

1. Introduction

This guide is for Managers, Supervisors, Health and Safety Representatives and any other relevant workers to help navigate the functions used to conduct online health and safety checklists and inspections at Curtin University.

For instructions on how to conduct a Checklist/Inspection on an iPad, please refer to the *CHARM PocketAudit Guide*.

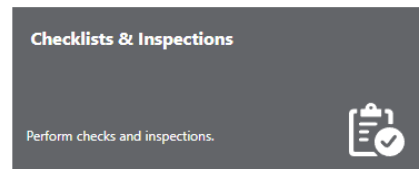
2. How to Log In - Desktop



1. Log into the Staff Portal
2. Click on the right arrow of the application wheel
3. Click on the CHARM icon to access the system



3. Checklists & Inspections - Desktop


4. From the homepage click on the Checklists and Inspections icon
5. From the Checklists & Inspections Library page, select the Checklist/Inspection you wish to complete.




4. Conducting an Checklist/ Inspection



Location

 * 306 Pharmacy 


308 Biomedical Sciences 



Business Unit

 * Curtin Medical School 

Reference Information

 Workplace Inspection Q2 2022

6. Click on the Magnifying glass icons to select the **Location(s)** and **Business Unit** that you are conducting the Checklist.

Note: Multiple building locations can be added.

7. Enter information to assist identifying it on the Audit Register once completed.
E.g. Q3 Workplace Inspection

8. Click the Next button located at the top of the page.

Enter the Actual Start and End Date for the Checklist / Inspection

* Actual Start Date:  * Actual End Date: 

9. Select the start and end date of the checklist.

Assessors

Jane Brown, Sam Smith

10. Enter the names of the people conducting the checklist.

Room number(s) inspected

100-112, 115, 118


11. Type in the room numbers that are being inspected.

12. Complete the Checklist/Inspection by answering all questions.

4. Are all emergency exit routes: a) Clearly signed b) Exit signs lit c) Free of obstruction with 1m2 clearance

Yes
 No
 Not Applicable

Findings/Observations

Add Attachment 

Click to upload attachments

Answer Yes, No or Not Applicable and enter any findings.

Answer types


There are three answer types available on the Checklists/Inspections that require different mandatory information in order to proceed.

Questions answered with Yes: No further action is required however *Findings/Observations*, *Attachments* and *Action Items* can be added but are not mandatory.

1. Are all work areas kept clean and tidy?

Yes
 No
 Not Applicable

Findings/Observations

Add Attachment 

Action Item

Person Responsible

Due Date

% Completed 0%

Questions answered with No: Non-compliance occurred.


The *Findings/observations* section must be completed and at least one *Action Item* assigned to a *Person Responsible* with a *Due Date*.

Note: Please provide detailed information related to the findings/observations in the Action item field so the action owner is aware of what action/s need to be undertaken.

i 1. Has fire equipment been tested and tagged within the last 6 months? (e.g. fire blankets, fire extinguishers, hose reels)

Yes
 No
 Not Applicable

Findings/Observations
Fire extinguisher is out of date in room 103

Add Attachment 

Action Item
Organise fire extinguisher to be tagged

Person Responsible
Adam Smith

Due Date
31/08/2022

% Completed 0%

1.0 HOUSEKEEPING AND ENVIRONMENT

1. Are all work areas kept clean and tidy?

Yes
 No
 Not Applicable

Findings/Observations	Add Attachment	Action Item	Person Responsible	% Completed
				0%
			Due Date	

Questions answered with **Not Applicable**: No action available. If a skip button appears you can click on the blue skip button to skip the section of questions that are not applicable.

Acknowledgement

Click "Yes" and assign an action to AREA MANAGER to view and acknowledge the completed Workplace Inspection Checklist and assigned actions.

Yes
 No
 Not Applicable


Findings/Observations	Add Attachment	Action Item	Person Responsible	% Completed	
Completed inspection - no major issues		Please mark this task as complete once you have viewed this inspection and	Alex Jones	0%	"Please mark this task as complete once you have viewed this inspection and associated action items."
			Due Date		
			31/08/2022		

13. At the end of the checklist in the **Acknowledgement** section, click **Yes** and enter any further notes in the Findings/Observations section.

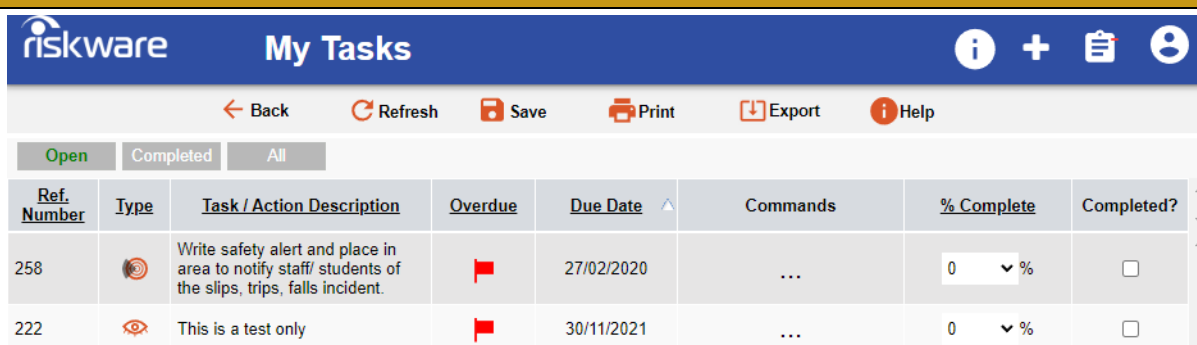
Assign an action item to the Manager responsible for the area you are inspecting so they can view and acknowledge your inspection and identified actions.

14. Once completed, press the submit button located at the top of the page.

Once submitted, this will send an email to the Manager listed in step 13. who will need to view the inspection and mark the action as completed to acknowledge they have viewed the inspection.


Once all questions have been answered, click on the Submit button  to submit the Checklist/Inspection. Once submitted, **Action Items** will be assigned and emailed to the **Person Responsible** to complete. (See section 1.5 for completing tasks/action items)

5. Viewing and Completing Action Items



Ref. Number	Type	Task / Action Description	Overdue	Due Date	Commands	% Complete	Completed?
258		Write safety alert and place in area to notify staff/ students of the slips, trips, falls incident.		27/02/2020	...	0 %	<input type="checkbox"/>
222		This is a test only		30/11/2021	...	0 %	<input type="checkbox"/>

Actions items (Tasks) assigned to you will be located in the My Tasks section by clicking the

 icon at the top of any page.

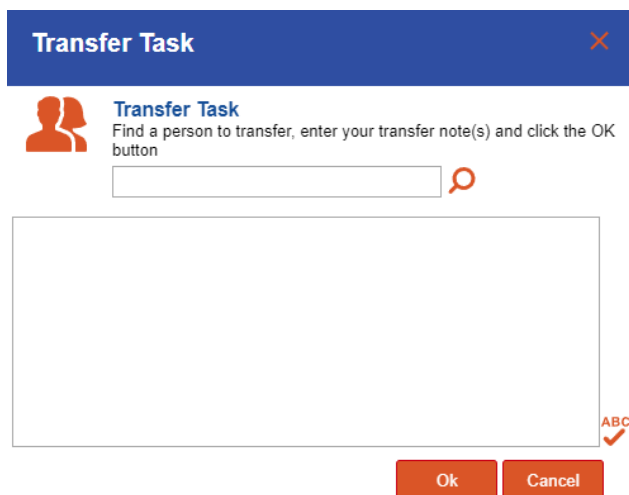
From the **My Tasks** section you can view all, open and completed actions that have been assigned to you.

Double click the action to view the Checklist/ Inspection where the action item was created.


To complete an Action Item / Task

1. From the **My Tasks** section, click on the "Open" tab to view all of your open actions.
2. Change the progress of the action by using the drop down % box to select a percentage.

3. Click on the ... command and select Note to add notes relating to the progress of the action.
4. Once an action is completed, click the Completed? checkbox and then **Save**
5. The completed action will then appear in the "Completed" tab.



To transfer a task to another person, click on the ... Commands icon and select transfer. A Transfer Task pop up box will appear.

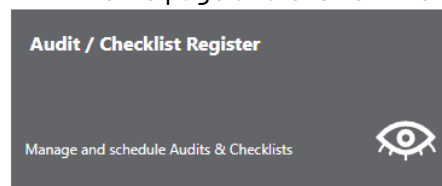
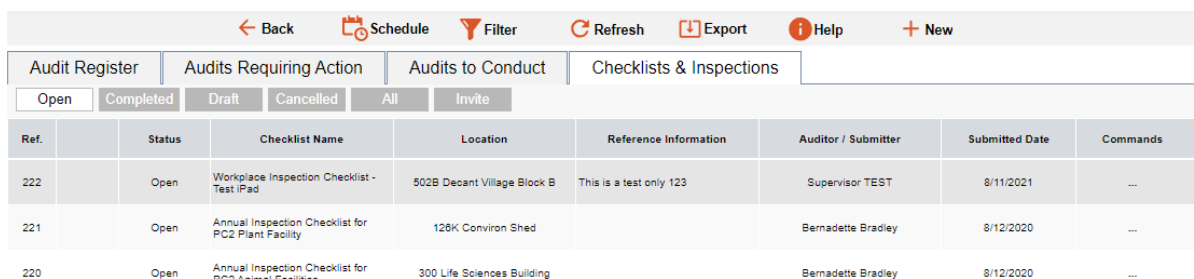
Use the  icon to perform a staff search and select the person to transfer the task to.

Use the free text box to type your message to the transferred tasks person and click OK.

6. Viewing Completed Inspections

To view your completed Checklists/Inspections go to the CHARM home page and click on the **Audit Register**.

From the **Audit Register**, click on the **Checklists and Inspections** tab.

Ref.	Status	Checklist Name	Location	Reference Information	Auditor / Submitter	Submitted Date	Commands
222	Open	Workplace Inspection Checklist - Test iPad	502B Decant Village Block B	This is a test only 123	Supervisor TEST	8/11/2021	...
221	Open	Annual Inspection Checklist for PC2 Plant Facility	128K Conviron Shed		Bernadette Bradley	8/12/2020	...
220	Open	Annual Inspection Checklist for PC2 Animal Facilities	300 Life Sciences Building		Bernadette Bradley	8/12/2020	...

Checklists and Inspections will remain in the **Open** tab until all action items associated with the Checklist/Inspection have been completed.

Once all action items have been completed, the Checklist/Inspection will be completed and appear in the **Completed** tab.

Incomplete Checklists/Inspections that have been saved as a draft and have not been submitted will appear in the **Draft** tab.

Checklists/Inspections can be cancelled by clicking on the ... commands button and selecting Cancel Checklist/inspection. The inspection will then appear the **Cancelled** tab.