

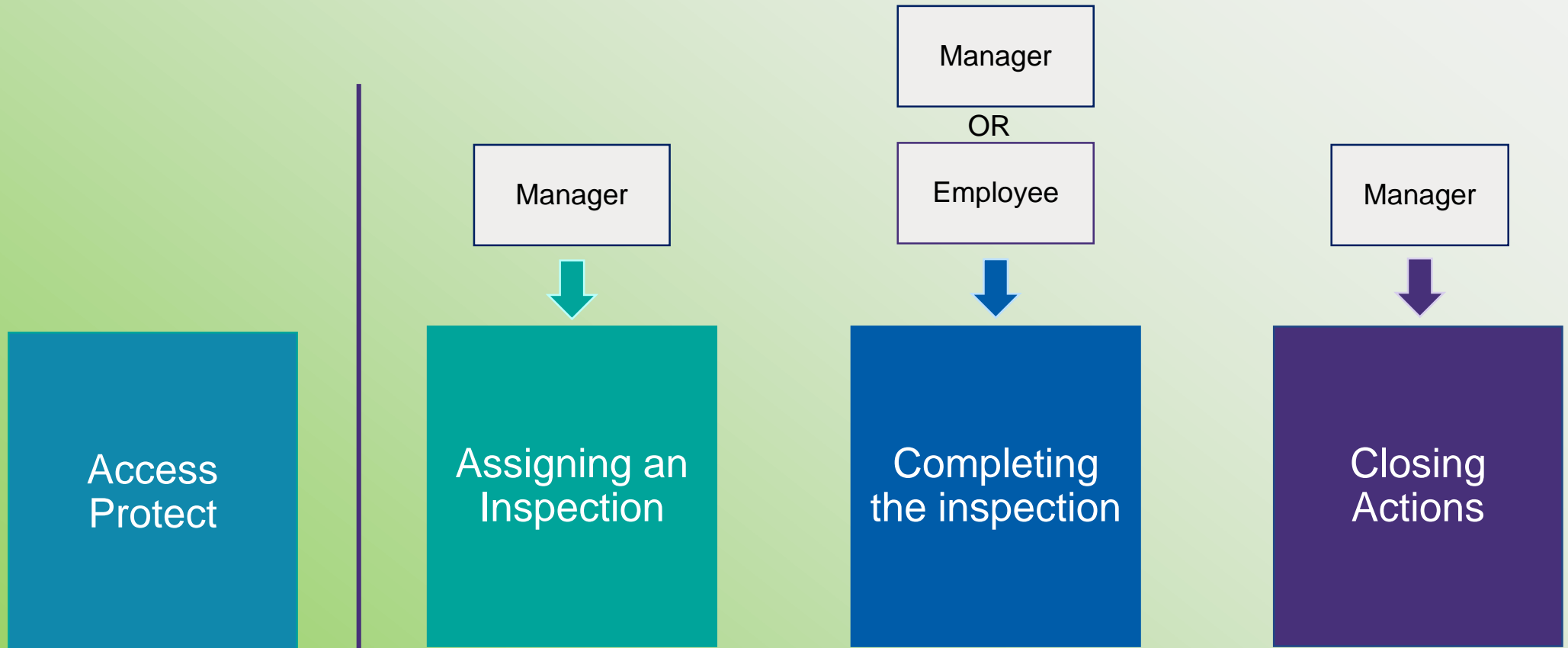
Completing a Workplace Inspection in Protect

 **Protect | Prevent | Support | Promote**



September 2020

Overview




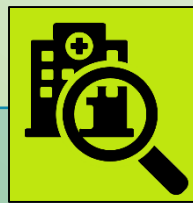


The three (3) key steps each quarter



Accessing Protect

There are four (4) ways you can access Protect:

1.	The <u>Safety Intranet</u> - using the Chrome browser	Will work in any modern browser, incompatible with our current version of Internet Explorer  
2.	iPad/mobile device, when connected to SHWifi	Use this link - http://workplaceinspection.internal.southernhealth.org.au/WorkPlaceInspection
3.	Clinical Desktop	Look for the icon 
4.	Monash Health Portal (Citrix)	Look for the icon  Also compatible with mobile devices

A detailed [Quick Access Guide](#) outlining the above access options is available on the [safety intranet](#)

The Dashboard

#	Record Id	Form Types	Site	Location	Inspection Date	Outstanding Actions	Action
1	01165	General	Kingston Centre	Boiler House	01/07/2020	NO	VIEW
2	01166	General	MMC Moorabbin	HOT Building	01/07/2020	NO	VIEW
3	01168	General	AAMI Park	Melbourne Rebels 1	06/07/2020	NO	VIEW
4	01169	General	Dandenong Hospital	Day Treatment 2020	06/07/2020	NO	VIEW

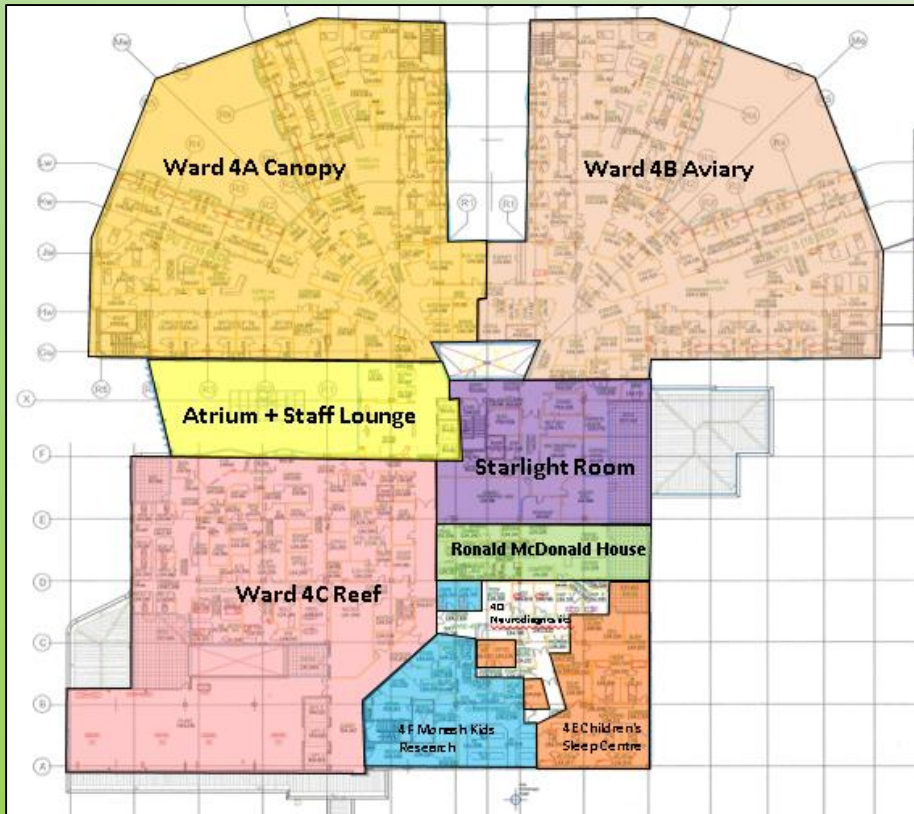
1. To start click the **Create Record** button

- First page visible to manager and employees
- Used to locate and view inspections that you have assigned to your team/have been assigned to you
- The inspections are categorised by status (Scheduled, Completed, Overdue, In Progress)
- Provides access to the **Create Record** and **Search Record** pages (top right)

Tip: The label on the top right of the screen indicates what type of access you have “[**Manager**]” or “[**Employee**]”



Assigning an Inspection



- Manager access is required to assign an inspection
 - Email safety@monashhealth.org if you don't have manager access or are acting as a manager
- Assign one inspection per location, per quarter
- Inspection locations are defined by the site floor maps and/or lists available on the [safety intranet](#)



Assigning an Inspection

INSPECTION FORM

Form Review

Record : 00000 Status : Draft

1. Site* MMC Clayton

2. Area* Children's - Level 4

3. Inspection Location* Ward 4A Canopy

4. Person Inspecting Joe Bloggs

Additional Form Types (if required) Select Form Types

Date* 24-07-2020

1. Select the **Site, Area, and Inspection location**
2. Nominate the Person Inspecting and click on **Review**

INSPECTION FORM

Form Review

Assign

Review and Submit

Information

Site	MMC Clayton
Inspection Area	Children's - Level 4
Location	Ward 4A Canopy
Date	24/07/2020

3. Click the **Assign** button



Completing an Inspection

Quick Use Guide - Completing a Workplace Inspection.pdf
178 KB

Dear **Joe Bloggs**,

A Workplace Inspection for the following location has been assigned to you by **your Manager**.

Site: **MMC Clayton**
Area: **Children's - Level 4**
Inspection Location: **Ward 4A Canopy**
Due Date: **30 September 2020**

You can view and complete the Workplace Inspection form via this [link](#) link into the Chrome browser.

If you require assistance, please contact the OHS Advice Line 03 9594 6140 or safety@monashhealth.org

Regards,
OHS Team

When the manager assigns an inspection, an automatic notification email is sent to the nominated person

1. Use the link in the email to access the inspection directly
2. A **Quick Use Guide** for Completing a Workplace Inspection is also attached to the email

Alternatively, access the inspection from the Dashboard





Completing an Inspection

→	Question	Answers	Observations/Suggested Solutions	Answered Date	Action undertaken/comment	Action Due Date	Action Completed Date	File	History
	Does the OHS notice board have the correct items on display? - OHS Policy, Issue Resolution Flowchart, Minutes from any recent OHS meeting, WorkSafe If You are Injured at Work poster, EAP information, relevant Safety Alerts, Notice of Results (if a HSR has been elected).	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		24-07-2020					
	Are all curtains in good working order and not torn?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	3 x bed curtains in poor condition	24-07-2020		31-12-2020			
	Are there a suitable number and range of bins provided for general rubbish, recycling, sharps, hazardous waste and other	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	Recycle bins required for ward	24-07-2020		31-12-2020			

1. Provide a response to each question
2. Any “no” responses require a **mandatory comment**

INSPECTION FORM

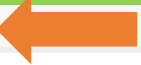
Form [Review](#) 


[Save and complete later](#) 

Review and Submit

Information

3. Save progress at any time by clicking the **Review** button, then click **Save and complete later**

Form [Review](#) 

[Submit](#) 

Review and Submit

Information

Site MMC Clayton

4. Once all questions and mandatory comments fields are completed, access the **Review** page and click **Submit**

Closing Actions



Quick Use Guide - Closing Out Actions.pdf
234 KB

A Workplace Inspection for the following location was completed by **Joe Bloggs**.

Site: **MMC Clayton**

Area: **Children's - Level 4**

Inspection Location: **Ward 4A Canopy**

Due Date: **30 September 2020**

The inspection has identified corrective action/s that need to be addressed by 31 December 2020.

You can review and close out actions via this [link](#). Please copy the link into the Chrome browser.

If you require assistance, please contact the OHS Advice Line 03 9594 6140 or safety@monashhealth.org

Regards,

OHS Team

Inspections containing actions generate an automatic email to the manager who assigned the inspection

1. Use the [link](#) in the email to access the inspection directly
2. A **Quick Use Guide** for Closing out Actions is also attached

Alternatively, access the inspection from the Dashboard



Closing Actions

Actions Summary

- Are all curtains in good working order and not torn?. [Click here to view details](#)
- Are there a suitable number and range of bins provided for general rubbish, recycling, sharps, hazardous waste and other waste streams?. [Click here to view details](#)

General

→	Question	Answers	Observations/Suggested Solutions	Answered Date	Action undertaken/comment	Action Due Date	Action Completed Date	File	History
	Does the OHS notice board have the correct items on display? - OHS Policy, Issue Resolution Flowchart, Minutes from any recent OHS meeting, WorkSafe If You are Injured at Work poster, EAP information, relevant Safety Alerts, Notice of Results (if a HSR has been elected).	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		24-07-2020					
	Are all curtains in good working order and not torn?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	3 x bed curtains in poor condition	24-07-2020	Bed curtains replaced	31-12-2020			
	Are there a suitable number and range of bins provided for general rubbish, recycling, sharps, hazardous waste and other waste streams?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	Recycle bins required for ward	24-07-2020	A recycle bin is now located at each end of ward	31-12-2020			
	Are exit signs illuminated? (if action required - submit a BEIMS request)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		24-07-2020					

Questions answered “No” are an action required to be completed by the **end of the next quarter**

1. Provide **comment** on what was undertaken to address the action

2. Use the **date picker** to indicate when the action was closed

3. Save updates by accessing the **Review** page and clicking **Save**

Form **Review** Save

Review and Submit

Information

Site: MMC Clayton
Inspection Area: Children's - Level 4

Tips for Managers

- Support your employees with accessing the system
- Inspections need to be submitted by the end of quarter to count as completed
- Complete and close actions by the end of the next quarter
- A [Workplace Inspections Summary Report](#) is available
 - Provides visibility on the status of Workplace Inspections by Site and Location
 - Allows you to view responses and actions for a inspection without accessing Protect

Get in touch if you:

- Require manager access
- Require access to inspections for locations added to your management portfolio
- Are acting for another manager and need to finalise inspections
- Need us to update the location mapping (i.e. relocations)

