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


3. Select the Checklist and Inspections Module.
4. Then select the **Building Emergency Evacuation Record** icon.

5. 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.
6. Fill in the information on pages 1-5. Select the next page by clicking the tab at the top of the page.

7. When answering each question, detail any findings/observations and if necessary assign tasks for action. Consult with your School Manager if unsure of whom to action any issues identified.

You can decide from the following actions:

- Directly accessed by inspection team (e.g. Hazard removed and BEIMS lodged)
- Hazard Report Required (You will need to submit a separate Hazard report in SARAH)
- Issue to be raised with relevant person (e.g. supervisor, manager or safety officer)
- Seek further advice (e.g. contact OHS Consultant/Advisor/Advisor or discuss at staff meeting).
8. You can assign to the Person Responsible just the same as in the S.A.R.A.H. Hazard and Incident module

9. The Person Responsible will receive an email notification similar to this:

Noreply-SARAH-monash@riskcloud.net

An inspection (393) was conducted and a recommendation ASSIGNED to you for review and action.

Recommendation description: “Discuss with IT Manager …. “ The due date for completion of this action is 30-06-2018.

To view this Audit click on SARAH.

For technical assistance please contact the eSolutions helpdesk on 990 51777

If you require assistance please contact the OHShelpline on 990 51016

PLEASE DO NOT REPLY TO THIS EMAIL - THIS IS AN AUTOMATED SERVICE
10. Once you have completed the report, it is recommended that you save it in draft form, select print and save a copy for your reference. Then you can select the submit button for it to be submitted and assigned tasks to be sent by email to the Person Responsible. If you need to consult before assigning tasks, you can leave the report in draft form, edit it and submit later.

11. Once you have submitted your report, or saved it in draft, you can access it by selecting the Audit Register Module. (Note: if you cannot see anything send an email to your OHS Consultant/Advisor whom may need to assist.)
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 the Notification Centre.

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.

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.