

1. Access URL <https://web.hosting.parklanesys.com/yute1664122/prod/ra-inspection/login.php>
2. Log in using Pass Phrase for your Department (this gives you access to the buildings for your department.) (It is not case sensitive)

Department	Pass-code
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

3. Assessment Summary

- a. Enter the Assessment date – that is the date of the inspection – by clicking on ‘Today’ or using the calendar pop up
- b. Assessment Type – click ‘Workplace Inspection’
- c. Location – choose your Department from drop down menu
- d. Sub location 1 – choose from drop down menu
- e. If your sub location is not listed type it into the Location Other space
- f. If you are a Member of your JHSC click the check box.
- g. Follow up date – will be automatically filled in
- h. Inspectors Involved – click on Search – type your last name – hit return or click on search – select yourself
- i. If, in f above, you checked JHSC Involved – use the drop down menu to select from the alphabetized list the name of the appropriate JHSC for your Department
- j. Additional Inspectors – type in the names of other inspectors if appropriate
- k. Inspection Comments - optional

4. Assessed Locations

- a. Click on the ‘Add a Location’ button
- b. Sub location 2 – select from the drop down menu – then click on ‘Confirm’ (if you make a mistake you select the ‘Delete Location’ button in the right corner of the box.
- c. Inspect the location
 - i. If there are no hazards it is optional to make a comment otherwise select the ‘Add a Location’ button to move to the next sub location for which you are responsible.
 - ii. If there is a hazard click the ‘Add a Hazard’ button to go the Hazard Details screen

5. Hazard Details

- a. Hazard Group – select from the drop down menu
- b. Hazard Type - select from the drop down menu
- c. Risk Level – Once the consequence and likelihood have been determined for the hazard, the hazard can be given a risk classification, using the Health & Safety Risk Classification Matrix shown below. The higher the risk classification that is assigned, the higher the level of risk associated with the hazard. *The risk classification should be used to **assign priority** in hazard control.*

Likelihood	Consequence					Priority
	Insignificant no injuries	Minor first Aid treatment, minor injury	Moderate medical treatment time loss	Major extensive injuries, long term illness	Catastrophic fatality, permanent disability	
Almost Certain expected to occur, any time	M	H	H	C	C	Critical(1st) Act now. Shut down area or task. Notify supervisor.
Likely probably occur at some time	M	M	H	H	C	High(2nd) Notify supervisor immediately. Action within a week.
Possible should occur at some time	L	M	M	H	C	Medium(3rd) Action required within 14 days.
Unlikely may occur at some time	L	M	M	M	H	Low(4th) Action within a month.
Rare may occur in exceptional circumstances	L	L	M	M	H	

Key: L-Low M-Medium H- High C-Critical

- d. Hazard Description - describe the hazard
- e. Hazard Affects – select from the drop down menu
 - i. Note ‘Priority’, ‘Due Date’ and ‘Next Review Date’ will be filled in automatically

6. Control Details

- a. Control to be Implemented – select from the drop down menu the category of remediation
 - i. Note ‘Due Date’ will be filled in automatically

- b. Employee Responsible – click on the search button – enter the last name of the Supervisor for the area being inspected in which the hazard is located – click on Search and select the individual from the list provided
 - c. Email Address – in most cases this will be filled in automatically if not you can fill it in if you know it or Corporate H&S will fill it in when reviewed.
 - d. Template for Email – from the drop down menu select the name of your Safety Committee e.g. “PSC JOHSC”
 - e. Control Recommendation – make a suggestion as to how the hazard could/should be addressed
 - f. If more actions are required to address the hazard click on the ‘Add a Control’ button
 - g. If there are more hazards in the sub location click on the ‘Add a Hazard’ button
 - h. If there are more locations to inspect click on the ‘ Add a Location’ button
 - i. If your inspection is complete select the ‘Submit’ button
7. If you miss any required field the form will tell you and highlight the missing field in red – correct the field and return to the ‘Submit’ button
 8. Select Log Out