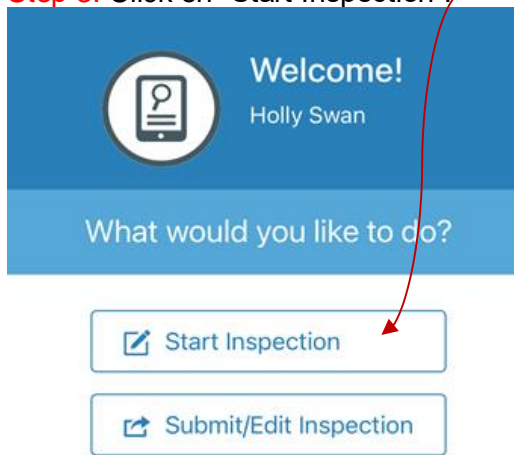


Step 1: Download app. Instructions to do so:

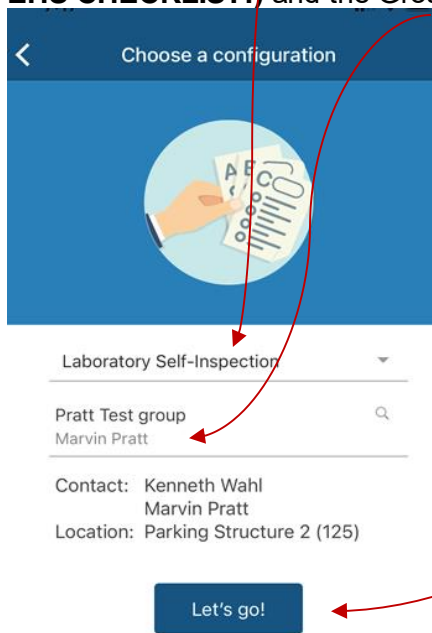
For iOS users	For Android Users
<ol style="list-style-type: none"><li>1. Navigate to the App Store</li><li>2. Search for "RSS Inspect"</li><li>3. Select Install</li><li>4. Launch the application</li><li>5. Log in with your campus credentials</li></ol>	<ol style="list-style-type: none"><li>1. Navigate to the Google Play Store</li><li>2. Search for "RSS Inspect"</li><li>3. Select Install</li><li>4. Launch the application</li><li>5. Log in with your campus credentials</li></ol>

Step 2: Open Inspect App tablet or smartphone.

Step 3: Click on "Start Inspection".



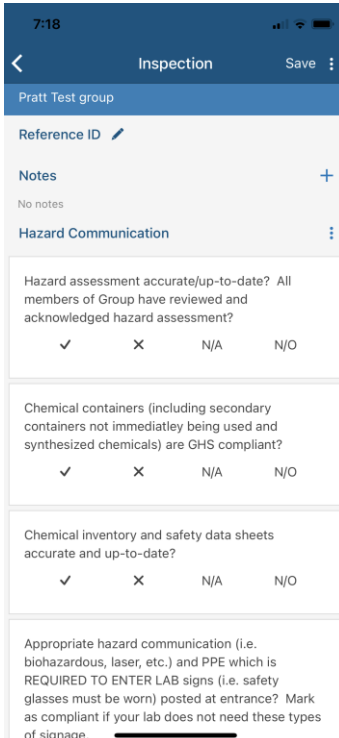
Step 4: Select checklist (make sure you select "Laboratory Self-Inspection" if your Group is a lab and the "Shop Safety Checklist" if your Group is a shop. DO NOT SELECT THE EHS CHECKLIST!) and the Group in which you are inspecting. Hit "Let's Go".



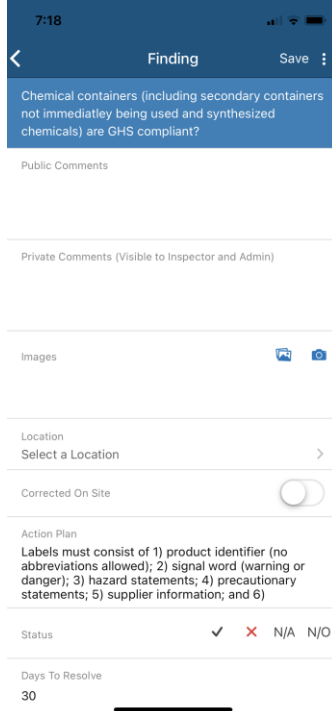
**Step 5:** Select which categories you would like to see by clicking the three dots at the top of the screen. This will take you to a new screen where you select categories. You will have questions in each category that are applicable to your lab/shop so **select all categories** by clicking on the circle next to each category. Click Done once all categories have been selected.



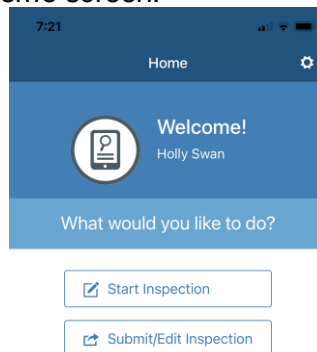
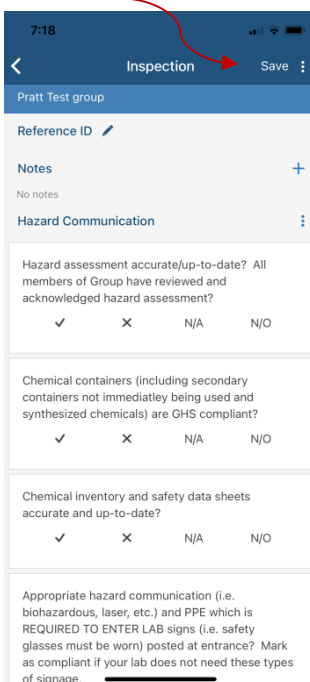
**Step 6:** You should now see the inspection checklist questions. For each question: Click “X” to questions that are not compliant in your lab/shop (i.e. you answered No to the question). A check mark = compliant (i.e. you answered Yes). N/A = not applicable to your lab/shop space. N/O = Not observed while performing inspection.



**Step 7:** For all questions that you answered No and hit the “X”: you will be taken to a new screen. Here you can do several things for that specific finding: add comments, take a picture, select the specific location (great option for those labs/shops that have numerous rooms), and check corrected on site if finding was fixed during inspection. The Action Plan for the question is also found on this screen telling you what must be done to resolve the finding. Click “Save” once you are finished with that finding.



**Step 7:** Once you have answered all the questions, scroll back to the top of the checklist and click “Save”. This will take you back to the home screen.



**Step 8:** Submit Inspection. Click “Submit/Edit Inspection”. This will take you to a new screen. Click the three vertical buttons which will pop up options for you to Submit Inspection as Complete.



**Step 9:** Check your email. If you had non-compliant findings you (and all delegates) will receive an email notifying you that there are non-compliant findings. This email will also have a link that will take you directly to the inspection to resolve findings once they have been fixed. **Note: The rest of this (i.e. resolving findings) will be done on the Desktop. You cannot resolve findings on the app.**

**From:** no-reply@riskandsafety.com <no-reply@riskandsafety.com>  
**Sent:** Thursday, April 29, 2021 7:22 AM  
**To:** Marvin Pratt <MPratt@csuchico.edu>; Kenny Wahl <kwahl@csuchico.edu>  
**Subject:** Laboratory Self-Inspection Inspection Results for Pratt Test group Marvin Pratt

[Redacted]

Hello,

The inspection results for **Pratt Test group Marvin Pratt** completed on Thu Apr 29 2021 are ready for review.

There are 4 finding items that require attention:

- 4 finding items are assigned to Marvin Pratt, and Kenneth Wahl

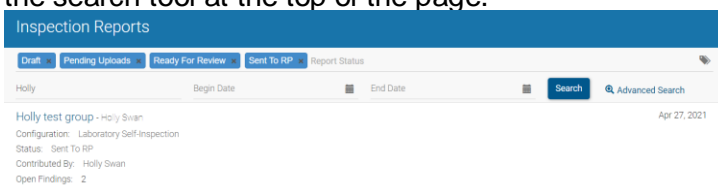
Please select the link below to submit your comments and resolve findings.

<https://csu.risksafety.solutions/inspect/#/report/608ac0eaccd2c9f56b3ac594>

If you have any questions regarding your inspection results, please contact the inspector(s) listed on the report.

If you have questions, please contact the Risk & Safety Solutions Service Desk at [service@RiskandSafety.com](mailto:service@RiskandSafety.com)

**Note:** Alternatively, you can find your inspection by logging into RSS, going to the Inspect module and clicking on ‘Inspection Reports’. Here you can search for your inspection by using the search tool at the top of the page.



**Step 10:** Resolve findings using Desktop. Once a finding has been addressed (i.e. you have fixed whatever issue and can now answer Yes to the inspection question) click on the three vertical dots next to the inspection. This will drop down options for you to choose, one being Mark as Resolved. Remember, delegates also have the ability to resolve findings on your behalf using the same method describes in Step 8.

The screenshot displays the CSU Safety Inspect interface. At the top, there is a header with 'CSU Safety | Inspect' and navigation icons. Below this is a summary section with the following details:

Managers Holly Swan, Kyrsten Leoni Abastillas	Inspection Date Apr 27, 2021	Status Sent To RP
Inspection Contributors Holly Swan	Report Sent Date Apr 27, 2021	Done Date
Reference ID		

Below the summary is a navigation bar with 'Back to Reports' and 'View All Responses | Public View | Print Report'.

The main content area is titled 'Notes' and contains 'No Notes'. Below this is a section for 'Hazard Communication' with a notification icon and a dropdown arrow. The text reads: 'Hazard assessment accurate/up-to-date? All members of Group have reviewed and acknowledged hazard assessment?'. Below this text is a box containing 'Public Comments:', 'Private Comments:', 'Action Plan: Complete hazard assessment in Assess Module of RSS. Assessments need to be re-certified on an annual basis. All members must review and acknowledge assessment.', 'Inspector: Holly Swan', and 'Due Date: May 27, 2021'. To the right of this box is a menu with the following options: 'Edit Incident', 'Mark As Resolved', 'Mark As In Progress', 'Mark As No Further Action', 'Start a Discussion', and 'Incident History'. A red arrow points from the text in the first paragraph to the three vertical dots icon next to the 'Mark As Resolved' option in the menu.

Once you have resolved all non-compliant findings your inspection is considered complete.