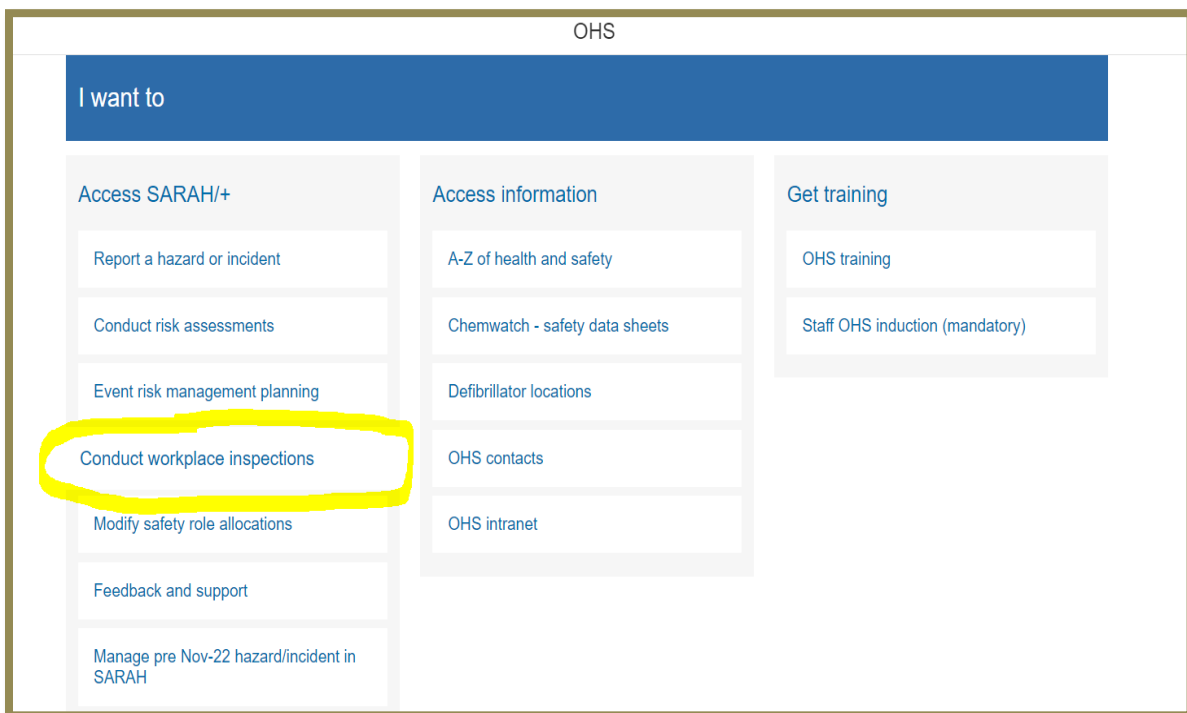


Quick Guide for Submitting an Emergency Building Evacuation Report in S.A.R.A.H.

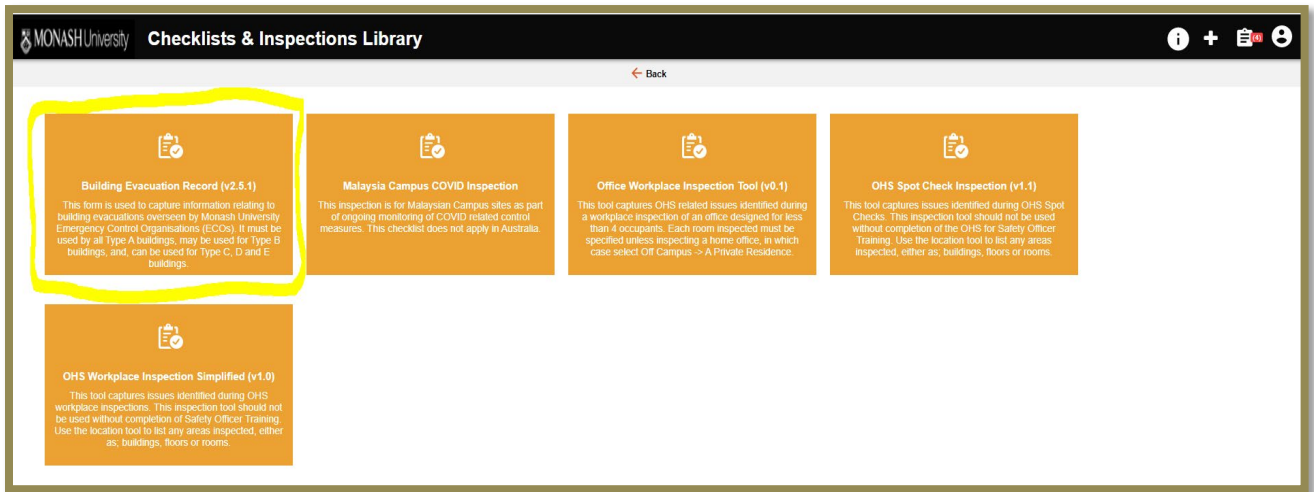
1. Select the OHS Tile in your **my.monash** webpage.



2. Select **Conduct workplace inspections**.



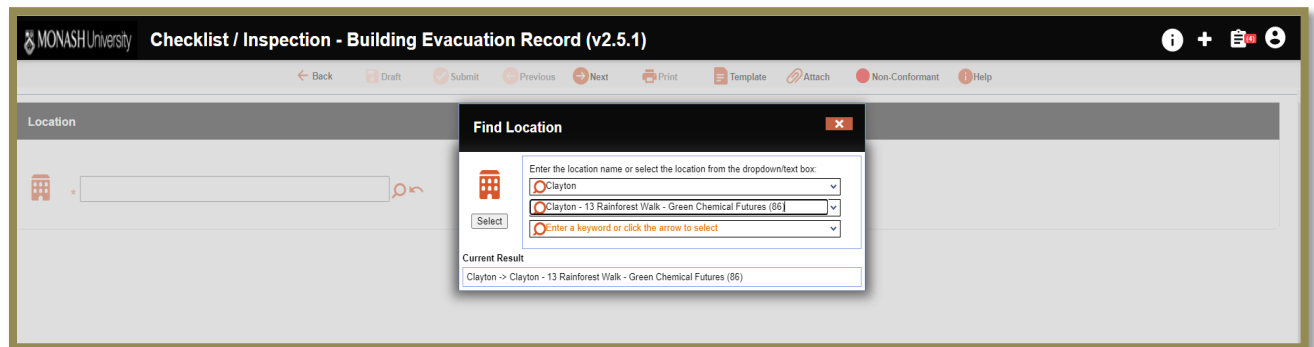
3. Then select the **Building Emergency Evacuation Record** icon.



4. Start completing the report by entering the building location. First select campus, then commence typing in the address and it should pop up. (e.g. 14 Rainforest Walk).

Note:

If your building EWIS panel is linked up to more than one building, it is important that you record all the building locations in this report to ensure evacuation reports for every building are recorded. There are additional drop-down boxes available to enter more building locations if needed.



- Fill in the information on pages 1- 5. Select the next page by clicking “Next” at the top of the page.

- When answering each question, detail any findings/observations and if necessary assign tasks for action
- You can assign to the most appropriate Person Responsible to complete the task. You will be required to enter the finding, an action item, category and description, together with a due date

8. Once you have completed the report, you can select the submit button for it to be submitted and assigned tasks to be sent by email to the Person/s Responsible. If you need to consult before assigning tasks, you can leave the report in draft form, edit it and submit later.
9. Once you have submitted your report, or saved it in draft, you can access it by selecting the **Audit Register Module**.

MONASH University Checklists & Inspections

Navigation: Back, Draft, **Submit**, Previous, Next, Print, Template, Attach, Non-Conformant, Help

Page 1

Work Environment

Are lighting levels adequate?

Action required
 Action not required

Findings/Observations: [Text Area]

Add Attachment: [Upload Icon]

Action Item: -- Select the Category --

Person Responsible: [Text Field]

% Completed: 0%

Due Date: [Calendar Icon]

e.g. absence of glare from windows onto screens

Is the temperature maintained to a comfortable level?

Action required
 Action not required

Findings/Observations: [Text Area]

Add Attachment: [Upload Icon]

Action Item: -- Select the Category --

Person Responsible: [Text Field]

% Completed: 0%

Due Date: [Calendar Icon]

(-19 - 23 degrees)

Is the workstation located away from sources of loud noises and distractions?

Action required
 Action not required

Findings/Observations: [Text Area]

Add Attachment: [Upload Icon]

e.g. appliances/equipment/activities

MONASH University Home Page | Dashboard

Good morning John

- Self Assessment Tool off line a PDF copy is available on the OHS Website
- You have been delegated WHSM authority by **Please select a Monash supervisor ... (Unspecified Primary Location)**, Please select a Monash supervisor ... (Unspecified Primary Location)
- You have been delegated IM authority by **Please select a Monash supervisor ... Please select a Monash supervisor ...**
- You have been invited to 10 WHS Risks to Peer Review.
- You have 6 WHS Risks Peer Review to complete.
- You have 4 Tasks to perform.
- You have 1 New OHS Incident.
- You have 1 Open OHS Incident.
- You have 1 New Environmental Incident.

Incident/Hazard Register
View and manage reported Incidents/Hazards

Safety Risk Register / WHS Risk Register
View and manage WHS Risk Assessments

Audit / Checklist Register
Manage and schedule Audits & Checklists

Compliance Register
View and manage your Compliance obligations

Alert Manager
View and manage your Alerts

Event Risk Management Plan
Request a Event Risk Management Plan

Checklists & Inspections
Perform checks and inspections.

Analyse Data
Analyse my data

Audit Setup
Configure and maintain Audits

System Maintenance
Configure and maintain the system

Roles Positions
View and assign people to roles and positions

MONASH University Audit / Checklist Register

Navigation: Back, Schedule, Filter, Refresh, Export, Help, New

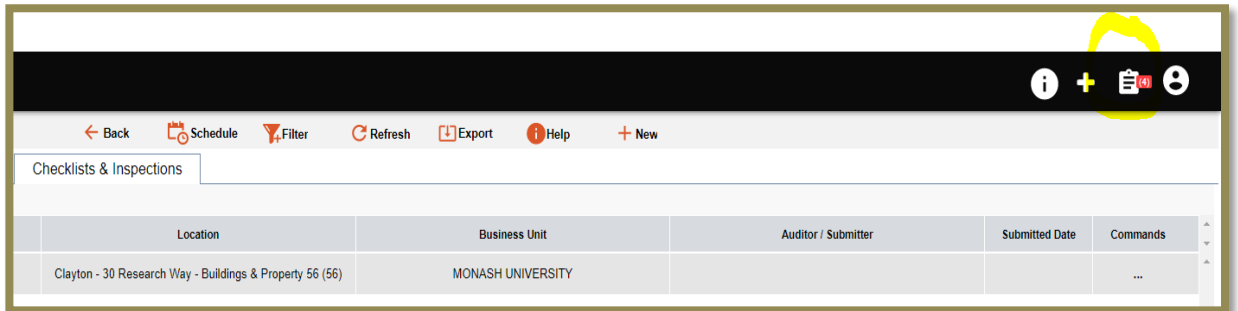
Audit Register | Audits Requiring Action | Audits to Conduct | **Checklists & Inspections**

Open | Completed | Draft | Cancelled | All | Invite

Ref.	Status	Checklist Name	Location	Business Unit	Auditor / Submitter	Submitted Date	Commands
39	Cancelled	2017 - Building Evacuation Drill Report v0.3	Clayton - 30 Research Way - Buildings & Property 56 (56)	MONASH UNIVERSITY			...

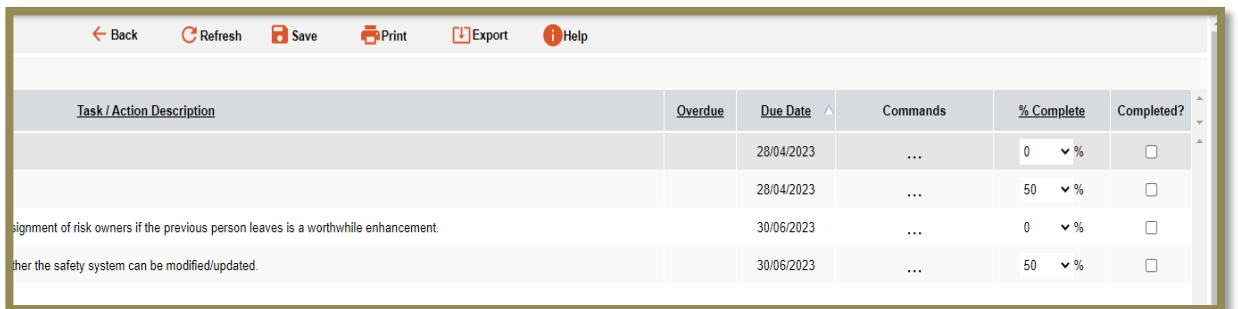
How to access the Emergency Building Evacuation report and assigned tasks

1. The Person Responsible can access their assigned task by going into S.A.R.A.H. via the my.monash portal. If there are tasks assigned to a person, they will be in “**my tasks**” as highlighted below.



Location	Business Unit	Auditor / Submitter	Submitted Date	Commands
Clayton - 30 Research Way - Buildings & Property 56 (56)	MONASH UNIVERSITY			...

2. The Person Responsible can view their task list in “**My tasks**” to report on the action status (% compliance) and close off when a task is completed by ticking the completed box.



Task / Action Description	Overdue	Due Date	Commands	% Complete	Completed?
		28/04/2023	...	0 %	<input type="checkbox"/>
		28/04/2023	...	50 %	<input type="checkbox"/>
signment of risk owners if the previous person leaves is a worthwhile enhancement.		30/06/2023	...	0 %	<input type="checkbox"/>
ther the safety system can be modified/updated.		30/06/2023	...	50 %	<input type="checkbox"/>

3. When all assigned tasks are completed, the Building Evacuation report will be transferred from **open reports** to **closed reports** in the 'Checklist and Inspections tab' in the **Audit register**.