

Create an Inspection Report

How to enter an Inspection Report into Parklane

Create an Inspection Report

1 <http://www.healthandsafety.gov.yk.ca/>

2 click **Parklane**

3 click **Parklane Website**

1



- Our Health and Safety System
- Structure, Responsibilities & Accountabilities
- Joint Health & Safety Committees
- General Health & Safety Rules
- Hazard Identification Assessment, and Control
- Safe Work Practices & Safe Job Procedures
- Personal Protective

Parklane [Email this page](#) [Print this page](#)

Access to Parklane and Instruction Manual

- [Parklane Website](#)
- [Parklane Instructions](#)

3

Parklane Reports

Instructions for running different reports

[A1V pdf Hazard Status Listing Loc](#)


[AHF Review Follow Up Report](#)

Create an Inspection Report

parklane SYSTEMS Risk Assessment

Introduction

Welcome to Yukon Government's Risk Assessment software portal. From here you can enter all hazards found during your monthly inspections, recommended controls, and send automated emails to those responsible for remediation. For detailed instructions visit Yukon government corporate Health and Safety website at <http://www.healthandsafety.gov.yk.ca/our-health-safety-system/hazard-identification-including-workplace-inspection-risk-assessment-mitigation>



Login

Please enter the passphrase required to access the Risk Assessment Web Form

Pass-Phrase **4**

4 Enter Pass-Phrase

5 Pass-Phrase assigned to Departments

5

Department	Pass-Phrase
Community Service	CS
Economic Development	ECDEV
Education	EDU
Energy Mines and Resources	EMR
Environment	ENV
Executive Council Office	ECO
Finance	FIN
French Language Services Directorate	FLS
Health and Social Services	HSS
Highways and Public Works	HPW
Justice	JSU
Public Service Commission	PSC
Tourism and Culture	T&C
Women's Directorate	WD
Yukon Housing Corporation	YHC
Yukon Liquor Corporation	YLC
Yukon Lottery Commission	LY

- 6 Select date of inspection
- 7 Select Type: Workplace Inspection
- 8 Select Location(*your department*)
- 9 Select Sub Location
- 10 Select (*if applicable, scroll down window 12 will only appear if checked*)
- 11 Automatically will fill in
- 12 Select Search and find the name of the committee involved
- 13 Enter comments
- 14 Add a location (*all sub locations must be entered see next screen*)

Hint: use drop down menus to select the appropriate selection

The screenshot shows the 'parklane SYSTEMS Risk Assessment' form. The 'Assessment Summary' section includes: 'Assessment Date' (2017/07/21), 'Assessment Type' (Workplace Inspection selected), 'Location Summary' (Location: Public Service Commission, Sub Location 1: 2000 - Dakwadaka Building - 2nd floor), and a checkbox for 'This assessment involved a JHSC Member'. The 'Inspection Details' section includes: 'Inspectors Involved' (Inspector: PSC JOHSC), 'Additional Inspectors Involved' (text box with instruction 'Enter names of additional workers if applicable'), and 'Inspection Comments' (Inspected all areas. Confirmed Emergency Evacuation Procedures when speaking with workers. No H&S concerns identified. All outstanding hazards confirmed as corrected.). The 'Assessed Locations' section has a message 'Please add a location to this assessment' and an 'Add a Location' button. A 'Submit' button is at the bottom left.

6

7

8

9

10

11

12

13

14

“The next two slides describe types of inspection findings:

- “no hazard found”
- “hazard found”

”

Please be sure to identify each sub location and whether a hazard was found or not

No Hazard Found

15 All sub locations must be entered even if there is no hazard observed

16 To enter no hazard found select the sub location then confirm

17 Add sub location and repeat until all sub locations entered

Hint: to enter a hazard view next slide.

Assessment Summary

Assessment Date:

2017/07/21

Today

Assessment Type

- Workplace Inspection
- Incident-Related
- Government Inspection
- Inspection / Other Request

Location Summary

Location: Public Service Commission

Sub Location 1: 2000 - Dakwadaka Building - 2nd floor

Location Other:

This assessment involved a JHSC Member

Follow-Up Date: YYYY/MM/DD

Inspection Details

Inspectors Involved

Inspector:

Search

JHSC Member Involved:

PSC JOHSC

Additional Inspectors Involved

Inspection Comments

Inspected all areas.

Confirmed Emergency Evacuation Procedures when speaking with workers.

No H&S concerns identified.

All outstanding hazards confirmed as corrected.

Assessed Locations

Please Select a location and click "Confirm"

Sub Location 2:

Disability Management
Health & Safety
HSDM all

Confirm

Delete Location

Add a Location

Submit

15

16

17

Hazard Found

Assessment Type
 Workplace Inspection
 Incident-Related
 Government Inspection
 Inspection / Other Request

Location Summary
Location: Public Service Commission
Sub Location 1: 2000 - Dakwadaka Building - 2nd floor
Location Other:

This assessment involved a JHSC Member

Follow-Up Date:

Assessment Type
 Workplace Inspection
 Incident-Related
 Government Inspection
 Inspection / Other Request

Location Summary
Location: Public Service Commission
Sub Location 1: 2000 - Dakwadaka Building - 2nd floor
Location Other:

This assessment involved a JHSC Member

Follow-Up Date:

Inspection Details

Inspectors Involved
Inspector: Search
JHSC Member Involved: PSC JOHSC
Additional Inspectors Involved:

Inspection Comments

Characters: 0/2500

Inspection Details

Inspectors Involved
Inspector: Search
JHSC Member Involved: PSC JOHSC
Additional Inspectors Involved:

Inspection Comments

Characters: 0/2500

Assessed Locations

Disability Management

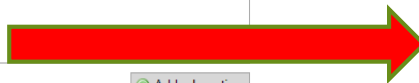
There are no hazards associated with this location

Comments about this location (non-hazard)

Add a Hazard

Add a Location

Click - screen to right will appear



Assessed Locations

Disability Management

Hazard Details

Hazard Group: Hazard Type: Risk Level:

Hazard Description

Hazard Affects: Priority: Due Date: Next Review Date:

Control Details

“

The next two slides contain a lot of information!

”

Please work through the steps in sequence.

After doing this a couple of times it will become much easier.

Add a Hazard & Control

- 18 Select Hazard Group
- 19 Select Hazard Type
- 20 Risk Level – [view Matrix](#)
- 21 Enter description
- 22 Select who it affects
- 23, 24 & 25 Automatic fill from 20
- 26 Select control – [view Hierarchy](#)
- 27 Automatic fill from 20
- 28 Search & enter person responsible
- 29 Choose a template (your committee)
- 30 Provide recommendations to hazard
- 31 To add another control (see next screen)
- 32 To add another hazard for this sub location, click “Add a Hazard” (repeat steps 18 - 32)
- 33 To add another sub location (until all sub locations entered)

Assessed Locations

Disability Management ✕ Delete Location

Hazard Details ✕ Delete Hazard

Hazard Group: Chemical 18 Hazard Type: Chemical storage 19 Risk Level: 3. Medium 20

Hazard Description 21
chlorine and ammonia cleaning products stored together in a cupboard

Hazard Affects: Anyone present 22 Priority: Third 23 Due Date: 2017/08/04 24 Next Review Date: 2017/08/04 25

Control Details

Control to be Implemented: Elimination 26 Due Date: 2017/08/04 27

Employee Responsible: CLARKE, JOHN 28 Email Address: John.Clarke@gov.yk.ca 29 Template for Email: Hazard Alert(default) 29

Control Recommendations 30
Review the cleaning products and research a "user friendlier" product that is just as effective. This may reduce costs, training, supervision and PPE.

+ Add a Control 31

+ Add a Hazard 32

+ Add a Location 33

✓ Submit

Add a 2nd Control

34 Select Control to be Implemented

35 Enter name of person responsible for implementing control

36 Choose the template

37 Provide solutions to hazard

38 Add more controls or another hazard for this sub location?

39 Continue entering inspections of other sub locations (until all entered)

40 Submit inspection report when all sub locations, hazards and controls have been documented

Hazard Details Delete Hazard

Hazard Group: Chemical | Hazard Type: Chemical storage | Risk Level: 3. Medium

Hazard Description: chlorine and ammonia cleaning products stored together in a cupboard

Hazard Affects: Anyone present | Priority: Third | Due Date: 2017/08/04 | Next Review Date: 2017/08/04

Control Details Delete Control

Control to be Implemented: Elimination | Due Date: 2017/08/04

Employee Responsible: CLARKE, JOHN | Email Address: John.Clarke@gov.yk.ca | Template for Email: PSC JOHSC

Control Recommendations: Review the cleaning products and research a "user friendlier" product that is just as effective. This may reduce costs, training, supervision and PPE.

Control Details Delete Control

Control to be Implemented: Administration **34** | Due Date: 2017/08/04

Employee Responsible: CLARKE, JOHN **35** | Email Address: John.Clarke@gov.yk.ca | Template for Email: PSC JOHSC **36**

Control Recommendations: Provide WHMIS 2015 training to all workers **37**

Add a Control **38**

Add a Hazard

Add a Location **39**

Submit **40**