Laboratory/Workshop Self-Inspections are required to be conducted by managers and supervisors with participation of an employee. A Department Head or Director may participate in the inspection. Refer to the Laboratory/Workshop Inspection Checklist with References document for a list of the inspection items, risk ratings, corrective action timelines, regulatory references and University resources. The completed self-inspection must be reviewed and submitted by the Principal Investigator. These instructions outline the steps necessary to submit a Laboratory/Workshop Self-Inspection.

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Important Details:

- Workplace Inspection Training (new online training, as of June 2017) is required for all managers, supervisors and employees conducting or participating in workplace inspections. Complete by logging in to Workplace Inspections Training.
- Any user in a laboratory/workshop can perform and enter an inspection in Chematix.
- PIs are required to review and submit the inspection.
- People working in the area and involved in the inspection are selected from the Chematix authorized user list for that laboratory/workshop and their participation will be documented on the inspection report.
- Other participants (e.g. Safety Improvement Team committee members, EHS, etc.) can also be added to document their participation.
- Once completed, a copy of the inspection will automatically be emailed out to all users listed in the laboratory to communicate findings.
- PIs and Supervisors are required to implement corrective actions to correct deficiencies in accordance with the risk rating and timeline for corrective actions identified on the Laboratory/Workshop Inspection Checklist with References documents.
Steps To Enter and Submit a Laboratory and Workshop Self-Inspection in Chematix

1. Log in to https://ucalgary.chematix.com/Chematix/
   Select Click here to continue to enter Chematix

2. Log in with Username and Password

3. Once the Chematix home page appears, select the Inspection tab
4. Select **View My Laboratories**

5. From a list of Laboratories/Workshops, click on the one you wish the inspection to begin

6. Scroll to the bottom of the page and select **Perform Self Inspection** to continue

7. Select lab users that are participating in the inspection by toggling the **Participant** button beside their name

   Select **Add Participant** to bring up a search engine for people not assigned to the space but who will participate in the inspection (e.g. SIT committee members, EHS reps.)

   Once all the participants have been identified select **Update Participants**

   Once the page has reloaded select **Perform Self Inspection**
8. The correct inspection type should be defaulted to in the drop down list. If the correct inspection type (Laboratory or Workshop) is not displayed, contact EHS uc safety@ucalgary.ca

9. Select **Blank Inspection Form** at the bottom of the page. This will bring up a pdf document for you to open and print. Fill in the paper checklist as you walk around and do the inspection.

10. Once you have completed the inspection paper copy, continue to fill in the online checklist.

Select the section title to display inspection items (sections A to F).

11. If no items in a section apply to your laboratory or workshop, select the **Mark N/A** at the bottom of the page.

This action will fill in each question of this section with a N/A response.
| 12. | For each question in each section, select the appropriate radio button that reflects your findings. You can add additional information in the comment box: who, how and when the corrective actions will be implemented. |
| 13. | At the end of each section, click **Save and Return** when finished, or **Reset** to start over. |
| 14. | You can **Add / Modify Comments**, attach photos or documentation by clicking on **Upload Attachment** (i.e. copies of Archibus requests) if you wish. |
| 15. | Continue the self-inspection until all sections (A to F) are complete. |
16. If you cannot finish the inspection in one session, select **Save & Exit Lab Inspection**

You will see a pop up box indicating the inspection has been successfully saved.

17. To continue the self-inspection for the next sections on your next session, log in (step 4), click on **Please complete the self-inspection for laboratory** and perform steps 6 to 8.

As an example on the right, section A is complete, sections B to F have yet to be completed.
18. As a user (not a PI) entering the inspection, forward your completed inspection to your PI by selecting Forward Inspection. This action will generate an email notification to your PI to review and submit the inspection.

You will receive a pop up box indicating successful submission to the PI.

19. As a PI entering the inspection, when the inspection is completed, you can:
   - add email recipients,
   - directly click on Submit Inspection

You will receive a pop up box indicating successful submission.

20. As a PI reviewing a lab inspection entered by a user, follow steps 1 to 8. Select the section title to display inspection items

Review findings of all sections, edit if required. Add or edit comments about corrective actions.

21. Click Save and Return when finished reviewing and/or editing all questions in this section
22. After you have reviewed the entire inspection report, and are satisfied with it, you can submit it by selecting **Submit Lab Inspection**

Correctives Actions

Laboratory Users, Laboratory Supervisors and Principal Investigators can record corrective actions for deficiencies in Chematix.

**Steps To Record Corrective Actions for Deficiencies in Chematix**

23. Log in to Chematix (as steps 1-4)

24. Select the radio button for the most recent inspection of the lab space you are doing corrections for.

At the bottom of the page, select **Open Details** to manage the deficiency.

25. Select **Deficiency corrected** from the drop down list.

26. A **complete description** of how the deficiency was corrected is required in the provided box.

27. Select **Resolved and Completed**.
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<td><strong>28.</strong> When the resolution is submitted the deficiency will be removed from the list. You will receive a pop up box indicating successful submission.</td>
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