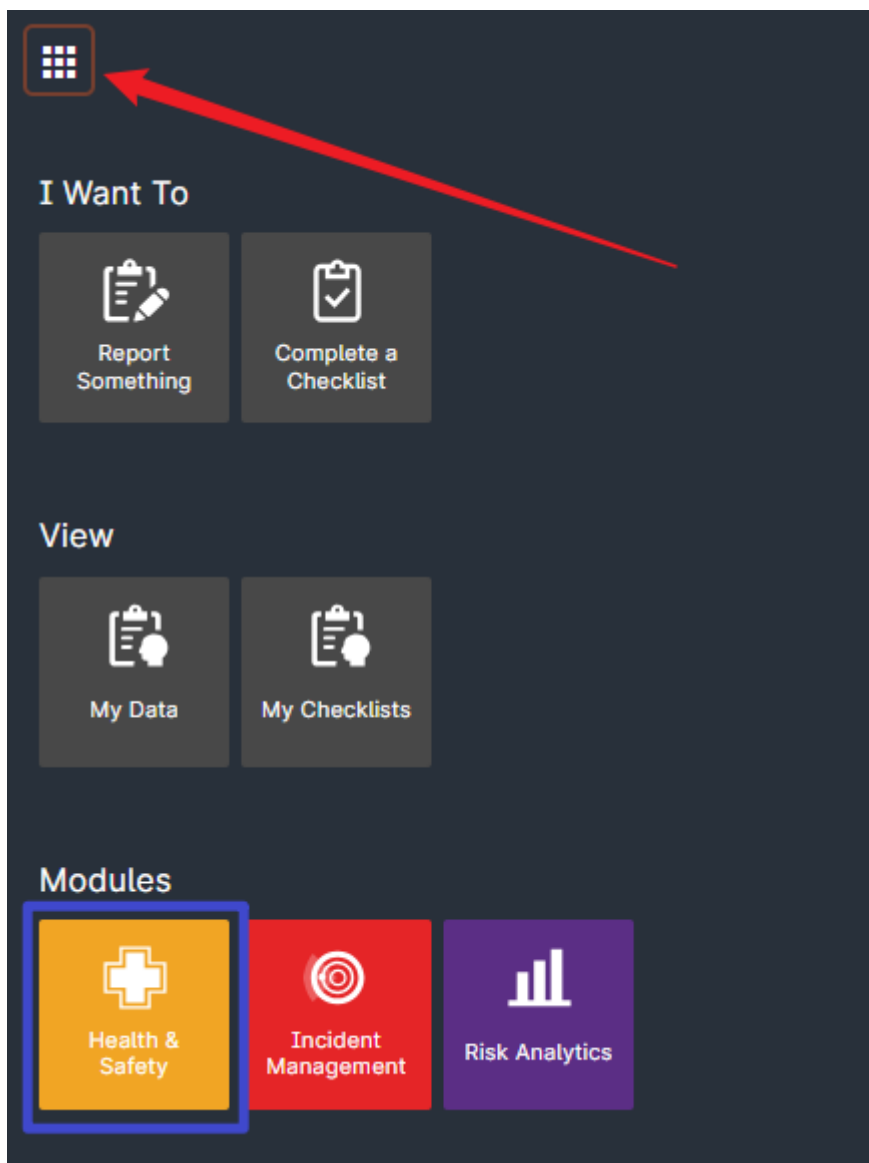


Quick Guide for Safety Officers - How to Access Workplace Inspections in SARAH+

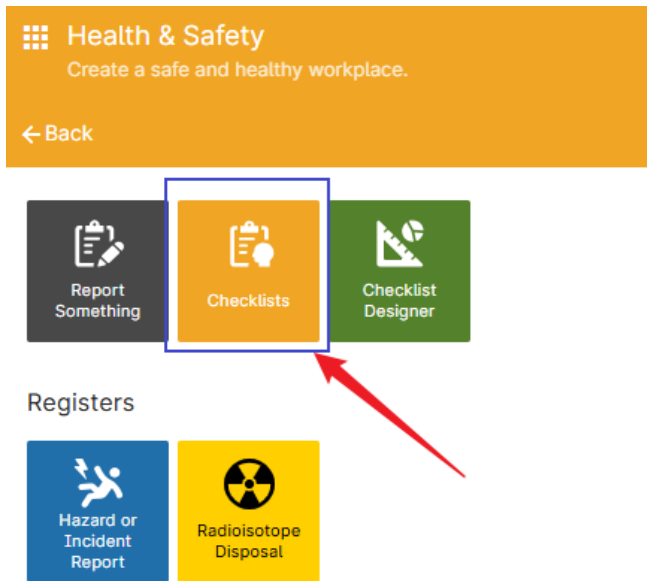
Safety Officers can access and review workplace inspections submitted by staff and students in their Business Unit. In order to be able to access the Checklist register, Safety Officers must be appointed by the Head of the respective Business Unit in SARAH+ as described on the [Roles and Positions webpage](#).

How access the Workplace Inspection Tool in SARAH+

1. [Log in to SARAH+](#).
2. Click on the “waffle” menu (9 squares at the top left corner of the SARAH+ Dashboard screen).
3. Click on the orange “Health & Safety” tile.

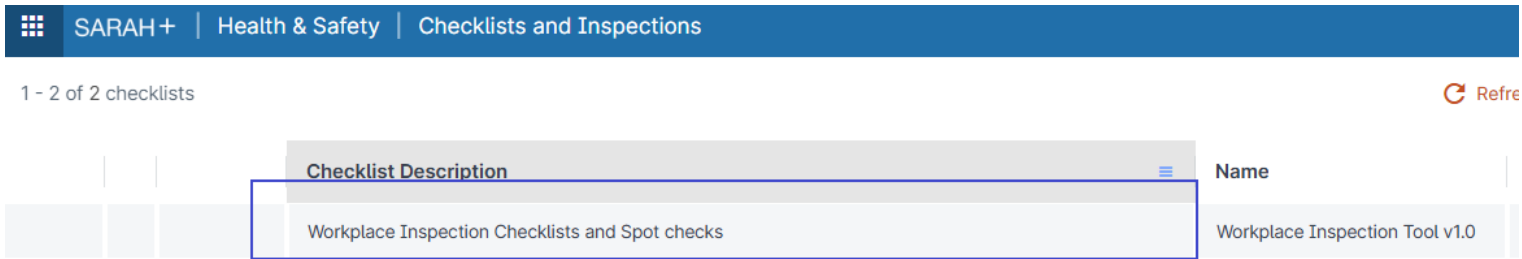


- Select the “Checklists” tile to access the register.

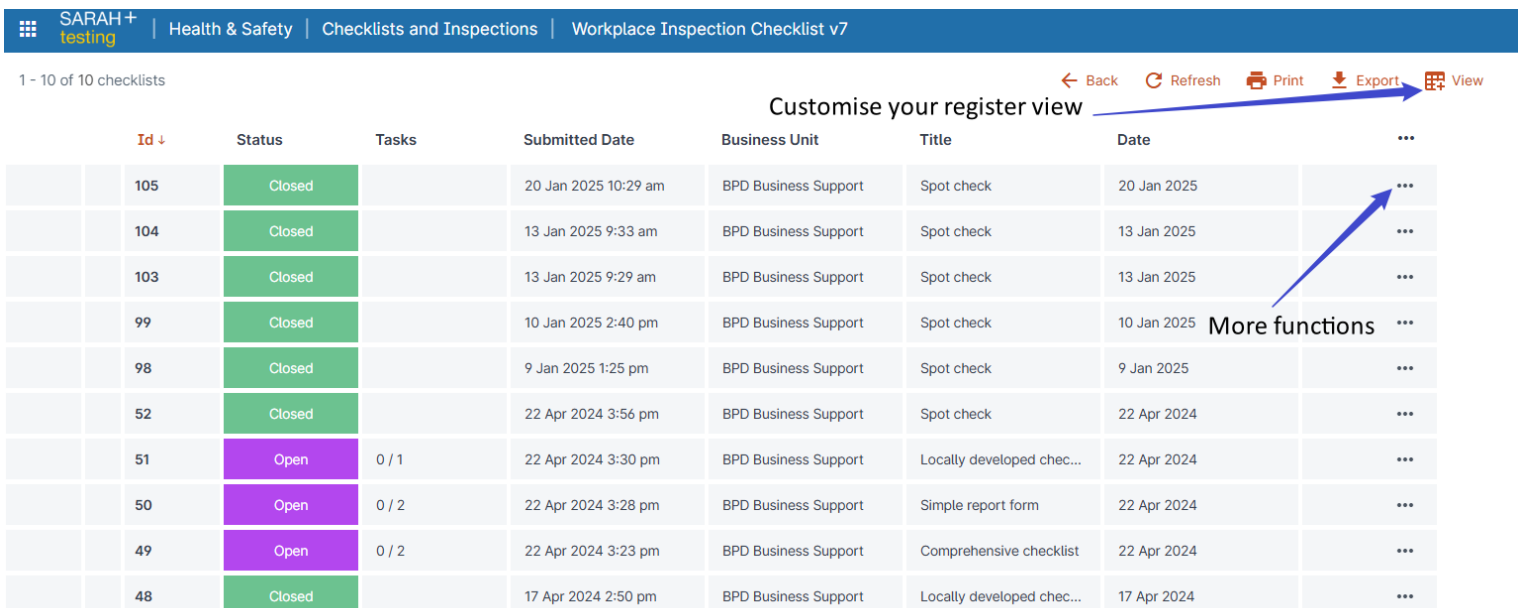


Note: If the “Checklists” tile does not appear, it is most likely because there are no checklists submitted for the respective Business Unit or the Safety Officer’s reporting line does not match to that of the reporter’s.

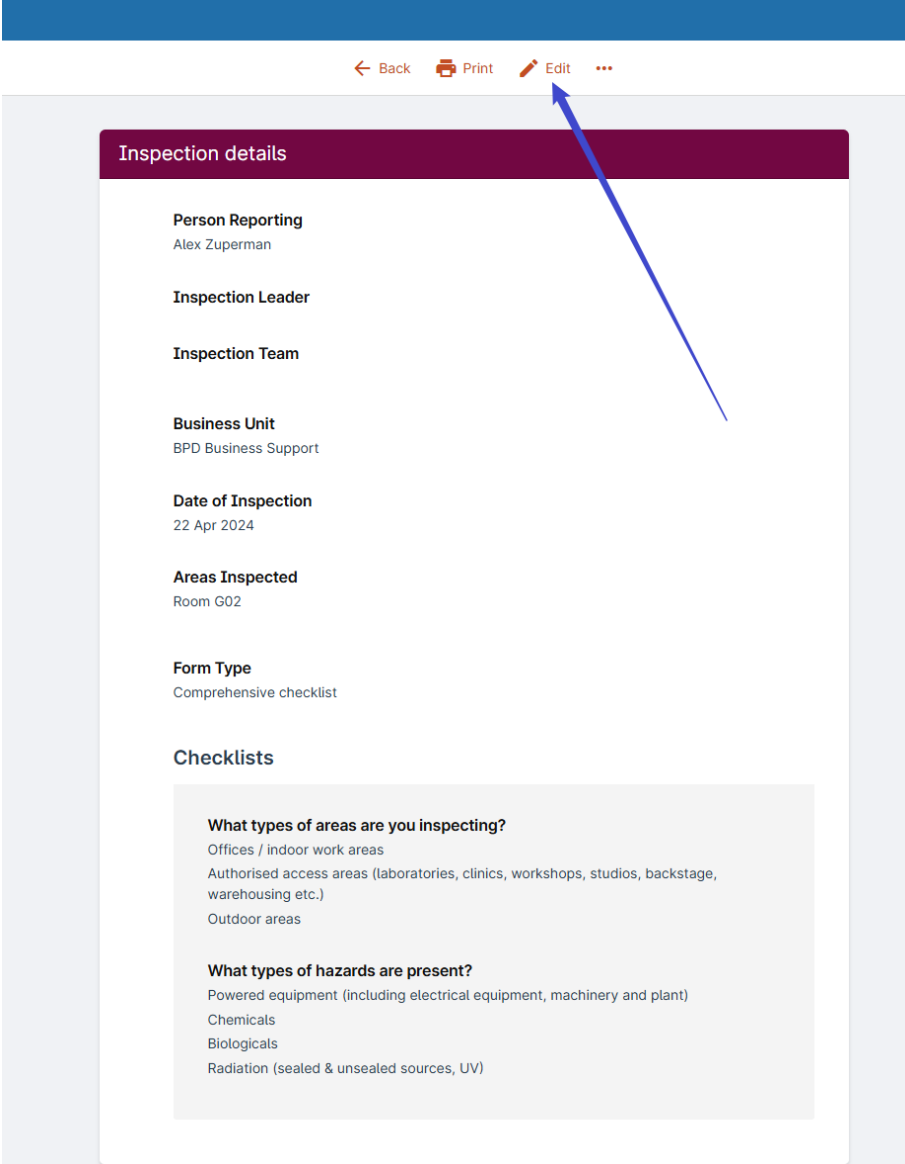
- On the next screen, click on the “Workplace Inspection Checklists and Spot checks” to view the list of available inspections.





- Click on a specific checklist to access the form. Additional functions are available under the 3-dot menu. You can also customise your register view by selecting the desired columns under the “View” icon.



7. Safety Officers are able to make changes in the form that are “Open”. This can include adding further details and assigning actions as required. To edit the form, click on the “Edit” icon at the top of the form.



← Back  Print  Edit ...

Inspection details

Person Reporting
Alex Zuperman

Inspection Leader

Inspection Team

Business Unit
BPD Business Support

Date of Inspection
22 Apr 2024

Areas Inspected
Room G02

Form Type
Comprehensive checklist

Checklists

What types of areas are you inspecting?
Offices / indoor work areas
Authorised access areas (laboratories, clinics, workshops, studios, backstage, warehousing etc.)
Outdoor areas

What types of hazards are present?
Powered equipment (including electrical equipment, machinery and plant)
Chemicals
Biologicals
Radiation (sealed & unsealed sources, UV)

8. Remember to click the “Update” button to save your changes.



[← Back](#) [▶ Update](#) [Print](#) [Link](#) [...](#)

> Instructions ✓

∨ Inspection details ✓

*** Person reporting**

*** Person leading the inspection**