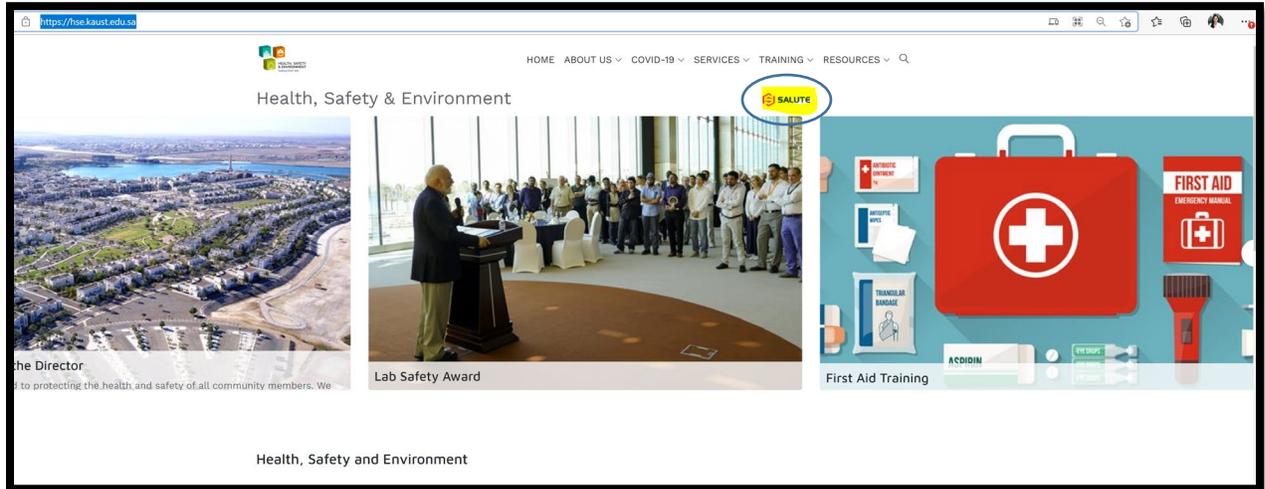


Lab Review Self-Assessment guideline For LSR's

Step 1:

From your computer or phone go to the HSE website [HOME \(kaust.edu.sa\)](https://hse.kaust.edu.sa)

Click on Salute



Step 2:

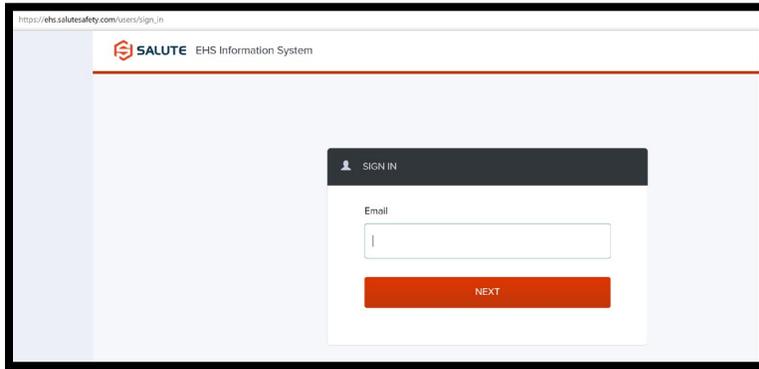
Click on Salute Sign In



For any queries, please send an email to hse@kaust.edu.sa

Step 3:

Enter your KAUST email address and press NEXT

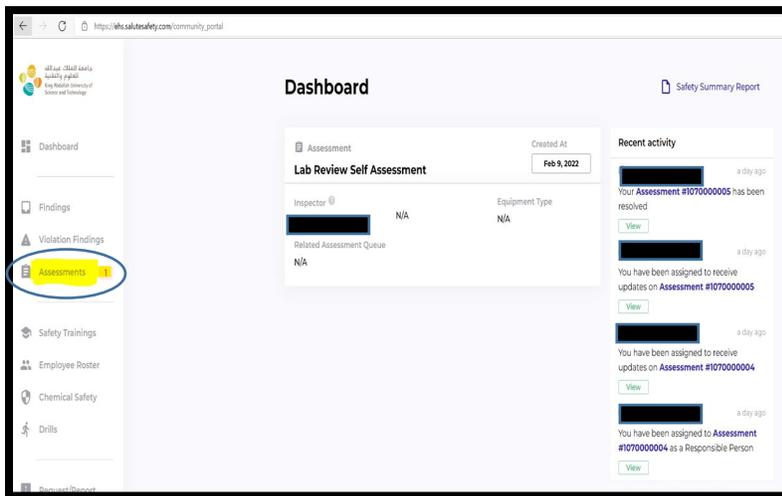


The screenshot shows the sign-in page for the SALUTE EHS Information System. The URL in the browser is https://ehs.salutesafety.com/users/sign_in. The page features a 'SIGN IN' header with a user icon. Below it is an 'Email' input field and a red 'NEXT' button.

Make sure that you are using the Community Portal

Step 4:

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

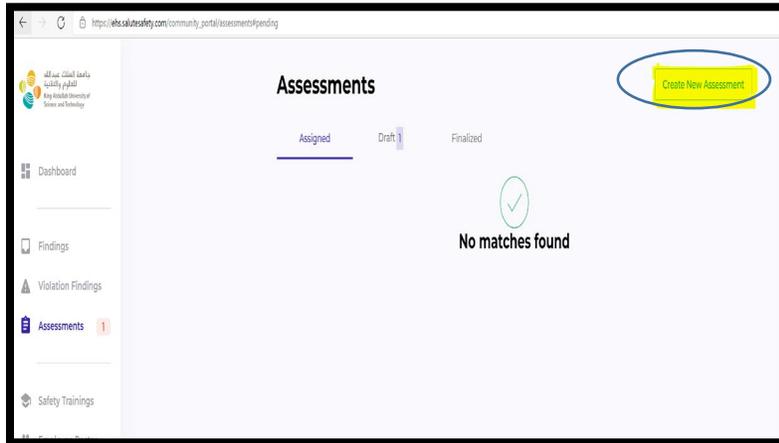


The screenshot shows the dashboard for the SALUTE EHS Information System. The left-hand navigation column includes 'Dashboard', 'Findings', 'Violation Findings', 'Assessments', 'Safety Trainings', 'Employee Roster', 'Chemical Safety', 'Drills', and 'Request/Report'. The 'Assessments' menu item is highlighted with a red circle. The main content area displays a 'Dashboard' with a 'Lab Review Self Assessment' card, a 'Recent activity' section, and a 'Safety Summary Report' link.

For any queries, please send an email to hse@kaust.edu.sa

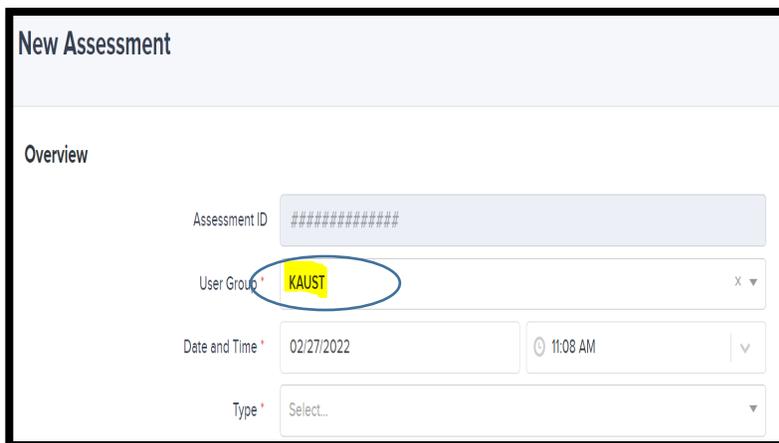
Step 5:

Click on Create New Assessment



Step 6:

From the User Group dropdown list, select KAUST



Step 7:

Select yourself as the responsible person



The screenshot shows a form titled "Overview" with the following fields:

- Assessment ID: N/A
- Created By: [Redacted]
- User Group*: KAUST
- Assessment Date: 02/27/2022
- Responsible Person*: [Redacted] (highlighted with a blue circle)
- Also Notified People: [Empty field]

Step 8:

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



The screenshot shows the same "Overview" form as in Step 7, but with the "Also Notified People" field highlighted by a blue circle and an arrow pointing to it from the left.

Step 9:

Assessment type should be Self Review Self-Assessment



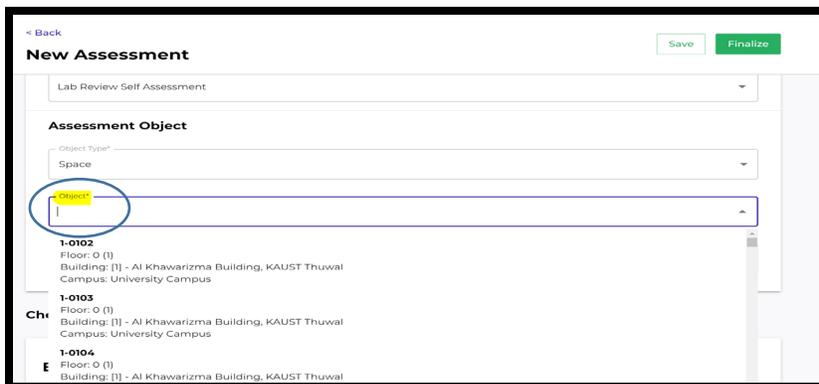
The screenshot shows a form with several fields. The 'Assessment Type' field is highlighted with a yellow background and a blue circle. The selected value is 'Lab Review Self Assessment'. Other fields include 'Responsible Person', 'Also Notified People', 'Inspector ID' (Sadaf Umar), 'Assessment Object', 'Object Type' (Please Select...), and 'Object'.

Step 10:

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



The screenshot shows the 'New Assessment' form. The 'Assessment Object' section has 'Object Type' set to 'Space' (highlighted with a yellow background and a blue circle). The 'Object' field is empty. There are 'Save' and 'Finalize' buttons at the top right.



The screenshot shows the 'New Assessment' form with the 'Object' field expanded to show a list of options. The first option, '1-0102', is selected and highlighted with a yellow background and a blue circle. The list includes details for '1-0102', '1-0103', and '1-0104'.

- 1-0102
Floor: 0 (1)
Building: [1] - Al Khawarizma Building, KAUST Thuwal
Campus: University Campus
- 1-0103
Floor: 0 (1)
Building: [1] - Al Khawarizma Building, KAUST Thuwal
Campus: University Campus
- 1-0104
Floor: 0 (1)
Building: [1] - Al Khawarizma Building, KAUST Thuwal

Step 11:

Enter the PI's name in the Object Details section

Step 12:

Scroll down and start completing the checklist

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

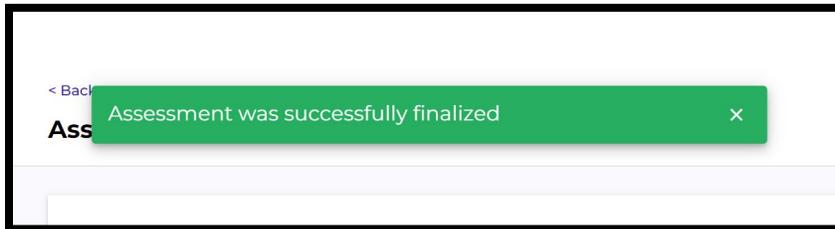
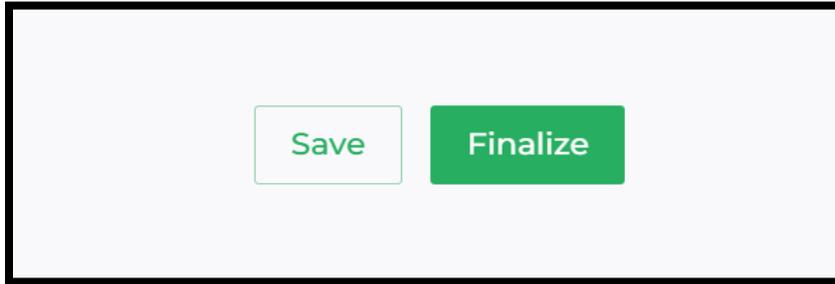
For any queries, please send an email to hse@kaust.edu.sa

The last section about Safety Culture has options

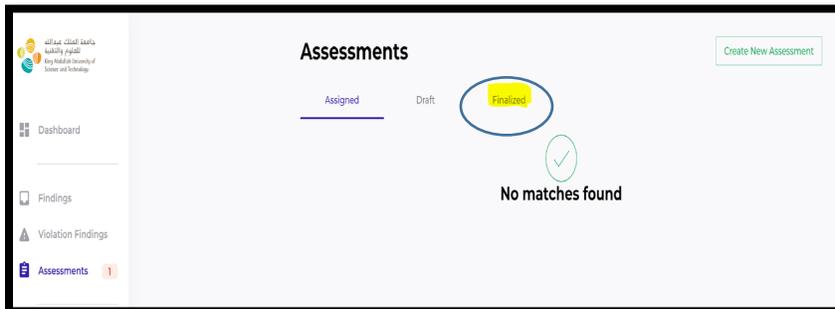
“Never, Rarely, Sometimes, Often and Almost always”

Step 13:

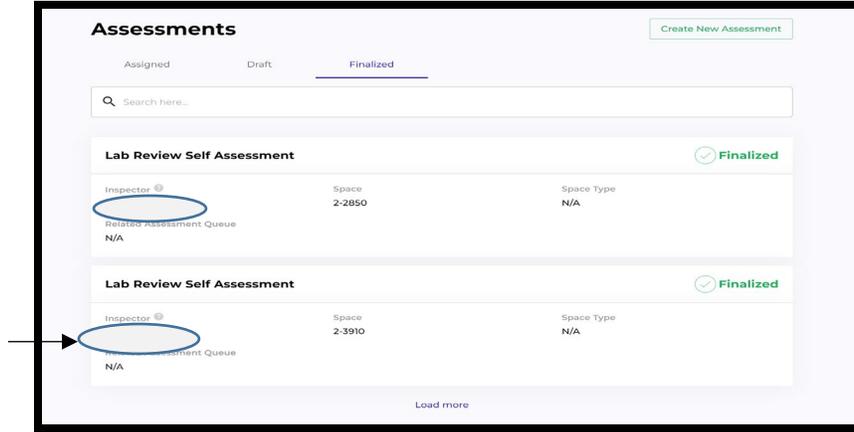
Once completed, click on Save and then Finalize



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



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



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.

