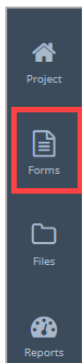


Safety Audit

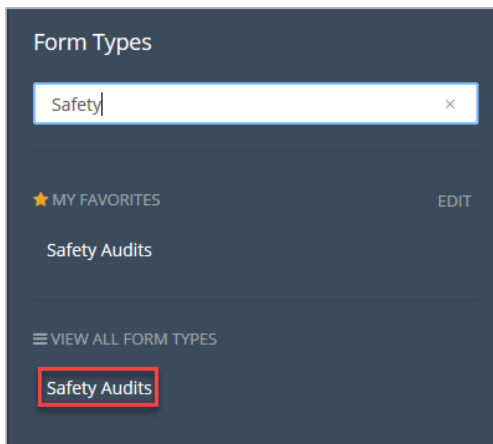
The **Safety Audit** is used by the DGS person responsible for conducting safety audits for the project. This could be a safety consultant, the DGS Project Manager or other designated competent person.

Creating the Safety Audit

1. Within the project, click the **Forms** icon on the left navigation pane.




2. In the search area of the **Form Types** start to enter "Saf" and select **Safety Audit**.



3. Click the **Create New Safety Audit** button located in the middle of the log or click the **New** button in the upper right corner.

Safety Audits shared with me

New Print



You have no Safety Audits yet
Once you have access to Safety Audits, they will show here.

Create New Safety Audit

- Click **Date** and select the date that the safety audit was conducted using the calendar display.

Date

03/02/2020

< March 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

- Click inside the **Vendor Company Name** field and enter the name of the company responsible for developing and implementing the safety plan for the project. This is usually the General Contractor.

Vendor Company Name

- Enter the title of the audit in the **Subject** field. Generally, this will be "Safety Audit – xx/xx/xxxx"

Subject * Required

Type the Subject

- To add details for the audit, click the Create New button.

Safety Audit Create New

#	Date Observed	Category	Description	Building/Area	Floor	Room #	Observed By	Vendor Notified	Notes	Resolved	Date Resolved	Resolution Verified By
---	---------------	----------	-------------	---------------	-------	--------	-------------	-----------------	-------	----------	---------------	------------------------

- Click **Date Observed**. Select a date using the calendar display.

Date Observed

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

- b. Click **Category**. Select from the list provided ONLY! Note that the list is extensive and can be reduced by entering text to limit the listing. For example, enter **Haz**.

Category

- c. Enter a brief **Description** for the item.

Description



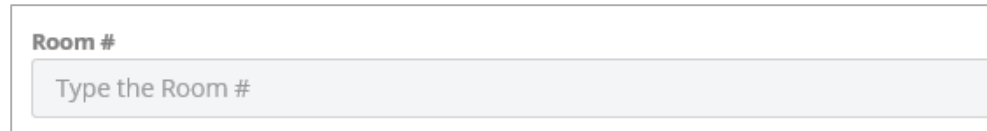
- d. Enter the **Building/Area** where the safety observation occurred.

Building/Area

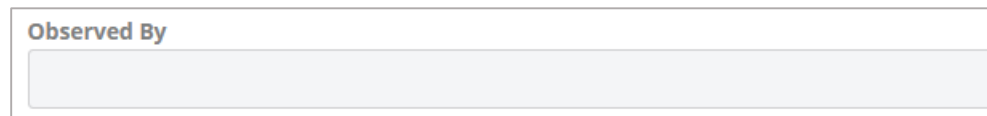
- e. Enter the **Floor** where the safety observation occurred.

Floor

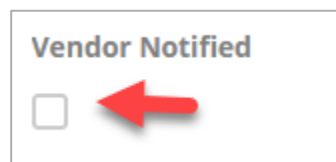
- f. Enter **Room #** where the safety observation occurred.

A form field with a light gray border. At the top, it is labeled "Room #". Below the label is a light gray input area with the placeholder text "Type the Room #".

- g. Click in **Observed By**. Select from the list provided or add a new name. Note that the list is extensive and can be reduced by entering part of a name.

A form field with a light gray border. At the top, it is labeled "Observed By". Below the label is a light gray input area.

- h. Click the checkbox for **Vendor Notified** if the responsible vendor was notified of the observation.

A form field with a light gray border. At the top, it is labeled "Vendor Notified". Below the label is a checkbox. A red arrow points to the checkbox.

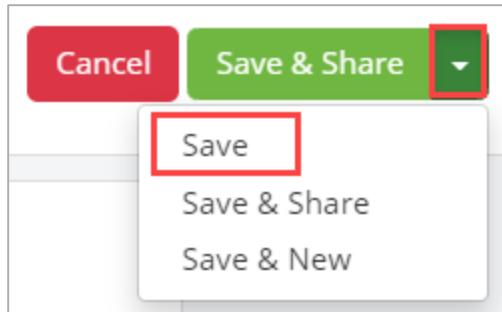
- i. Enter any applicable **Notes**.

A form field with a light gray border. At the top, it is labeled "Notes". Below the label is a light gray input area with the placeholder text "Type the Notes". A small "X" icon is visible in the bottom right corner of the input area.

- j. Click the **Add & New** button to add a new Safety Audit item or click the **Add** button to return to the record.


Two buttons side-by-side. The first button is blue with the text "Add & New" and is outlined with a red border. The second button is green with the text "Add" and is also outlined with a red border.

43. To complete and save the **Safety Audit** document, click the dropdown arrow beside **Save & Share** and click the **Save** button.

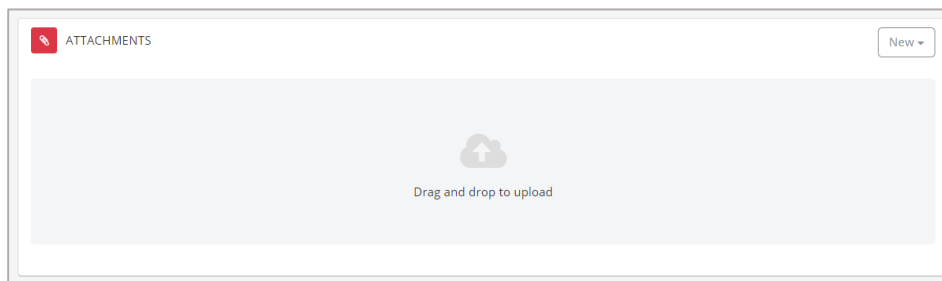


Attach Supporting Documentation

1. Attach any applicable photos or other documents to the corresponding Safety Audit observation line item via the **paper clip icon in the Related** field.

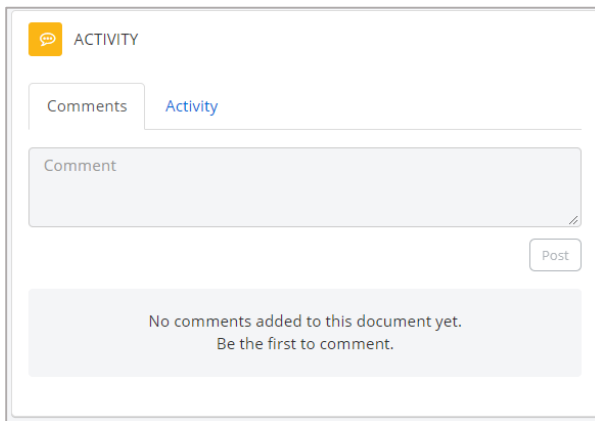
Safety Audit													
#	Date Observed	Category	Description	Building/Area	Floor	Room #	Observed By	Vendor Notified	Notes	Resolved	Date Resolved	Resolution Verified By	Related
1	4/29/20	Health	Gas line leak	Building 8	1	A	John Harmon	<input checked="" type="checkbox"/>	Smells like sulfur..	<input type="checkbox"/>			 0

2. Drag and drop any supporting files, not attributable to a specific Safety Audit observation line item, to the **Attachments** section of the record.



Comments

1. To ask questions or add commentary regarding the Safety Audit record, use the **Comments** section.



ACTIVITY

Comments **Activity**

Comment

Post

No comments added to this document yet.
Be the first to comment.

Editing the Safety Audit

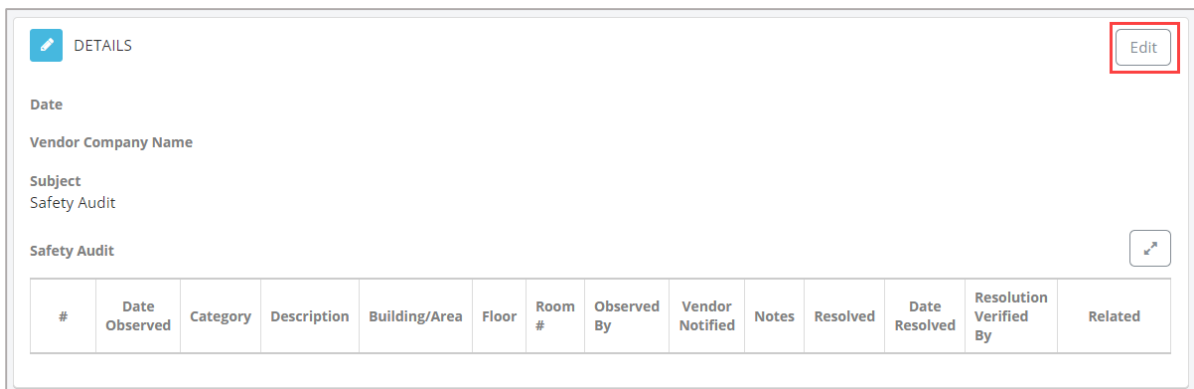
1. Open the Safety Audit log and **click the title of the record** you wish to edit.



Safety Audits shared with me New Print ...

<input type="checkbox"/>	Subject ▾	Created On ▾	Shared
<input type="checkbox"/>	Safety Audit	4/19/20 2:50 PM	1 Edit

2. Click the **Edit** button in the Details section.



DETAILS Edit

Date

Vendor Company Name


Subject
Safety Audit

Safety Audit ⌵

#	Date Observed	Category	Description	Building/Area	Floor	Room #	Observed By	Vendor Notified	Notes	Resolved	Date Resolved	Resolution Verified By	Related
---	---------------	----------	-------------	---------------	-------	--------	-------------	-----------------	-------	----------	---------------	------------------------	---------

3. Click the **dropdown arrow** beside the Safety Audit line item and click **Edit**.

Safety Audit

	#	Date Observed
	1	4/29/20

Edit


Insert above

Insert below

Remove

- a. Click the checkbox if the issue has been **Resolved**.

Resolved

☐ 

- b. Enter the **Date Resolved** when the issue is closed.

Date Resolved

<

April 2020

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

- c. Click in **Resolution Verified By**. Select from the list provided or add a new name. Note that the list is extensive and can be reduced by entering part of a name.

Resolution Verified By

- d. Click **Update & Close** to return to the Safety Audit or if there are multiple line items, you can click the **Next** button to advance to the next record.

< Previous

Next >

Update & Close

44. To complete and save the **Safety Audit** document, click the dropdown arrow beside **Save & Share** and click the **Save** button or select **Save & Share** and share the document with the appropriate share groups.

Cancel

Save & Share

▼

Save

Save & Share

Save & New