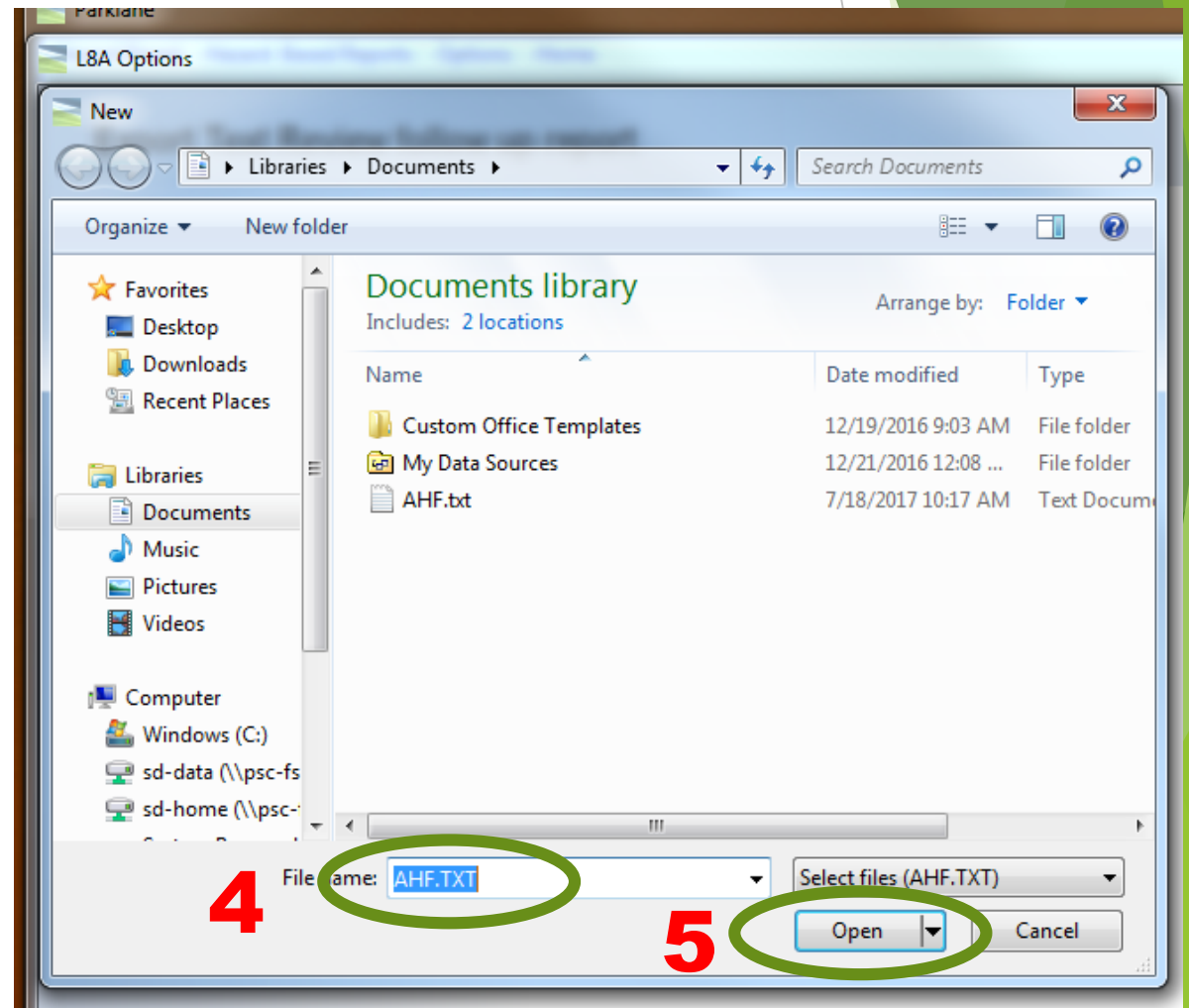
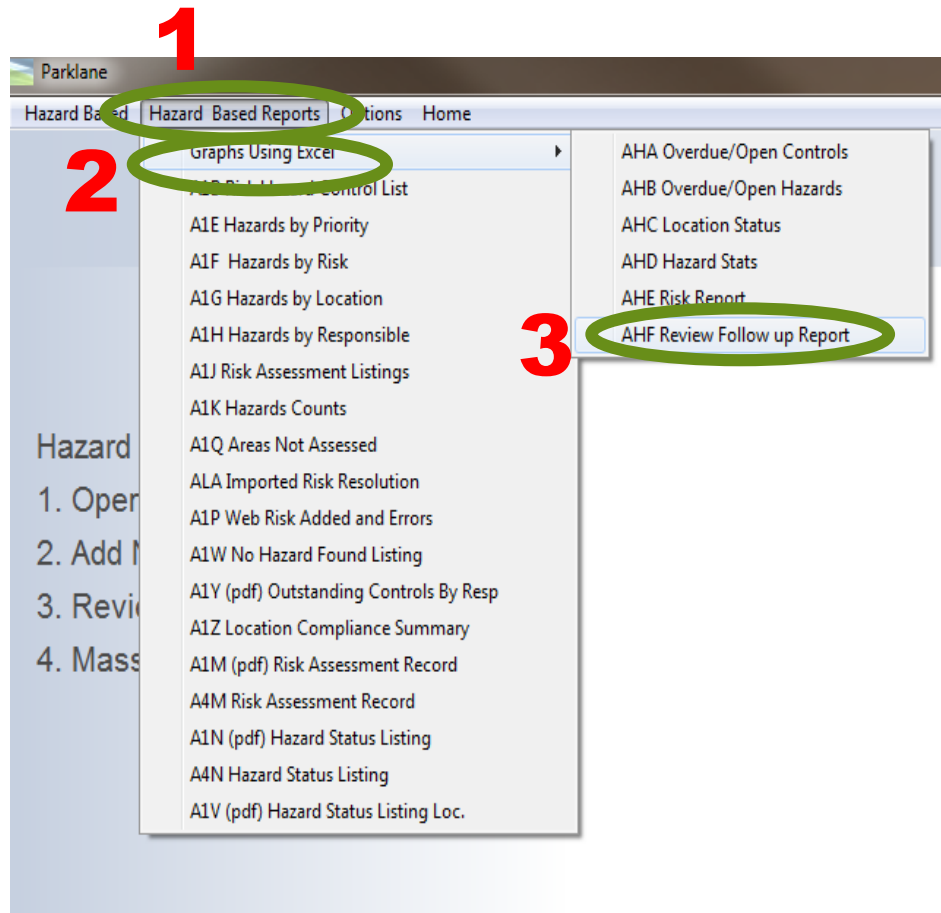


# AHF Review Follow Up Report

Hazard Based Report- Graphs using Excel-AHF Review Follow Up Report  
Follow the numbers on the following pages to run a successful AHF

# AHF Review Follow Up Report



# AHF Review Follow Up Report

SL42 Select one option

**6** F1 Pull by Risk Assessment Date  
F2 Pull by Hazard Due Date  
F3 Pull by Control Due Date

Single click on option or press Function key

GoBack Esc Exit F12

SL57 Enter dates for selecting records

**7** Start Date 01/04/2017 F1 Use today's date  
Ending Date 18/07/2017 F2 Get all records  
F3 Start with oldest record

Hazard Due Date Range  
Future dates are allowed

SF5 Use your last dates 01/07/2015 - 18/07/2017

GoBack Esc Continue F5 Exit F12

**8**

Hint: you only need to go as far back in the inspection as the last outstanding hazard usually 3 months!

# AHF Review Follow Up Report

SL42 Select one option

9

- F1 Print All Risk Type
- F2 Workplace Inspection
- F3 Incident Related
- F4 Government Inspection
- F5 Request / Other

Single click on option or press Function key

GoBack Esc

Exit F12

10

CRA98 Select From List Select one or more Location

Maximum 19 elected 1

All Location  
Highways & Public Works  
Justice  
Environment  
Yukon Lottery Commission  
Public Service Commission  
Women's Directorate  
French Language Services Directorate  
Finance  
Economic Development  
Executive Council Office  
Energy, Mines and Resources  
Health and Social Services  
Cabinet  
Community Services  
Education  
Tourism & Culture  
Yukon Housing Corporation  
Yukon Liquor Corporation

11

12

UnDo F8 Go Back Esc Continue F5 Exit F12

# AHF Review Follow Up Report

13

Highlight your Department and the department will appear in the second column.

CRA98 Select From List      Select one or more Sub Location

aximum 23	selected
All Sub Location 1	
Highways & Public Works /1967 - 9010 Quartz Rd	
Highways & Public Works /1967 - 9010 Quartz Rd	
Highways & Public Works /2000 - Dakwakada Building	
Highways & Public Works /1277 - 9029 Quartz Rd	
Highways & Public Works /1259 - Main Admin Building	
Highways & Public Works /1205 - 10 Burns Rd	
Highways & Public Works /1994 - Canyon Mountain Bui	
Highways & Public Works /3413 - Admin Building - Hain	
Highways & Public Works /1275 - 9029 Quartz Rd - Mai	
Highways & Public Works /1914 - 133 Industrial Rd - Sa	
Highways & Public Works /1344 - 461 Range Rd	
Highways & Public Works /1385 - 35 Trimotor Way	
Highways & Public Works /1999 - 2251 2nd Avenue	
Highways & Public Works /1216 - 113 Industrial Rd	
Highways & Public Works /Airports	
Highways & Public Works /Biulding Maintenance Shops	
Highways & Public Works /Highway Maintenance Camp	
Highways & Public Works /Weigh Stations	
Highways & Public Works /1987 - 120B Industrial Road	
Highways & Public Works /5648 - 21 Center Street, Ma	
Highways & Public Works /1215 - Sign Shop - 113 Indus	
Highways & Public Works /PMD Maintained Building	

UnDo F8    Go Back Esc    Continue F5    Exit F12

14

15

# AHF Review Follow Up Report

16

CRA98 Select From List      Select one or more Sub Locatio

selected

All Sub Location 2  
Highways & Public Works /1277 - 9029 Quartz Rd /Oto  
Highways & Public Works /1277 - 9029 Quartz Rd /Acq  
Highways & Public Works /1277 - 9029 Quartz Rd /Que  
Highways & Public Works /1277 - 9029 Quartz Rd /Flee  
Highways & Public Works /1277 - 9029 Quartz Rd /Tran  
Highways & Public Works /1277 - 9029 Quartz Rd /Asse  
Highways & Public Works /1277 - 9029 Quartz Rd /Was

UnDo F8    Go Back Esc    Continue F5    Exit F12

17

Highlight All Sub Location 2.

Hint:  
Should you want the report for only one or more sub locations highlight the sub locations so they appear in the 2<sup>nd</sup> column.

# AHF Review Follow Up Report

Export Text Review follow up report AHF

C:\Users\jrclark\Documents\AHF.txt  
Pull by Hazard Due Date  
Dates: 01 Apr, 2017 to 18 Jul, 2017  
Workplace Inspection  
Highways & Public Works  
Highways & Public Works /1277 - 9029 Quartz Rd

L81A Start the report

List Report Options Selected

Click Continue button to start report process

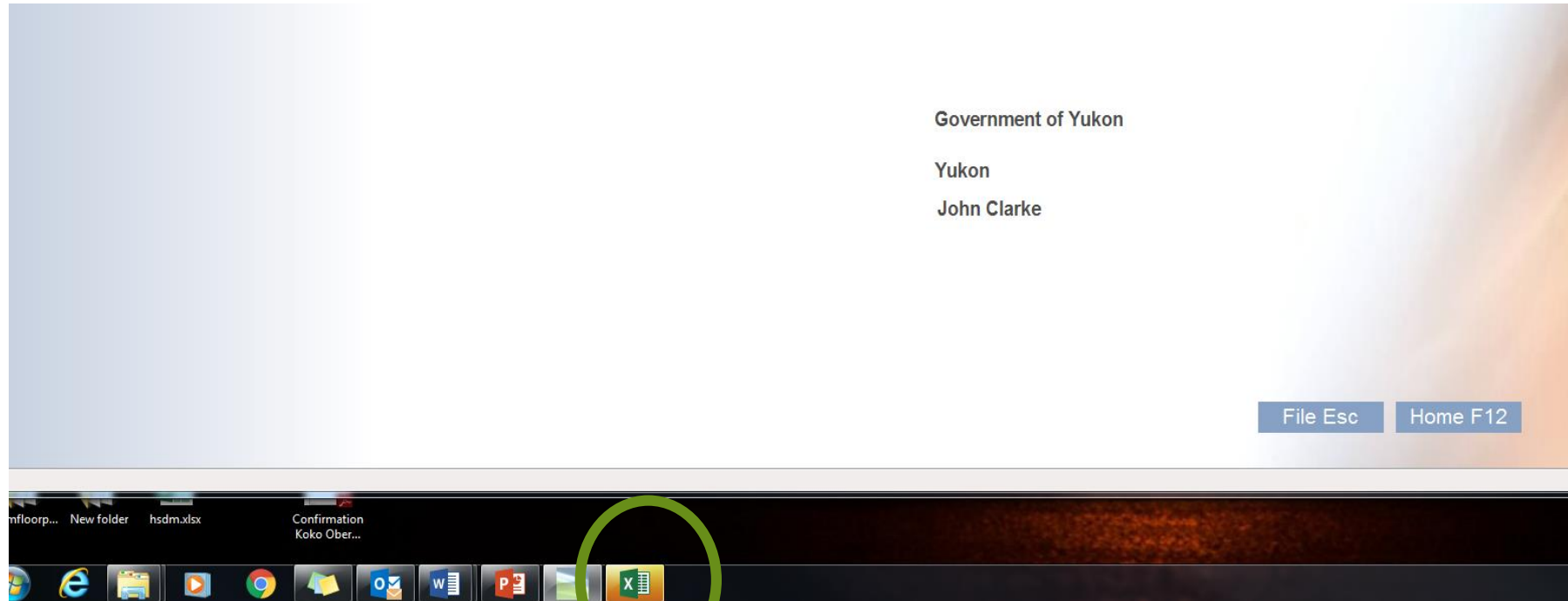
**Continue F5**

GoBack Esc Exit F12

Your screen should now appear similar to this!

**18**

# AHF Review Follow Up Report



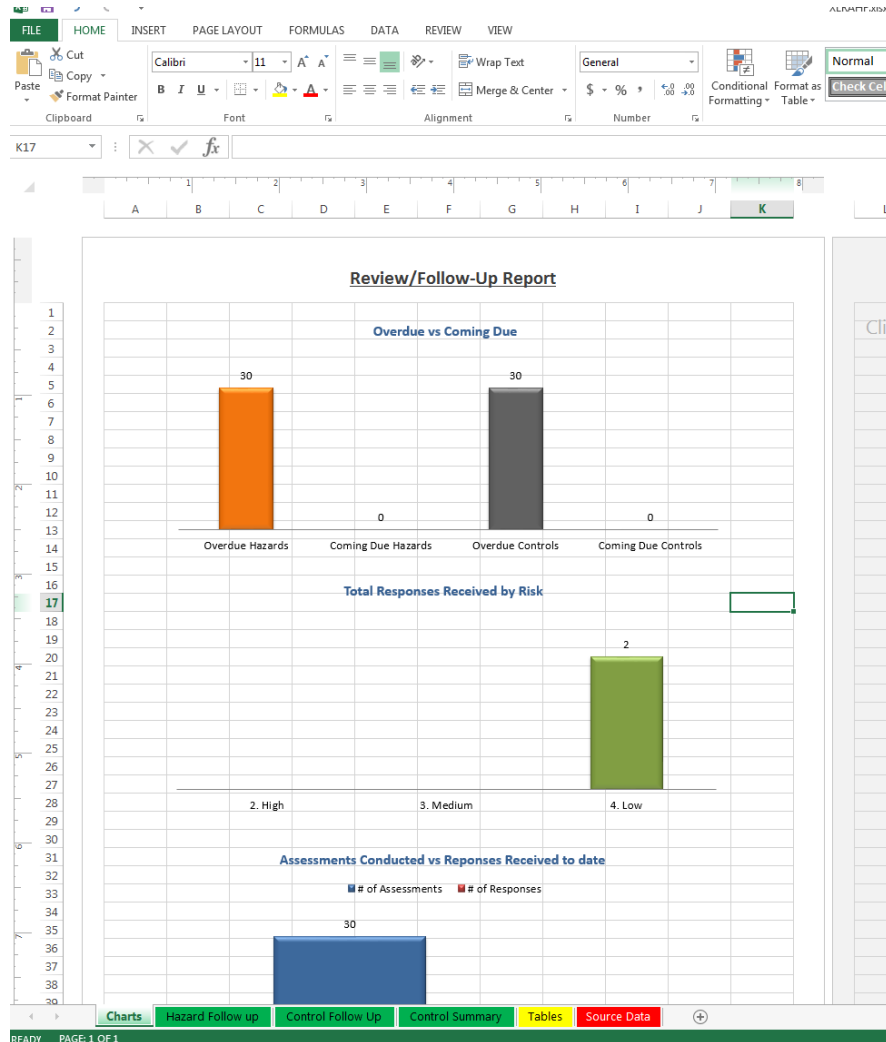
19

A new excel icon should appear on your screen. Open the document.



# AHF Review Follow Up Report

20



The final document should appear similar. Consider saving the report. (*Recommend saving using records management numbers - committees is ARCS 0185*)

There are different spread sheets that may be distributed to various levels of responsibility in your organization.

- Control Follow Up spreadsheet is a great one to send to JOHSC members/representatives prior to the monthly inspection.