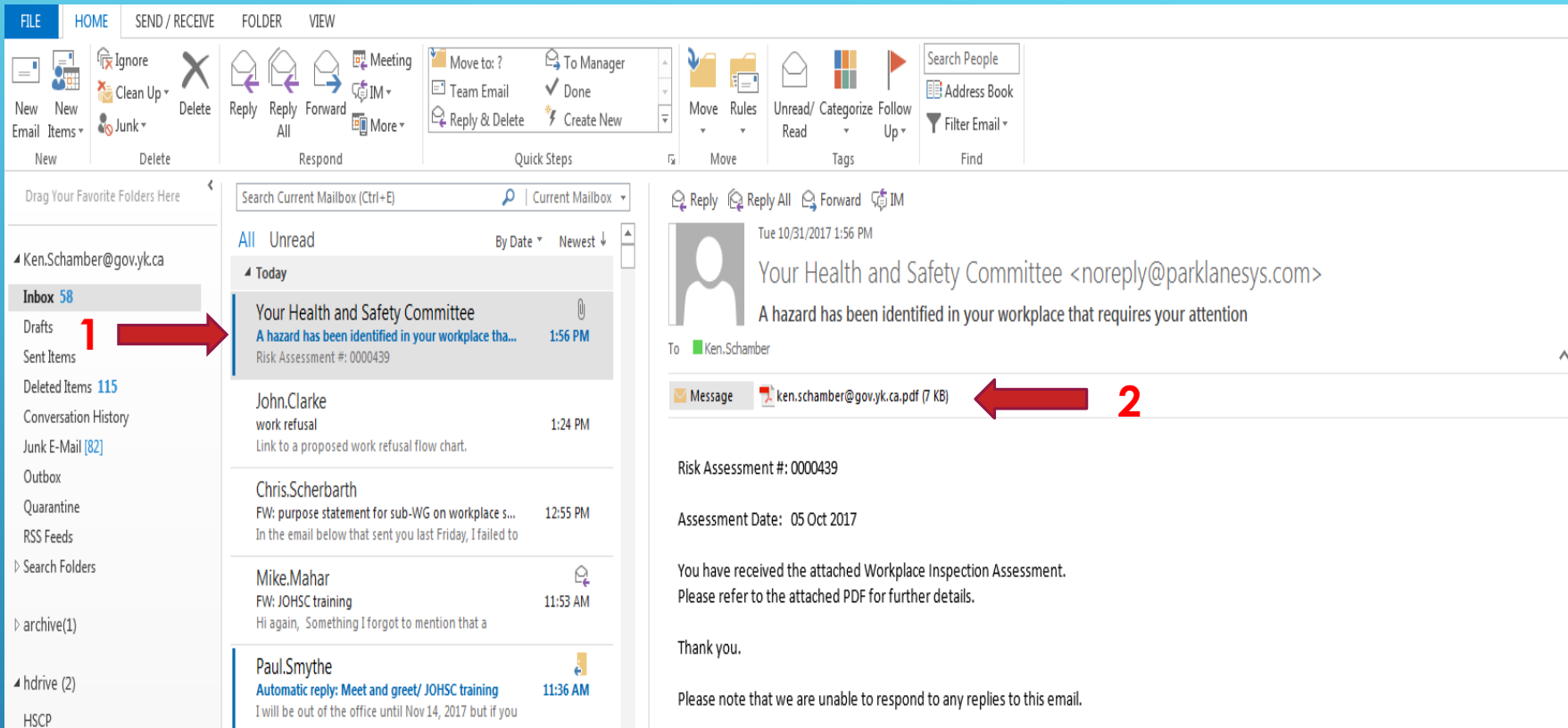


SUPERVISOR RESPONSE

How to complete in Parklane a response for an identified hazard.



▶ **1** “Hazard Identified” from “Your Health and Safety Committee” email.

▶ **2** Open the PDF attachment.


▶ **Note**

▶ **Do not Reply to Email.**


AN EMAIL ARRIVES


Risk Assessment # 001-0000365-5300001-6700001
<https://web.hosting.parklanesys.com/yute1664122/prod/ra-resolution/RA.php?RA-001=001-0000365-5300001-6700001>

Date of Assessment: 19 May 2017
Location: Public Service Commission
Sub Location 1: 2000 - Dakwadaka Building - 2nd floor
Sub Location 2: Disability Management


Hazard Type: Physical / Safety
Slippery or uneven surface
Hazard Description: loose tile on step caused EE to fall down stairs 

Priority: Third
This affects: Employees

Control: Elimination
Person Responsible: CLARKE, JOHN 
Recommendation: replace tile

The above recommendation must be completed by: 02 Jun 2017 
We will be following up with you on: 02 Jun 2017


PLEASE TAKE ACTION TO ADDRESS THE IDENTIFIED HAZARD. ATTACHMENT CONTAINS RECOMMENDATIONS FOR HAZARD MITIGATION. CLICK ON THE HYPERLINK INCLUDED IN THIS MESSAGE TO INFORM US WHEN YOU HAVE MITIGATED THE HAZARD, PLEASE NOTE THERE IS A DUE DATE.

If you have any questions or concerns please contact your Safety Committee or Health and Safety Representative. 
For additional support please contact the YG Corporate Health and Safety Unit:
<http://healthandsafety.gov.yk.ca/contact-us>

- ▶ **3** Your JOHSC has conducted an inspection and identified a hazard in the workplace.
- ▶ **4** As the supervisor, you are responsible for ensuring hazards are corrected in a timely fashion.
- ▶ **5** There may be a recommendation and completion date.
- ▶ **6** Speak with your JOHSC about the hazard.

PDF ATTACHMENT

Government of Yukon A1X
Control EMail Sent 05 Sep 2017 08:59
Risk: 0000365 Hazard: 0000001 Hazard Desc: Slippery or uneven surface Page: 1

Risk Assessment # 001-0000365-5300001-6700001
<https://web.hosting.parklanesys.com/yute1664122/prod/ra-resolution/RA.php?RA-001=001-0000365-5300001-6700001>  **7**

Date of Assessment: 19 May 2017
Location: Public Service Commission
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<http://healthandsafety.gov.yk.ca/contact-us>

▶ **Note**

- ▶ Before opening the hyperlink, temporarily or permanently correct the hazard.
- ▶ **7** Click on the hyperlink to outline the Resolution Response of the hazard.

IT LOOKS LIKE SPAM BUT IT IS NOT!

Resolution Response

Please describe the actions you took below to address or resolve the hazard

Risk Assessment #	<input type="text" value="001-0000365-5300001-6700001"/>	← 8
Submitted By	<input type="text" value="John Clarke"/>	
Date Completed	<input type="text" value="2017/10/30"/> Today ...	← 9
Describe the Action Taken	<div style="border: 1px solid #ccc; padding: 5px;"><p>19 May 2017 Email distributed to all workers informing them to use caution when proceeding down the stairs.</p><p>Tile temporarily secured with Duct Tape.</p><p><u>Archibus workorder # 55433</u> submitted for repair.</p><p>30 May 2017 Tiles permanently secured.</p></div>	
	← 10	
	You have 2280 characters left	

← 11

- ▶ **8** Enter your name.
- ▶ **9** Select the date.
- ▶ **10** Enter corrective actions taken.
- ▶ **11** Click to submit.

CREATE YOUR RESPONSE

Resolution Response

Please describe the actions you took below to address or resolve the hazard

Risk Assessment # 001-0000365-5300001-6700001

Submitted By John Clarke

Date Completed 2017/10/30

Describe the Action Taken
19 May 2017
Email distributed to all workers informing them to use caution when proceeding down the stairs.

Tile temporarily secured with Duct Tape.

Archibus workorder # 55433 submitted for repair.

30 May 2017

Tiles permanently secured.

You have 2260 characters left

Submit Response

Submission Complete

This report has now been submitted. You can either print a copy of the submitted report, or close this session.


Print Report

Exit

- ▶ **12** Notification that submission was entered.
- ▶ **13** Click to print.

NOTIFICATION OF RESPONSE

Parklane Risk Resolution Report

 This form was submitted at 15:18 2017-10-30

Resolution Response

Please describe the actions you took below to address or resolve the hazard

Risk Assessment #

Submitted By

Date Completed

Describe the Action Taken
19 May 2017
Email distributed to all workers informing them to use caution when proceeding down the stairs.

Tile temporarily secured with Duct Tape.

Archibus workorder # 55433 submitted for repair.

30 May 2017

Tiles permanently secured.

You have 2260 characters left

Congratulations, the hazard has been corrected and details entered into Parklane.

This information will be included in future JOHSC statistical reports.

PRINT THE RESPONSE