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

6. When answering each question, detail any findings/observations and if necessary assign tasks for action.

7. 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.
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.

![Image of S.A.R.A.H. interface]

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.

![Image of My tasks interface]

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.