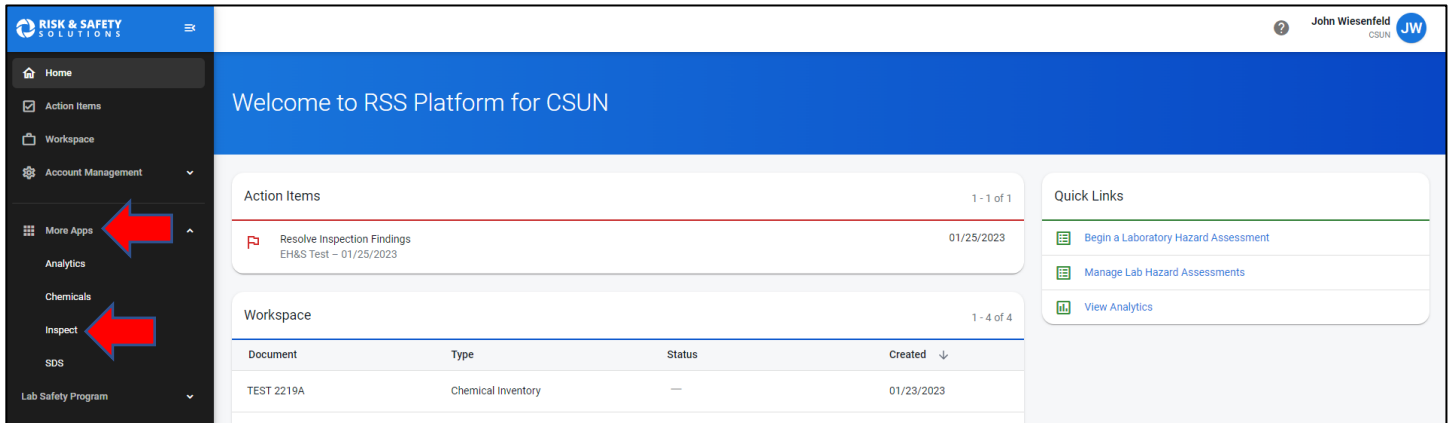
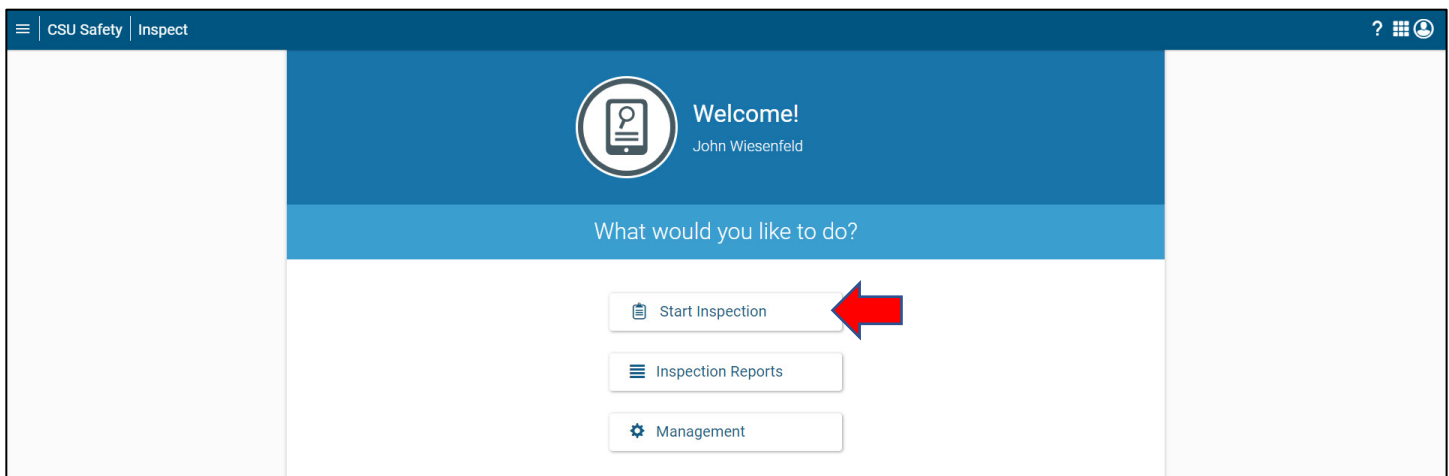


Step 1: Open [RSS Inspect](#) using your CSUN single sign-on credentials.

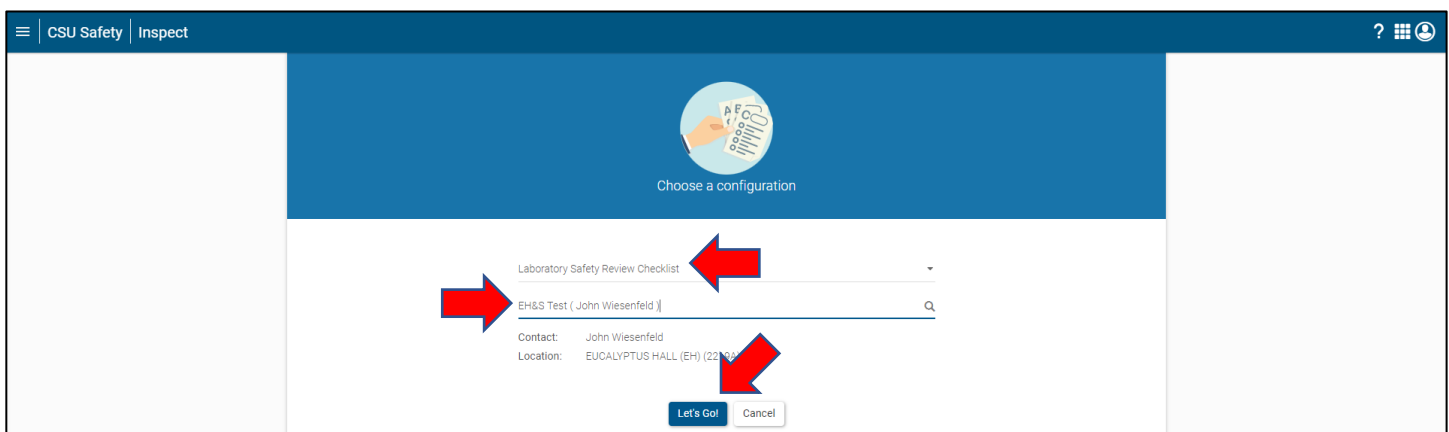
Note: Alternatively, you can access the Inspect Application by navigating to the [RSS Home Page](#) and logging in using your CSUN single sign-on credentials, then selecting **Inspect** from the **More Apps** menu on the left side of the page.



Step 2: Start an inspection by selecting “Start Inspection”.



Step 3: Select the **Laboratory Safety Review Checklist** or the **Shop Safety Review Checklist** depending on what type of space you are inspecting. Select **Choose a party to inspect** and search for the group you are inspecting. Select **Let's Go**.



For more information about Inspect, contact ehs@csun.edu

Step 4: Begin working through the checklist. Select ✓ for each statement that is compliant, and X for each statement that is out of compliance. For statements that do not apply to your lab or shop, select **N/A**. Selecting any of these will create an **item** beneath the statement. For statements that are not in compliance and marked with an X, see step 7.

CSU Safety | Inspect

EH&S Test (John Wiesenfeld)

Laboratory Safety Review Checklist

Managers
John Wiesenfeld

Inspection Date
Jan 30, 2023

Status
Draft

Inspection Contributors
-

Report Created By
John Wiesenfeld

Done Date

Reference ID

Back to Reports

View Findings Only

Public View

Print Report

Notes

No Notes

SIGNAGE

1. Emergency contact names and numbers (including after-hours) are posted within the lab.

X

✓

N/A

2. Additional hazard warning signs (ie. laser, magnetic fields, high voltage, etc) are posted in lab near or at the known hazard.

X

✓

N/A

3. Minimum requirements for proper lab attire and personal protective equipment (PPE) are posted and followed at all times by visitors and laboratory personnel.

X

✓

N/A

4. Signage - other observations

X

✓

N/A

Note: To delete an **item**, in the case of accidental multiples, select the item and choose the : icon in the top right of the screen and select **Edit Incident**. At the bottom right of the following page, select **Delete**.

CSU Safety | Inspect

EH&S Test (John Wiesenfeld)

Laboratory Safety Review Checklist

Managers
John Wiesenfeld

Inspection Date
Jan 30, 2023

Status
Draft

Inspection Contributors
John Wiesenfeld

Report Created By
John Wiesenfeld

Done Date

Reference ID

Back to Reports

View Findings Only

Public View

Print Report

This report has unfinished categories. Would you like to submit anyway?

Submit

Notes

No Notes

SIGNAGE

1. Emergency contact names and numbers (including after-hours) are posted within the lab.

X

✓

N/A

Public Comments:

Private Comments:

Inspector: John Wiesenfeld

Edit Incident

Public Comments: No Posting Visible

Private Comments:

Action Plan: CSUN Chemical Hygiene Plan
19 CCR, §3.09 and 8 CCR, §3220; Emergency Action Plan
Emergency phone contact numbers should be posted on the exterior of the door leading to the lab.
Emergency phone numbers should be posted near or on the phones.

Not Compliant

Multiple incidents for one item: (one or more should be deleted)

19 CCR, §3.09 and 8 CCR, §3220; Emergency Action Plan
Emergency phone contact numbers should be posted on the exterior of the door leading to the lab.
Emergency phone numbers should be posted near or on the phones.

Days To Resolve

30

Requires Verification

Inspected by John Wiesenfeld on Jan 30, 2023

Save

Cancel

Delete

For more information about Inspect, contact ehs@csun.edu

Step 5: Selecting **X** for a statement automatically takes you to the **Finding** page. From here you can add Public or Private Comments, add attachments to the finding (e.g. photos), select the specific location (in case there are sub-locations in the room), and check **Corrected On Site** if the finding was resolved during the inspection. The **Action Plan** field cites the regulation this finding violates, as well as advice on how to address the finding. Select **Save** when you are finished with the finding. The **Requires Verification** checkbox will require the Responsible Party for the group you are inspecting to verify the finding before submitting the checklist.

CSU Safety | Inspect

Public Comments
No public comments added

Private Comments (Visible to Inspector and Admin)
No private comments added

Attachments
Select file or
Drag/Drop file here
(Max size 10MB/File)

Add a routing group

Location

☐ Corrected On Site Status ✖ ✓ N/A

Action Plan
CSUN Chemical Hygiene Plan
19 CFR, §3.09 and 8 CFR, §3220; Emergency Action Plan
Emergency phone contact numbers should be posted on the exterior of the door leading to the lab.
Emergency phone numbers should be posted near or on the phones.

Days To Resolve
30

☐ Requires Verification

Save **Cancel**

Step 5: Once all the items have been inspected, scroll back to the top of the checklist and select **Submit**. Note that all items must be answered, otherwise the inspection can only be submitted as a draft.

CSU Safety | Inspect

EH&S Test (John Wiesenfeld)

Laboratory Safety Review Checklist

Managers John Wiesenfeld	Inspection Date Jan 30, 2023	Status Draft
Inspection Contributors John Wiesenfeld	Report Created By John Wiesenfeld	Done Date

Reference ID

[← Back to Reports](#) [View Findings Only](#) [Public View](#) [Print Report](#)

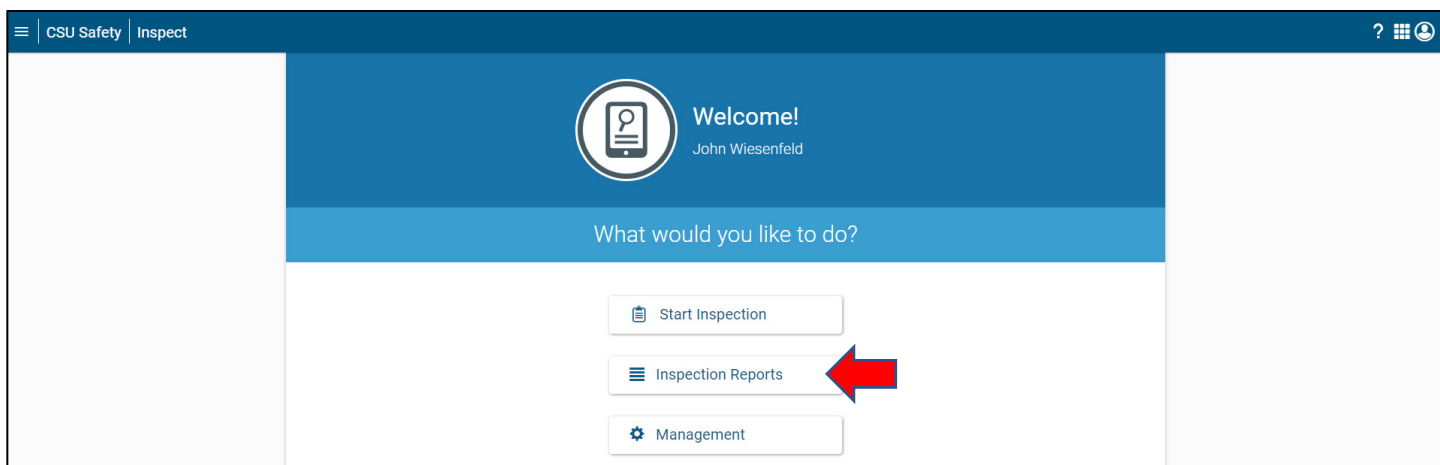
Finished with inspection? Would you like to submit this report?

Submit

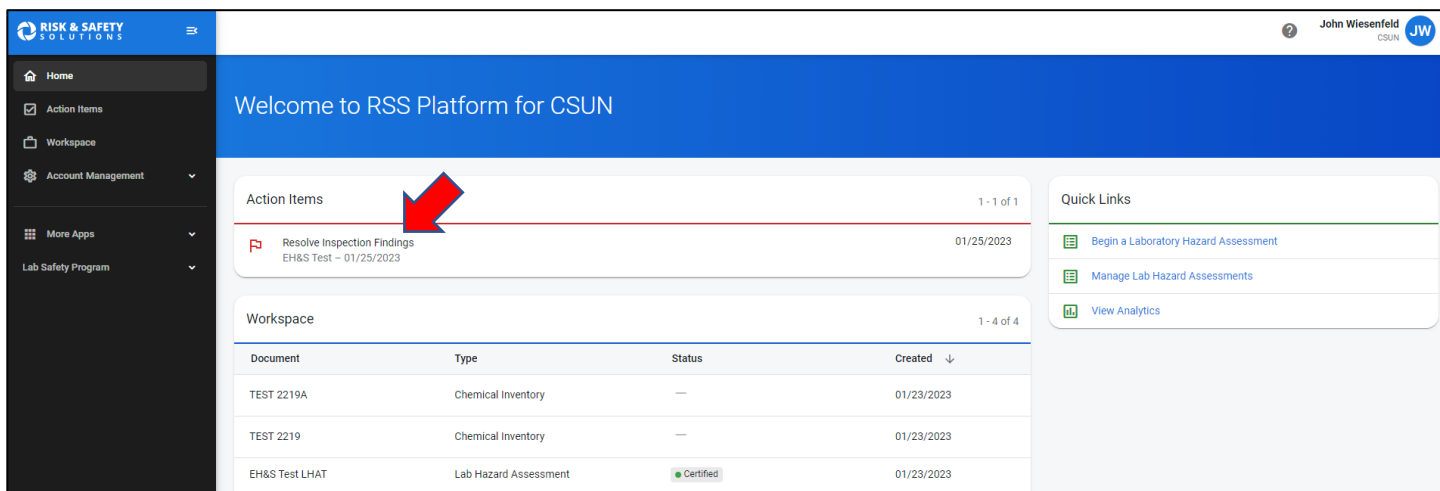
Notes
No Notes

For more information about Inspect, contact ehs@csun.edu

Step 10: To resolve findings, you can access the inspection on desktop either by following the link in the auto-generated email that was sent, or by logging into [RSS Inspect](#) from your desktop and selecting **Inspection Reports**. From there you can use the search tool to locate your inspection.



Note: (If you log into your RSS Dashboard, any open inspections with non-compliant findings will show up as red-flagged **Resolve Inspection Findings** items under **Action Items** on your RSS home screen.)



For more information about Inspect, contact ehs@csun.edu

Step 11: Resolve the findings on RSS Desktop. Use the **:** button on the finding to select one of the following options:

- **Edit Incident** (change details of the finding if an error was made)
- **Mark As Resolved** (close the finding once it has been corrected)
- **Mark As In Progress** (document that the corrective process has begun but is not completed yet)
- **Mark As No Further Action** (close the finding without correcting. E.g., the resolution will take longer to complete than the allotted time but a plan has been established with EH&S, or it has been determined with EH&S that a resolution to this finding will introduce a more significant hazard)
- **Start a Discussion** (a tool for the responsible party to ask questions, voice concerns, or provide justification for the finding)
- **Incident history** (view the history of this finding)

The screenshot shows the CSU Safety Inspect interface. The top navigation bar includes a menu icon, 'CSU Safety', and 'Inspect'. The main content area displays a finding under the 'ELECTRICAL' category. The finding text is: '3. Extension cords and multiple adapters are not "daisy-chained".'. Below the finding, there are sections for 'Public Comments', 'Private Comments', and 'Action Plan'. The 'Action Plan' section contains the following text: '24 CCR, §§605.4.2 and 5.1: Extension cords and power outlet strips may not be plugged into extension cords or into another power outlet strip. Corrective Action: Plug power cords into a single wall receptacle or power outlet strip that is directly plugged into a hard wired outlet. Replace extension cords used for permanent equipment with a surge protected power outlet strip appropriate for the current required. When needed, request an additional outlet be installed closer to the equipment.' The finding is assigned to Inspector John Wiesenfeld, with a Due Date of Feb 24, 2023. A red arrow points to the menu icon (three dots) next to the finding, which opens a dropdown menu with the following options: 'Edit Incident', 'Mark As Resolved', 'Mark As In Progress', 'Mark As No Further Action', 'Start a Discussion', and 'Incident History'.