

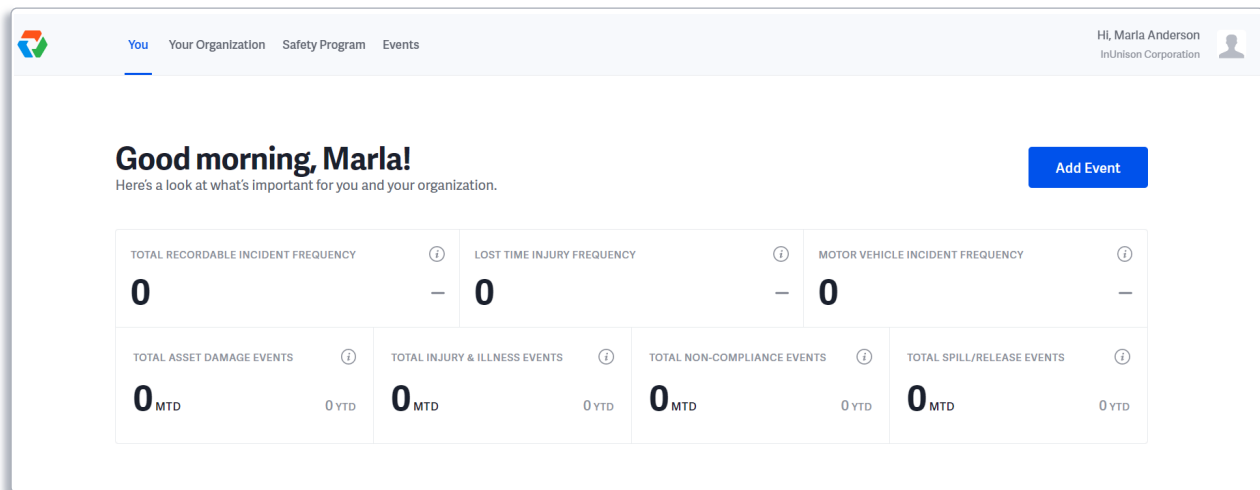
# Entering a COVID-19 Workplace Inspection

## Overview

Entering a COVID-19 Workplace Inspection is simple and provides you with paperless record keeping. With a few clicks, you can easily complete the questionnaire in your InUnison platform.

## Step 1

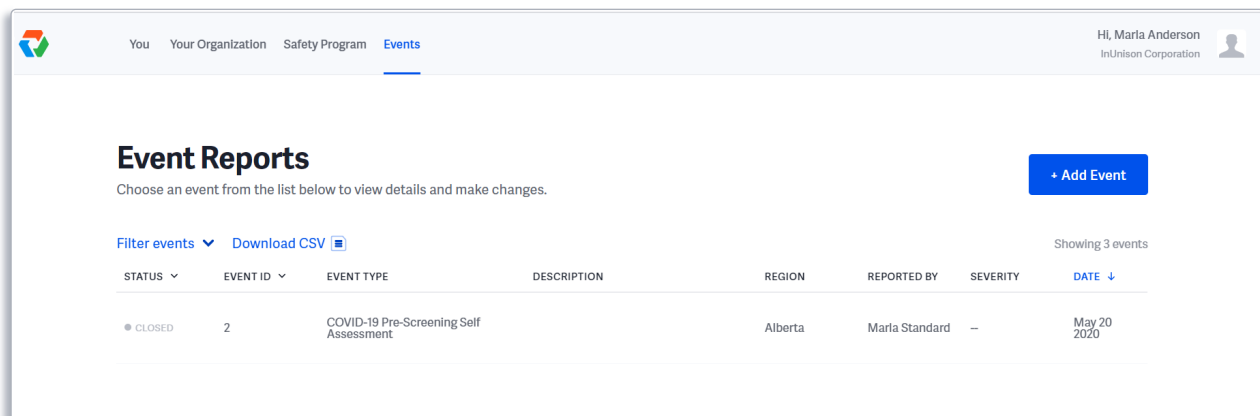
Log in to [www.inunison.io](http://www.inunison.io) and click “Add Event”.



The screenshot shows the InUnison dashboard. The top navigation bar includes 'You', 'Your Organization', 'Safety Program', and 'Events'. The user is identified as 'Hi, Marla Anderson' from 'InUnison Corporation'. The main heading is 'Good morning, Marla!' with a subtext 'Here's a look at what's important for you and your organization.' and an 'Add Event' button. Below this is a summary table of safety metrics:

TOTAL RECORDABLE INCIDENT FREQUENCY	0	–	0	–	0	–					
TOTAL ASSET DAMAGE EVENTS	0 MTD	0 YTD	TOTAL INJURY & ILLNESS EVENTS	0 MTD	0 YTD	TOTAL NON-COMPLIANCE EVENTS	0 MTD	0 YTD	TOTAL SPILL/RELEASE EVENTS	0 MTD	0 YTD

You can also click on Events in the top menu and access the + Add Event button from that screen as well.



The screenshot shows the 'Event Reports' page. The top navigation bar includes 'You', 'Your Organization', 'Safety Program', and 'Events'. The user is identified as 'Hi, Marla Anderson' from 'InUnison Corporation'. The main heading is 'Event Reports' with a subtext 'Choose an event from the list below to view details and make changes.' and an '+ Add Event' button. Below this is a table of events with filters and a 'Download CSV' button. The table shows 3 events:

STATUS	EVENT ID	EVENT TYPE	DESCRIPTION	REGION	REPORTED BY	SEVERITY	DATE
● CLOSED	2	COVID-19 Pre-Screening Self Assessment		Alberta	Marla Standard	–	May 20 2020

## Step 2

Under the **What is the event type?** dropdown menu, click *COVID-19 Workplace Inspection*.

### Add Event

Please complete all of the following information.

**What is the event type?**

  
SELECTED EVENT TYPES

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✓ COVID-19 Workplace Inspection Remove

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**Where did the inspection take place?**

Region

Location i

## Step 3

Enter the Region and Location of your workplace.

**Where did the inspection take place?**

Region

Location i

## Step 4

There are Yes, No or NA questions to be answered as part of your inspection. You must answer all the radio button questions in order to proceed.

### COVID-19 Workplace Inspection

Has the COVID-19 Policy been communicated?  
e.g. through signage, emailed, discussed in meetings etc.

Yes  No  N/A

Have the COVID-19 social distancing requirements been communicated?  
e.g. through signage, email, meetings, posters for social distancing, etc.

Yes  No  N/A

Was the fact that anyone who is experiencing COVID-19 symptoms, not related to other health related issues, are not allowed on the premise communicated?  
e.g. through signage, emails, meetings, self assessment tool, etc.

Yes  No  N/A

Is hand sanitizer readily available?

Yes  No  N/A

Are cleaning and sanitization supplies available?

Yes  No  N/A

Is the work area clean, sanitized and free of debris?

Yes  No  N/A

## Step 5

Once you have answered all the questions, click Save & Continue. You have the option to add observations and comments before clicking Save & Continue.

Have equipment and tools been cleaned and sanitized?

Yes  No  N/A

Have all non-food contact surfaces been disinfected?

Yes  No  N/A

Have all food contact surfaces been disinfected?

Yes  No  N/A

Are all staff wearing required PPE?

Yes  No  N/A

Is social distancing practiced?

Yes  No  N/A

Other observations and comments:


## Step 6

You have the option to attach any associated documents with the inspection. If there are no attachments, click Do this later to bypass this screen.

### Upload Attachments

Include any images or documents associated with the event. Maximum file size allowed is 50mb.

File Names [Add Files](#)



Drop file here or  
browse your computer

Do this later Save & Continue

## Step 7

If you answered No to any of the questions in the inspection report, you will be prompted to create and assign a Corrective Action to rectify the deficiencies.

### Add Corrective Action

Please add an action to correct this event and assign to an individual.

Due Date Who is responsible?


Description


Do this later Save


## Step 8

You will now be brought to a summary screen of your event. This screen tells you that your inspection has been completed.

● CLOSED  
ID: 210


 [Event Report](#)

 [Attachments](#)

 [Corrective Actions](#)

### Event Report Edit

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<b>General Information</b>	Occurrence Date	Jul 16 2020 • 10:28am MDT
	Event Type	COVID-19 Workplace Inspection
	Last Updated	Jul 16 2020 • 10:28am MDT by Marla Anderson
	Reported by	 Marla Anderson

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<b>Location</b>	Region	Alberta
	Location	Sherwood Park

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<b>COVID-19 Workplace Inspection</b>	Has the COVID-19 Policy been communicated?	Yes
	Have the COVID-19 social distancing requirements been	Yes

You have now successfully completed a COVID-19 Workplace Inspection.

If you have any questions, comments, concerns or suggestions, please contact us. We want you to succeed and are here to help!