How to Respond to Safety Inspection Findings in EHSA

After a UH EHS safety inspection, you may have open violations or findings that require a response. You can respond to these findings by logging in to EHS Assistant, our safety program management software. Go to:

https://ehlsa.cougarnet.uh.edu/ehsa/

You should see this screen. Log in with your CougarNet name and password. This is the same login you use for UH email, AccessUH, and other University sites.
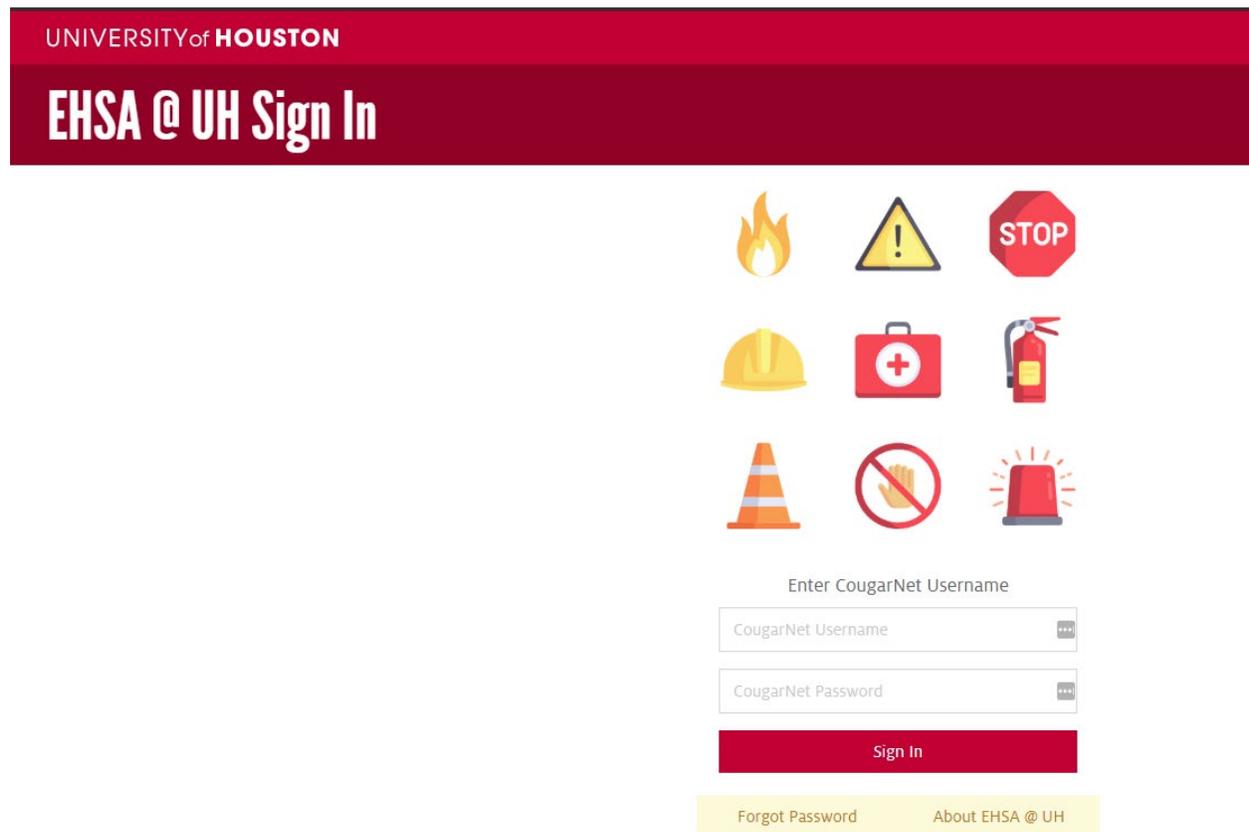
You should see a similar screen to the following. Click the **Safety Inspections** icon.

On the next screen, click **Violation Deficiency Response**

The next screen will show one line per "open response" you have on your safety inspection. To write a new response, or edit an existing response, click **Edit Response.**

If there are no lines on this screen, try clicking **Overdue Response** to view open violations that are past their due date.

The next screen will show the details of the violation or finding as written up by the inspector. It will include the date, location, inspector name, deficiency, recommendation, and any comments the inspector has. *Scroll down* to view the area where you can input a written response. You must complete **Correction Notes, Response Date**, and **Corrected By**.

The inspector may request pictures of your correction, or you may provide them to show how a finding was addressed. You can include pictures by scrolling back up and clicking the **Add Photo** button.

This should bring up the file location tool for your operating system. This is a Windows 10 PC, Mac and other OSes will look different. Locate the picture on your hard drive and click **Open** to upload it.
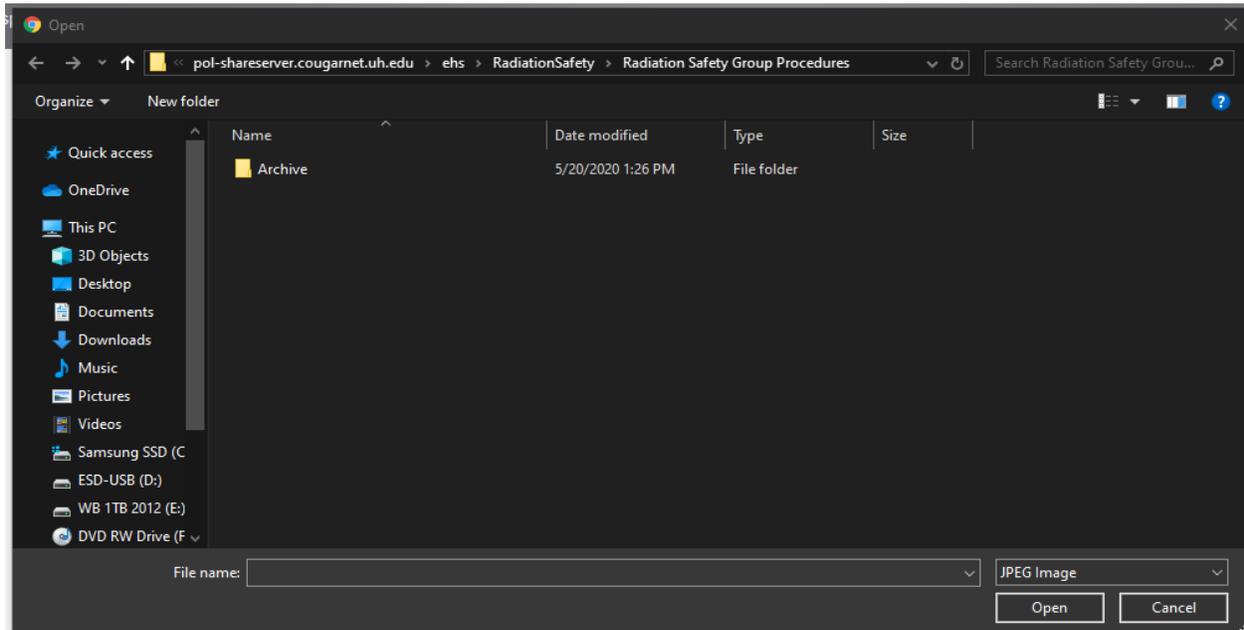
Enter a short name or description in the **name/description** field.
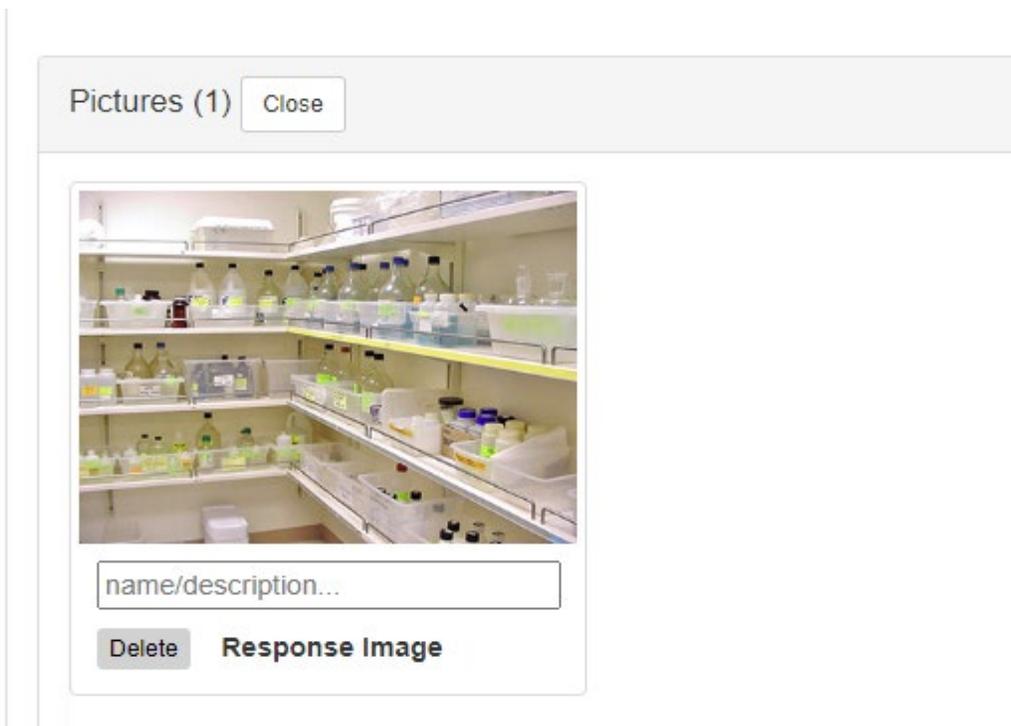
Scroll to the top or bottom of the page and click **Submit to Inspector.** This will send an email to the inspector. The inspector will review and either accept your correction or ask for more information. If more information is requested, navigate back to this finding, and click **Edit Response** again to add more information.

You will be taken back to the Inspection Response List. The violation with your response will now have something in the <u>Response</u> field. Violations without a response will still be blank.

Repeat this process for each violation. When you finish, each violation should have a response and response date. Once the inspector accepts each response, the inspection will be closed out and you will be sent a message confirming that all corrections have been accepted.