

لعلوم والتقنية عبدالله عبدالله العلام والتقنية الملك عبدالله العلوم والتقنية العلوم والتقنية الملك عبدالله العلوم والتقنية مع مالة الملك عبدالله عبدالمنالله عبدالله ع عبدالله عب المالية عبدالله عبله عبدالله عبدالله عبله عبدالله عبدالله عبله عبدا

Lab Review Self-Assessment guideline For LSR's



Step 1:

From your computer or phone go to the HSE website <u>HOME (kaust.edu.sa)</u>

Click on Salute



Step 2:

Click on Salute Sign In





<u>Step 3:</u>

Enter your KAUST email address and press NEXT



Make sure that you are using the Community Portal

Step 4:

From your dashboard, click on assessments from the left hand column

| \leftrightarrow \Rightarrow \texttt{C} \textcircled{a} https://ehs.salutesalety.com/community_portal | | |
|--|--|--|
| dilac citali asis initi yafat in kaka benca d sene ad inining | Dashboard | Safety Summary Report |
| Dashboard | Assessment Created At Lab Review Self Assessment Feb 9, 2022 | Recent activity a day ago |
| Findings | Inspector K/A K/A K/A | Your Assessment #1070000005 has been resolved |
| Violation Findings | Related Assessment Queue | a day ago You have been assigned to receive updates on Assessment #1070000005 View |
| Safety Trainings | | a day ago |
| # Employee Roster | | You have been assigned to receive updates on Assessment #1070000004 |
| Chemical Safety | | View |
| ∯ Drills | | a day ago You have been assigned to Assessment #1070000004 as a Responsible Person View |



<u>Step 5:</u>

Click on Create New Assessment

| \leftarrow \Rightarrow \bigcirc https://ehs.salutesafety.com/community.portal/as | sessments#pending | |
|--|----------------------------|-----------------------|
| dlac Cital Ianta scially platit Some withinky | Assessments | Create New Assessment |
| Dashboard | Assigned Draft 1 Finalized | |
| Findings | No matches found | |
| Violation Findings | | |
| Assessments 1 | | |
| | | |
| Safety Trainings | | |
| H. England Barter | | |

<u>Step 6:</u>

From the User Group dropdown list, select KAUST

| New Assessment | | | |
|-----------------|------------|------------|-----|
| Overview | | | |
| Assessment ID | | | |
| User Group * | KAUST | | X w |
| Date and Time * | 02/27/2022 | © 11:08 AM | V |
| Туре * | Select | | ▼ |



<u>Step 7:</u>

Select yourself as the responsible person

| Overview | | |
|---------------------------|------------|----------|
| Assessment ID N/A | Created By | |
| - User Group* | | • |
| Assessment Date02/27/2022 | | |
| - Responsible Person* | | |
| Also Notified People | | |
| 1 | | (- |

<u>Step 8:</u>

In the section for "Also Notified People", select the people whom you want to be notified

| Assessment ID | Created By | |
|-----------------------|------------|---|
| N/A | | |
| - User Group* | | |
| KAUST | | |
| Assessment Date | | |
| | | |
| 02/2//2022 | | |
| - Responsible Person* | | |
| | | |
| | | |
| Also Notified People | | |
| | | (|



<u>Step 9:</u>

Assessment type should be Self Review Self-Assessment

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<u>Step 10:</u>

Select "Space" for Object Type and the "FLOC" number in the Object

| < Back New Assessment | Save Finalize |
|---|---------------|
| Lab Review Self Assessment | • |
| Assessment Object | |
| Space | • |
| Object* - | • |
| Object Details | |
| | |
| | |
| Back Iew Assessment | Save Finalize |
| Back Iew Assessment Lab Review Self Assessment | Save Finalize |
| Back New Assessment Lab Review Self Assessment Assessment Object | Save Finalize |
| Back New Assessment Lab Review Self Assessment Assessment Object Space | Save Finalize |
| Back New Assessment Lab Review Self Assessment Assessment Object Space | Save Finalize |
| Back New Assessment Lab Review Self Assessment Collect Dief Space Collect Dief Space Filor: 01 Building: (1 - A Khawarizma Building, KAUST Thuwal Comput: University Computs | Save Finalize |
| Back New Assessment Lab Review Self Assessment Assessment Object Outed Type Space Flor: 01 Building: [1] - Al Khawarizma Building, KAUST Thuwal Campus: University Campus Flore: 01 Building: [1] - Al Khawarizma Building, KAUST Thuwal Campus: University Campus Flore: 01 Building: [1] - Al Khawarizma Building, KAUST Thuwal Campus: University Campus | Save Finalize |



Step 11:

Enter the PI's name in the Object Details section

| | · | |
|-------------------|---|---|
| Assessment Object | | |
| Object Type* | | |
| Please Select | | • |
| Object* | | ~ |
| Object Details | | |

<u>Step 12:</u>

Scroll down and start completing the checklist

| | low Assessment | | Save | Finalize |
|--|--|-----|------|----------|
| becklist and Survey Engineering Controls Are bisantity cabines, furm hoods, glove bases, furthing flow noods and other afety inquineering controls functioning and ready for oparison of *** Administrative Controls Sofie available * Sofie available * Personal Protective Equipment (PPE) Required PPE is available * PE Used Effectively * | iew Assessment | | | |
| Engineering Controls Are biseafiery cabinets, hume hoods, glove boses, laminar flow acady dro besets functioning and acady dro bese | hecklist and Survey | | | |
| Engineering Controls Are objeted for the bode, due bowe, laminar flow are objeted for the bode, due bowe, laminar flow are objeted for the bode, due bowe, laminar flow are objeted for the bode, due bowe, laminar flow are objeted for the bode, due bowe, laminar flow are objeted for the bode, due bowe, laminar flow are objeted for the bode, due bowe, laminar flow are objeted for the bode, due bowe, laminar flow are objeted for the bode, due bowe, laminar flow are objeted for the bode, due bowe, laminar flow are objeted for the bowe, laminar flow are objeted f | | | | |
| And detending calculates, furthe heads, glove beaves, furthing that the set of the operations?* Administrative Controls Softs available* Softs available* Personal Protective Equipment (PPE) Required PPE is available* PE Used Effectively* | Engineering Controls | | | |
| heeds and others aftery engineering controls functioning and the particular of the p | Are biosafety cabinets, fume hoods, glove boxes, laminar flow | | | |
| Administrative Controls | hoods and other safety engineering controls functioning and ready for operations? * | ~ | | |
| Administrative Controls | | | | |
| SOPs available* • • Signage reflects hazards* • • Appropriate type of training in place* • • Personal Protective Equipment (PPE) Required PPE is available* • • PPE Used Effectively* • • | Administrative Controls | | | |
| Signage reflects hazards * Signage reflects haza | SOPs available * | | | |
| Signage reflects hazards* Appropriate type of training in place* Personal Protective Equipment (PPE) Required PPE is available* PPE Used Effectively* | | | | |
| Appropriate type of training in place* Personal Protective Equipment (PPE) Required PPE is available* PPE Used Effectively* | Signage reflects hazards * | ~ | | |
| Personal Protective Equipment (PPE) | Appropriate type of training in place * | | | |
| Personal Protective Equipment (PPE) Required PPE is available * PPE Used Effectively * | | | | |
| Required PPE is available * | Personal Protective Equipment (P | PE) | | |
| Required PPE is available* Image: Comparison of the second seco | | | | |
| PPE Used Effectively* | Required PPE is available * | · · | | |
| | DDE Llead Effectively* | _ | | |
| | FFE Open Enectively | | | |

Some Questions are Yes/ No/ N/A or C/S questions, where

- N/A stands for "Not applicable"
- C/S stands for "Corrected on site"

Some questions have a numeric rating from 0 to >5, where

- 0 is for no finding under that category
- 1 is for one finding and so on



The last section about Safety Culture has options

"Never, Rarely, Sometimes, Often and Almost always"

Step 13:

Once completed, click on Save and then Finalize



| Assessment was successfully finalized | × |
|---------------------------------------|---|
|---------------------------------------|---|

You can review the assessment(s) by clicking on Assessment from the dashboard and clicking on the Finalized tab

| مالية خلافة المالية المالية المواجع المواجع المواجع التقاوم والتقلية (المواجع والتقلية المواجع المواجع Science and Technology of | Assessments Create New Assessment |
|---|-----------------------------------|
| Dashboard | Assigned Draft Frankage |
| Violation Findings Assessments | |
| | |



Click on the assessment you want to review for accessing the self-assessment report

| Assigned Draft | Finalized | | |
|----------------------------|-----------------|-------------------|-------------|
| Q Search here | | | |
| Lab Review Self Assessment | | | ✓ Finalized |
| Related Assessment Queue | Space 2-2850 | Space Type N/A | |
| Lab Review Self Assessment | | | Finalized |
| Inspector ® | Space 2-3910 | Space Type N/A | |

Note:

During Self- assessment process, if you do not finalize, the review will be saved as a draft. The draft can be opened and the assessment finalized at a later time.

| Assigned Draft Finalized | | | |
|---------------------------------|---------------|------------|-------------|
| Q Search here | _ | | |
| Lab Review Self Assessme | nt | | ✓ Finalized |
| Inspector © | Space | Space Type | |
| Rodion Gorchakov | 2-2850 | N/A | |
| Related Assessment Queue N/A | | | |
| Lab Review Self Assessme | nt | | ✓ Finalized |
| Inspector @ | Space | Space Type | |
| Sadaf Umer | 2-3910 | N/A | |
| Related Assessment Queue | | | |
| N/A | | | |
| | مسرحان وتعريق | | |
| | Load more | | |