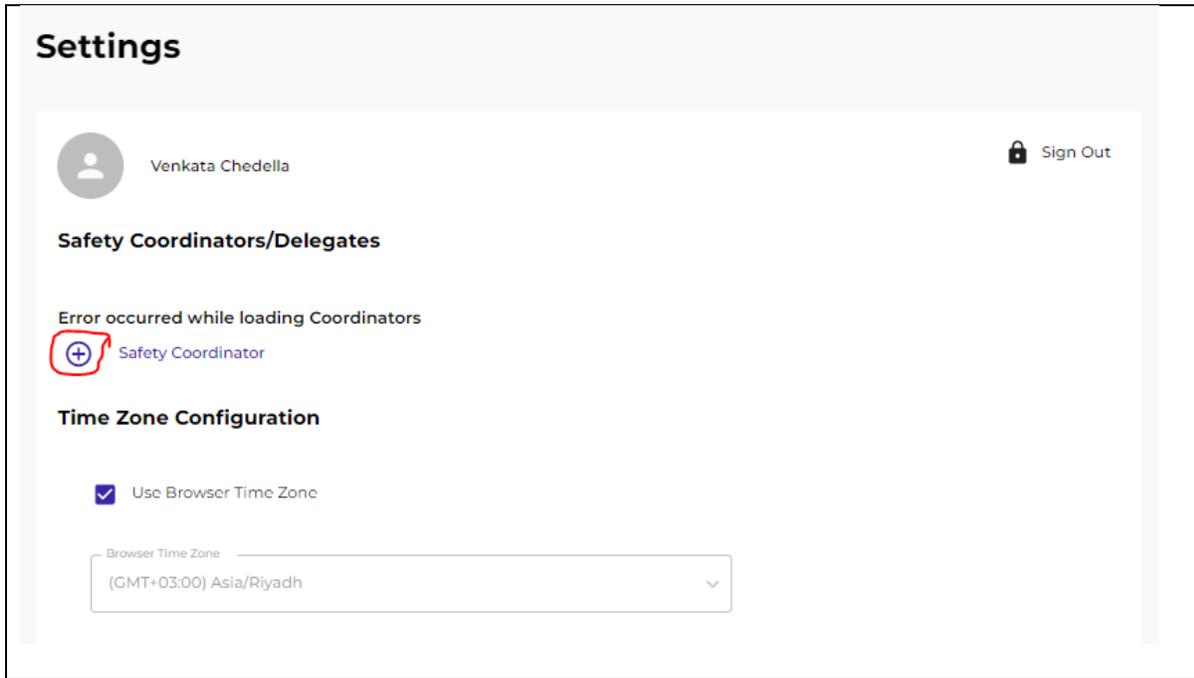
Delegation:

You can add any user as delegate. They will receive similar notifications that you are receiving. Your delegate can view all findings and he can close the findings on behalf of you.

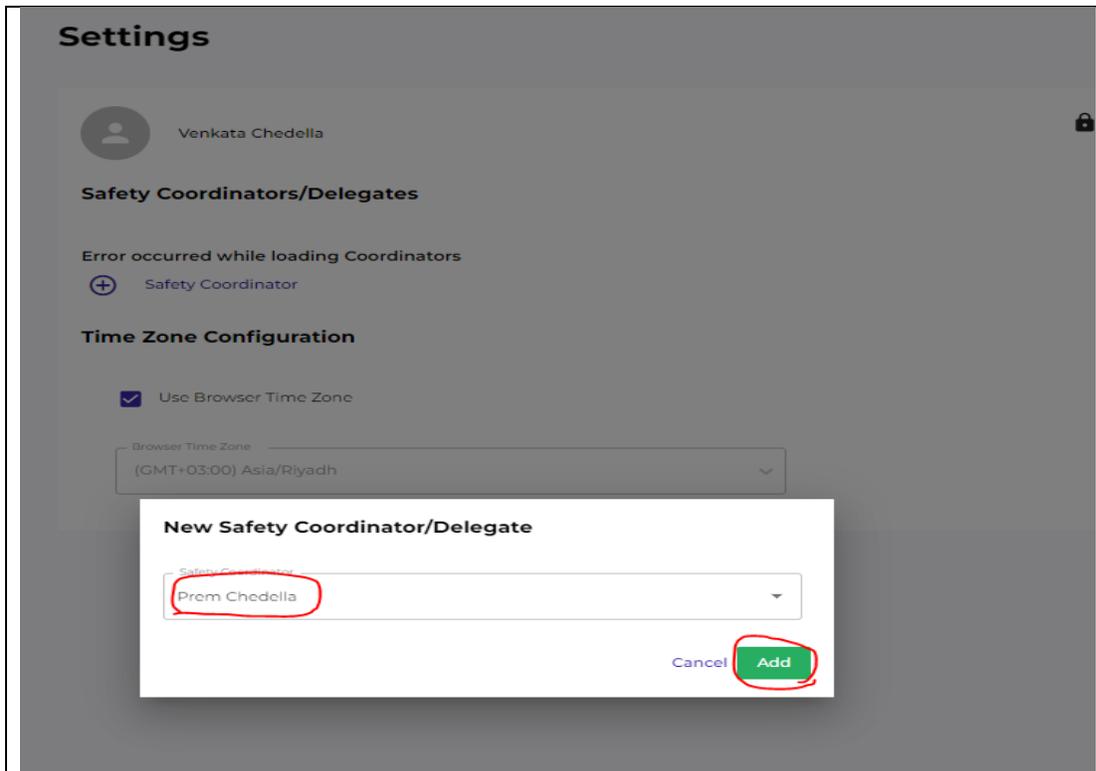
After logging in to community portal, towards the bottom click on expand button, you will see “Settings” option



Click on Safety Coordinator button to add Delegates.



Enter Delegate name and click on "Add"



Known Issues:

PDF report of Assessment shows “Corrective Action completed” though the assessment has open findings. This is known issue. Will be fixing in later releases.



Date: **02/24/2022**

To: **John Tran,**

From: **King Abdullah University of Science and Technology**

Subject: **Lab Review Self Assessment**

Lab Review Self Assessment (#1070000071)

Inspection Type: **EHS**

 **Corrective Action Completed**

On **02/14/2022** Environmental Health and Safety (EHS) personnel conducted a **Lab Review Self Assessment** and observed the following safety and compliance issues that require corrective action. **Please review the detailed report below and correct the issues identified in the Finding section by the Due Date listed.**

- Send an email to to notify EHS department when corrective actions are completed.