

EHS360 IT SYSTEM AIMS USER GUIDE

FOR ACTION OWNERS AND ASSIGNEES

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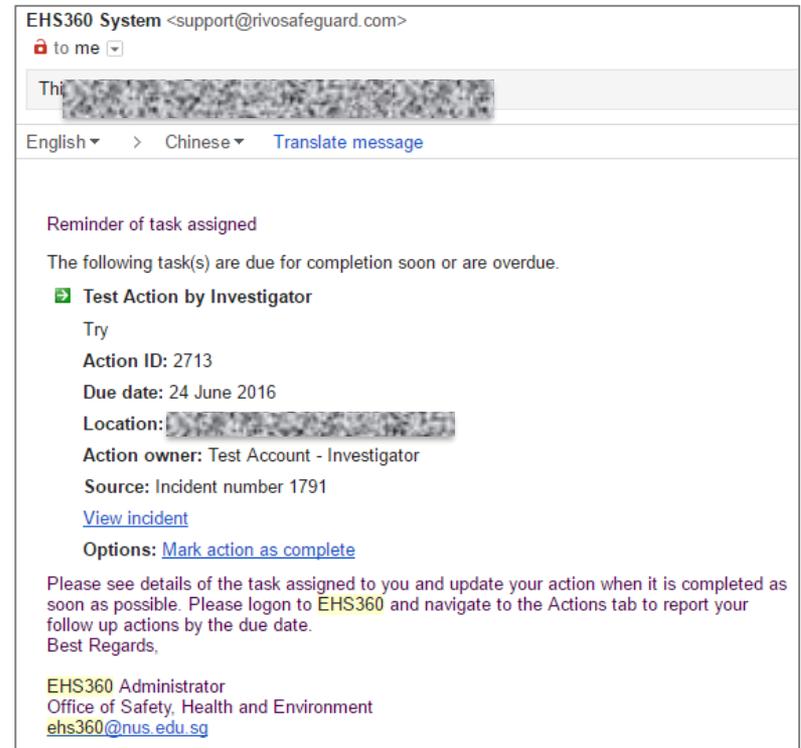
1. Objective
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4. User interface
5. Closing an action

1 OBJECTIVE

You have received an email notification from EHS360 System that you have been assigned as an action owner or assignee.

As an action owner or assignee, you are required to do the following:

1. Login and review the action details
2. Follow-up on the assigned action
3. Close the assigned action in the EHS360 system



2 BEFORE LOGGING IN



Office of Safety, Health and Environment
University Campus Infrastructure

Before you proceed, you should have the following ready:

1. NUSNET login and password
2. VIP Access (2FA application) registered and installed on your smartphone/computer
3. Reference number of the Action (as indicated in the email)

Note: You do not have to complete the form immediately. You can save the form, and return to it later to complete it.

3 LOGGING IN



If you are a staff:

- Go to Staff Portal > eServices menu > Select AIMS
- Alternatively, go to the e-Services section on OSHE's staff portal

Staff Portal

The screenshot shows the 'eServices' menu in the Staff Portal. It features a header with 'Expand All' and 'Collapse All' options. Below the header, there is a list of services with icons and question marks for help:

- myWorklist
- Faculty ePortfolio
- 2FA Service Portal
- IMMS
- Internal Career Portal
- HR Interaction Portal
- Business Intelligence
- Facilities Booking
- Leave
- Salary
- Performance Mgmt(Acad)
- Performance Mgmt(Exec&Prof)

OSHE Portal

The screenshot shows the 'e-Services' menu in the OSHE Portal. It features a list of services with 'Apply' buttons next to them:

- Integrated Online Research Compliance (iORC) System
- Temporary Change of Use Permit Application (TPA)
- Accident & Incident Reporting System (AIRS)
- Anonymous Safety Concern Reporting
- Non-lab based declaration
- Safety Suggestion through VOICE
- OSHE Customer Feedback

If you are a student:

- Go to Student Portal > Quick Links > Select AIMS

Student Portal

The screenshot shows the 'Quick Links' menu in the Student Portal. It features a list of links organized into two columns:

- Academic Calendar
- Acceptance Record
- Accident / Incident Reporting System (AIRS)
- Circulars to Students
- Centre for Future-ready Graduates
- Code of Student Conduct
- Copying of Library Materials
- Examination Directory
- Financial Aid
- Finance-related Forms
- Health Service
- Integrated Virtual Learning Environment (IVLE)
- Library Portal
- Message of the Day
- myEmail
- myISIS
- NUS Bulletin Online
- NUS Do-Not-Call (DNC) Policy
- NUS Personal Data Notice for Students
- NUS Student Data Protection Policy
- NUS Student Work Scheme
- Safety & Security
- Student Account Enquiry
- Student Service Centre
- Statutes and Regulations
- The Effective Student (A Guide to Learning)
- University Intellectual Property Policies

Note: If you are a staff, you will need to login to WebVPN first in order to access the Staff Portal from outside NUS network (e.g. from your personal internet connection).

3 LOGGING IN

1. From the AIMS webpage, select the login link.



The screenshot shows the AIMS webpage with the following content:

myEMAIL IVLE LIBRARY MAPS CALENDAR SITEMAP CONTACT

NUS National University of Singapore

Search in **GO**

HOME SAFETY, SECURITY & SUSTAINABILITY

Office of Safety, Health & Environment

AIMS

Introduction

The Accident and Incident Management System (AIMS, previously known as AIRS), is an online platform used by the University to manage safety and health related incidents on campus. Staff and students are encouraged to report all occupational-related safety and health related incidents, near-misses and unsafe acts/conditions centrally to the Office of Safety, Health and Environment (OSHE), within 24 hours of occurrence.

The AIMS module in EHS 360 is an integrated system that allows for:

1. Incidents, near-misses and unsafe acts/conditions to be reported to a centralised
2. Management of investigations and follow-up by respective departments-in-charge
3. Tracking of corrective and preventive actions
4. Monitoring of statistics and trends for identification of possible intervention and prevention programmes

Tools

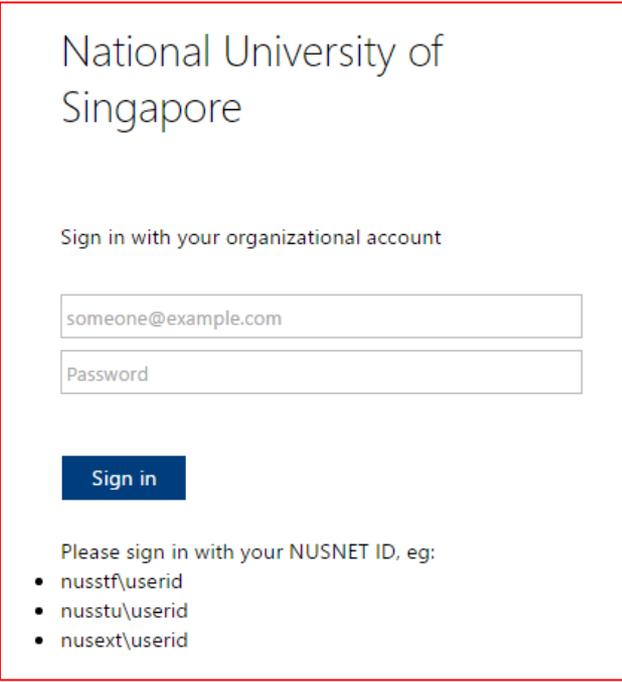
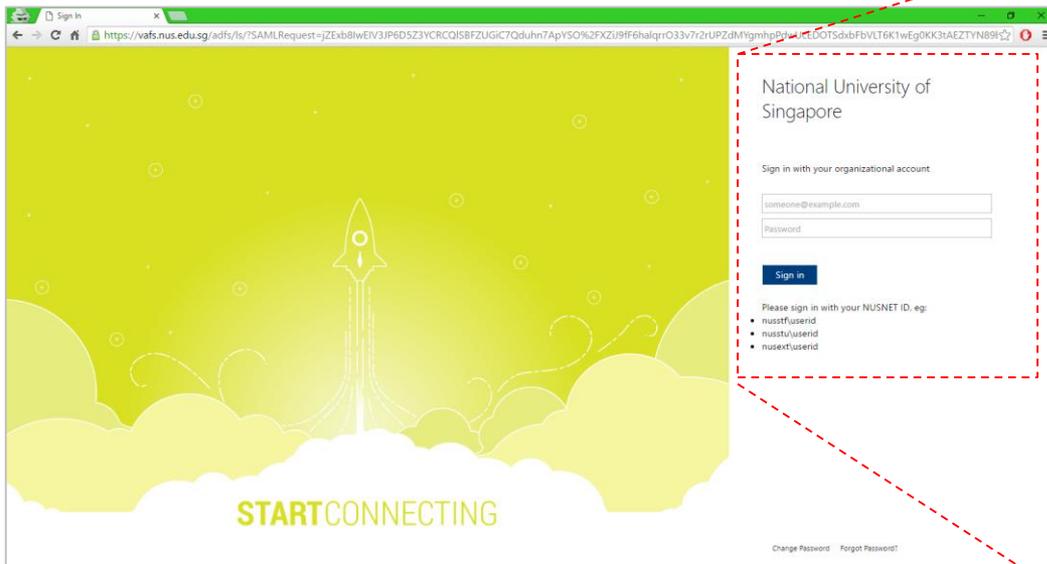
To report an incident, near-miss or safety concern using your NUSNET account	Login here
Root Cause Analysis Templates
NUS Accident / Incident Reporting and Investigation Standard	View standard
User Guide for AIMS
Training Slides

FAQs

This section contains some Frequently Asked Questions (FAQs) about AIMS. Please check here before contacting support for more information.

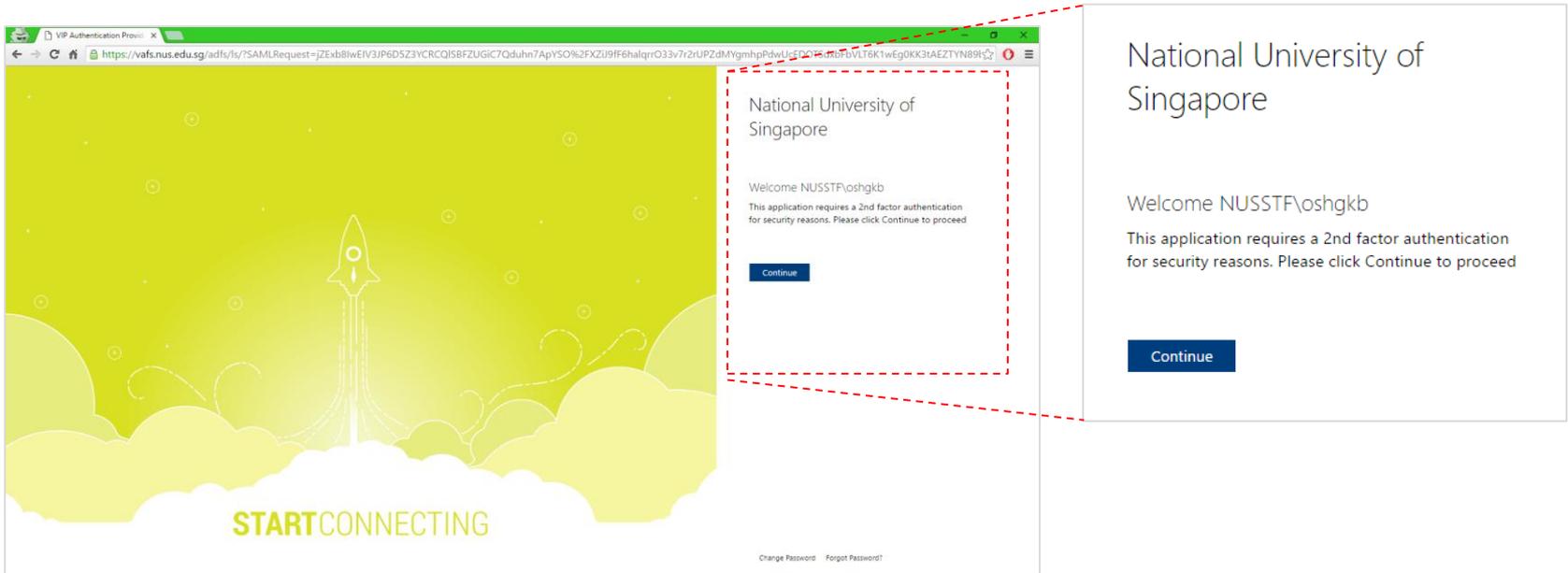
3 LOGGING IN

2. Depending on your location or browser, you may be prompted to log in with your NUSNET ID and password.



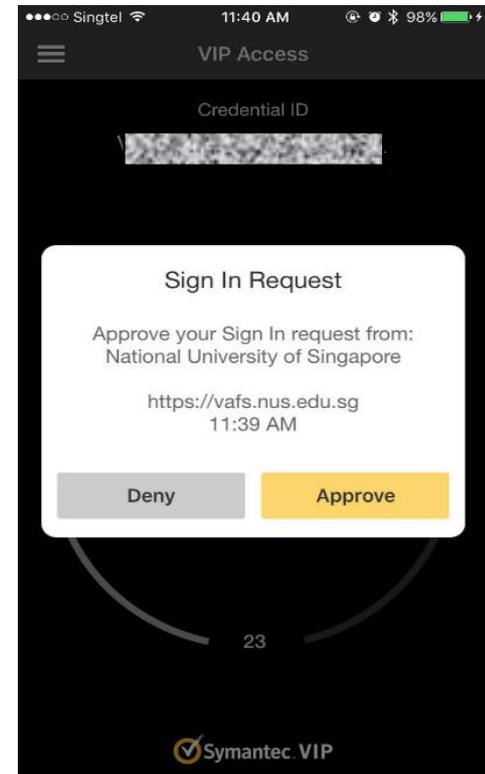
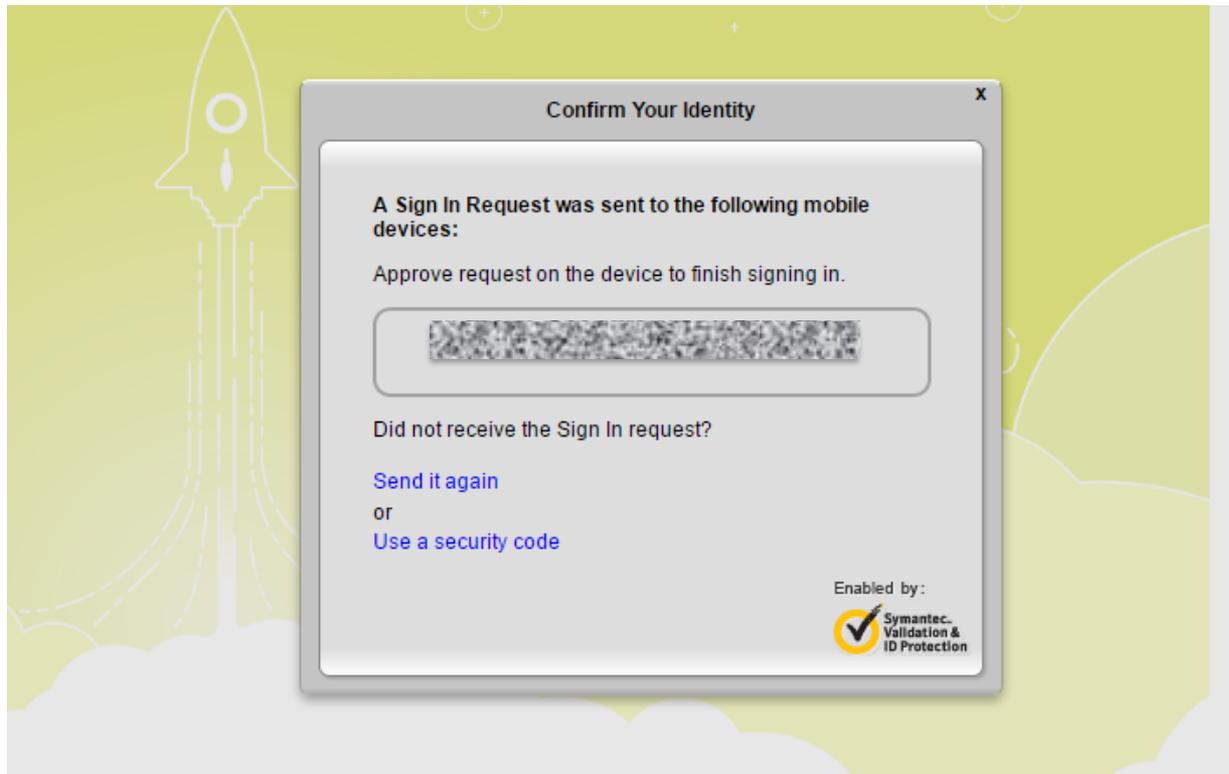
3 LOGGING IN

3. You will be prompted that 2FA is required. Click on the Continue button to proceed.



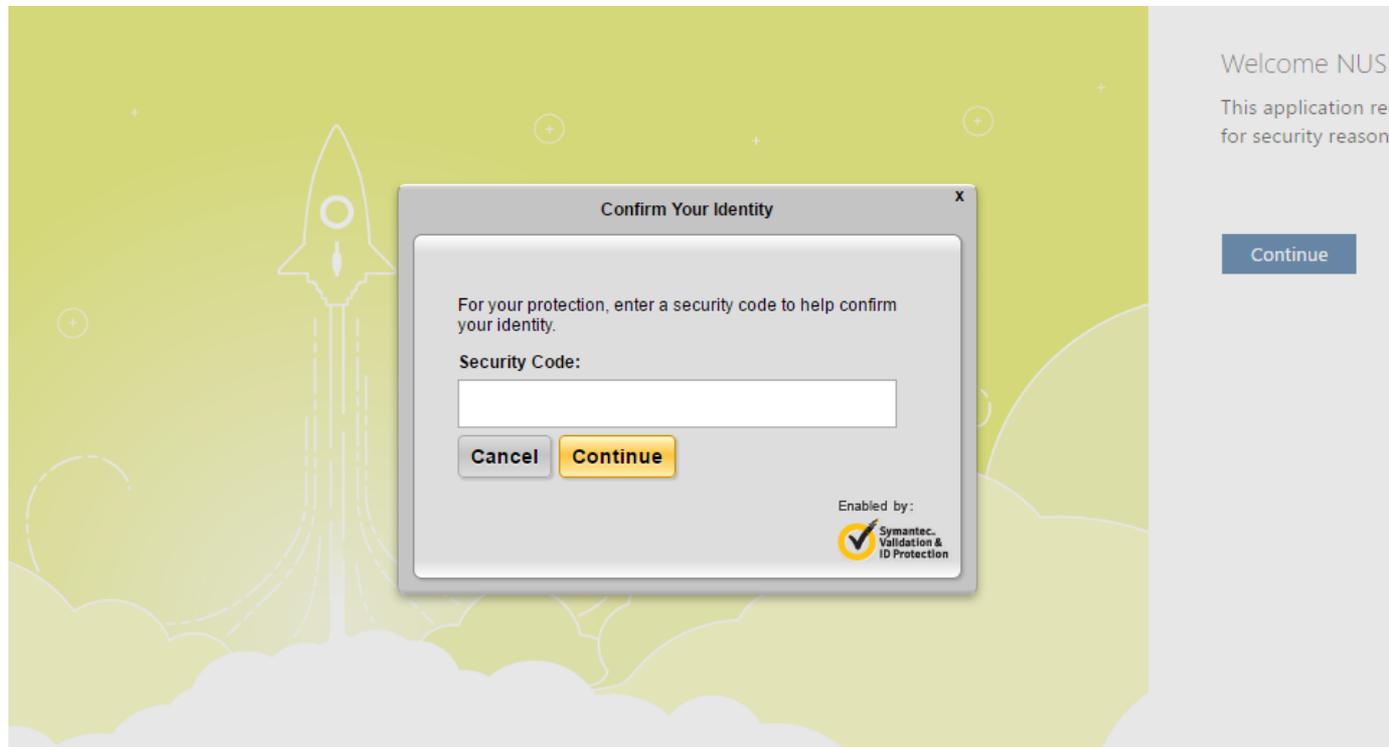
3 LOGGING IN

- 4. A sign in request will be sent to your mobile device (if you are using a 2FA mobile token). Approve the sign in request on your mobile device to continue.



3 LOGGING IN

4. If you are using desktop 2FA or if the push notification on your mobile device is not successful, click “Use a Security Code” and enter the security code indicated on your 2FA token.

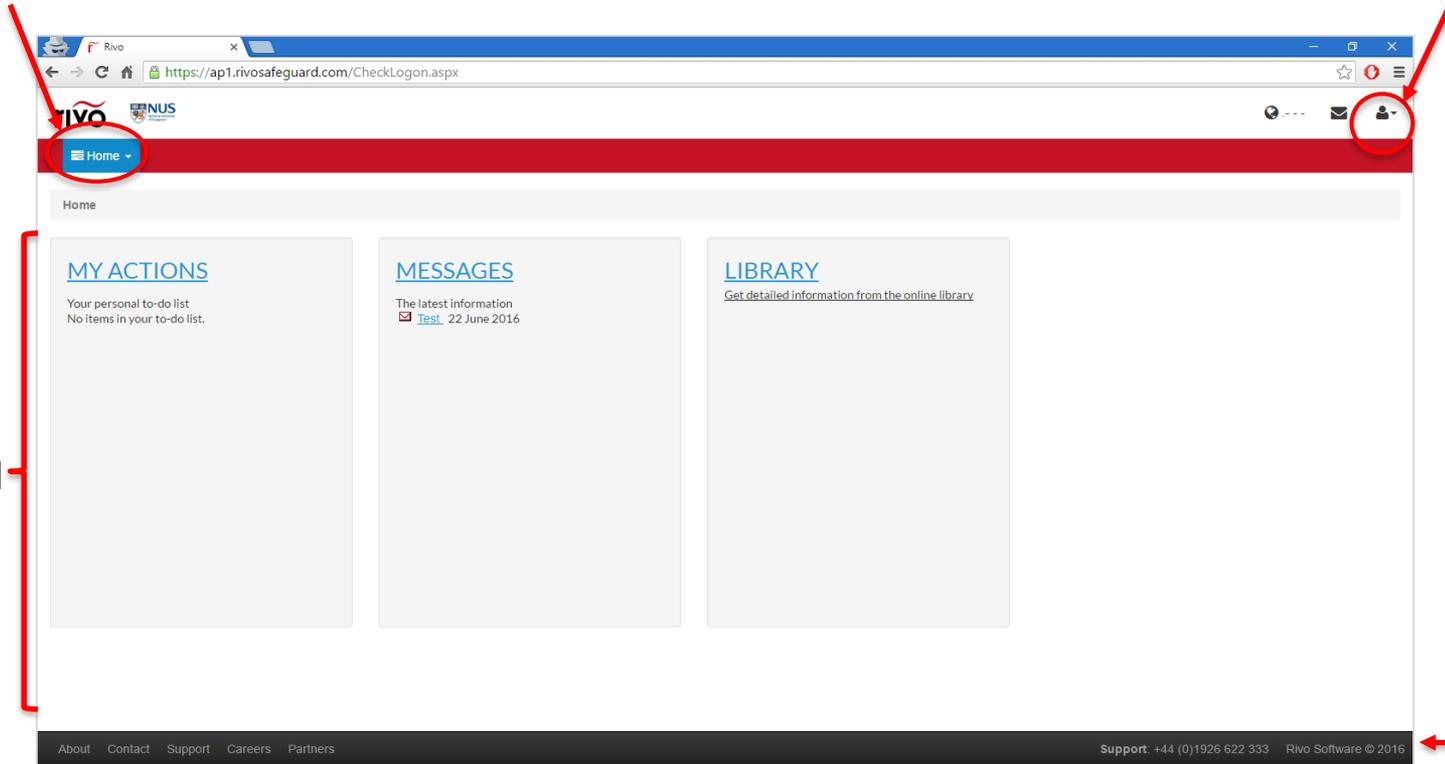


4 USER INTERFACE

1. Selection Menu

2. User Preferences

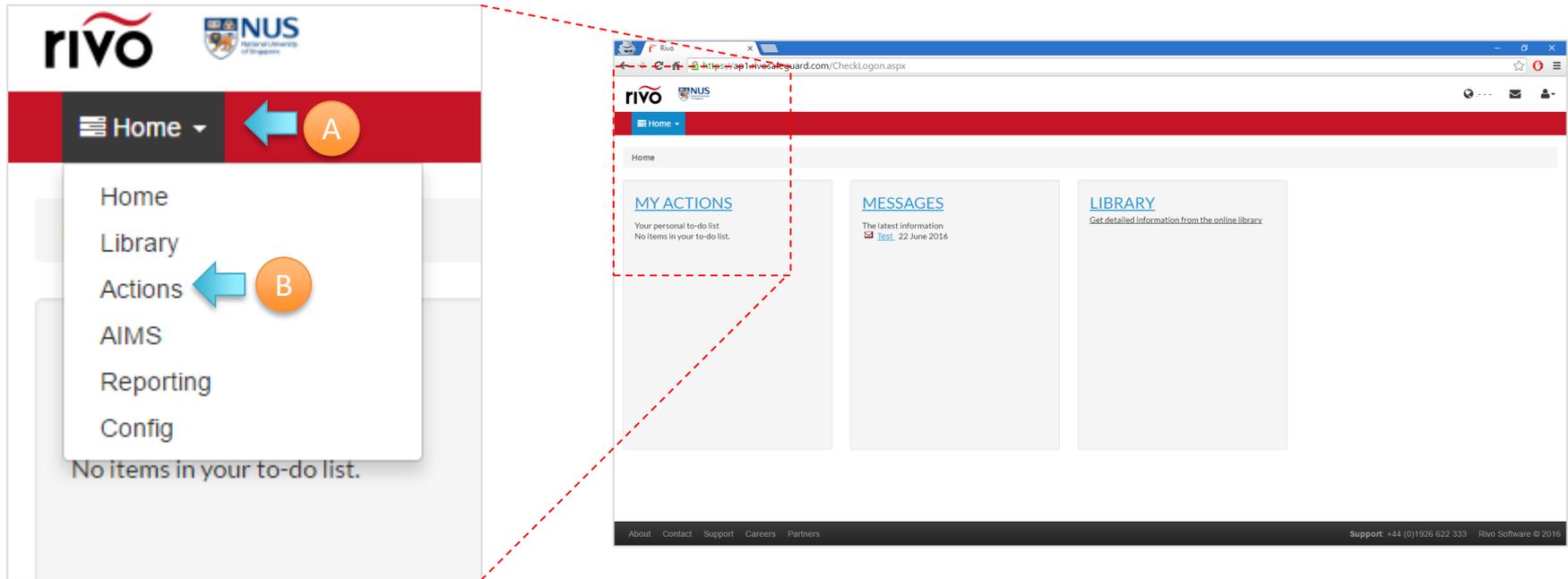
3. Dashboard



Ignore footer information

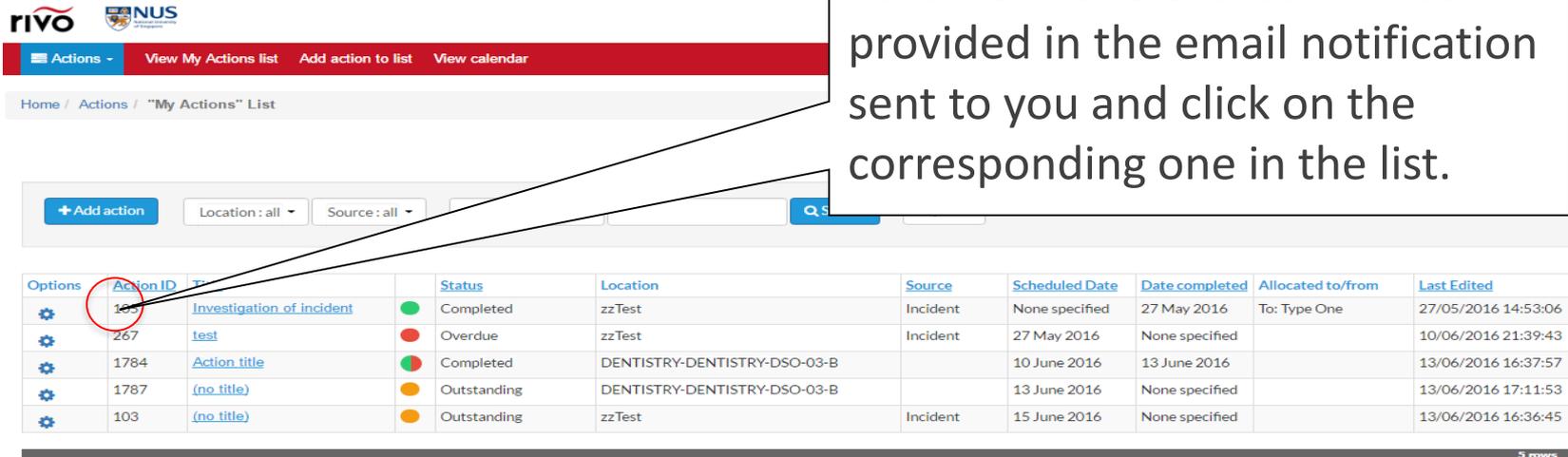
4 USER INTERFACE

To access the Actions module, select Actions from the menu dropdown. Alternatively, any outstanding action can be viewed under the My Actions panel on the dashboard.



4 USER INTERFACE

This is the tabular view in the Actions module which shows all the actions which the user has access to view.



Refer to the reference number provided in the email notification sent to you and click on the corresponding one in the list.

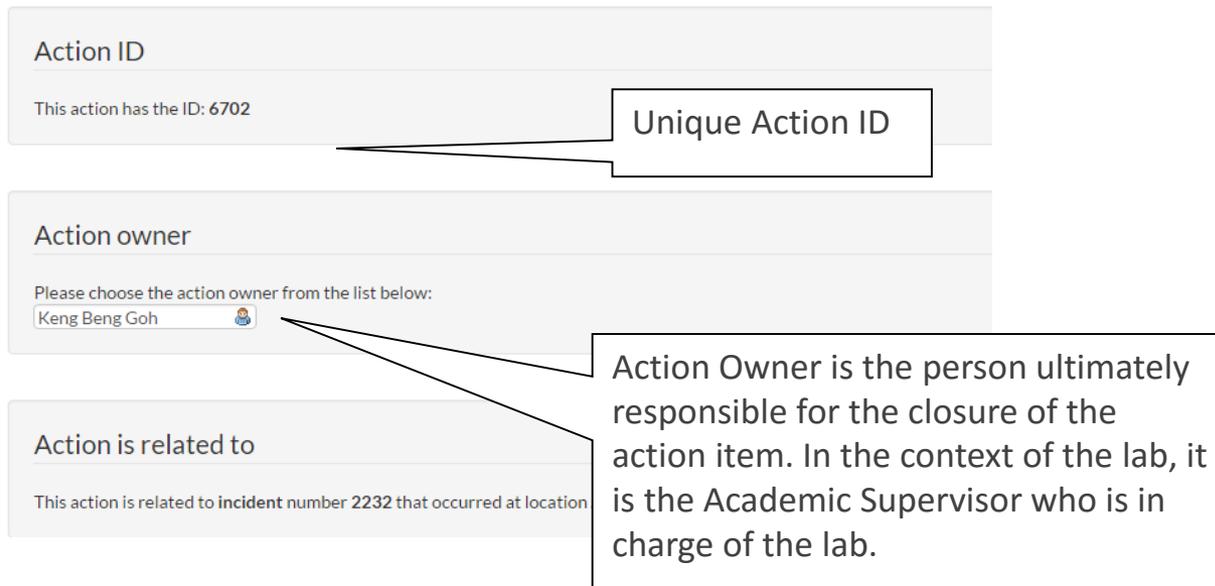
Options	Action ID	Title	Status	Location	Source	Scheduled Date	Date completed	Allocated to/from	Last Edited
	184	Investigation of incident	Completed	zzTest	Incident	None specified	27 May 2016	To: Type One	27/05/2016 14:53:06
	267	test	Overdue	zzTest	Incident	27 May 2016	None specified		10/06/2016 21:39:43
	1784	Action title	Completed	DENTISTRY-DENTISTRY-DSO-03-B		10 June 2016	13 June 2016		13/06/2016 16:37:57
	1787	(no title)	Outstanding	DENTISTRY-DENTISTRY-DSO-03-B		13 June 2016	None specified		13/06/2016 17:11:53
	103	(no title)	Outstanding	zzTest	Incident	15 June 2016	None specified		13/06/2016 16:36:45

The following statuses will be set after the details of an action form are saved:

- Outstanding (Action's scheduled date is a future date and action is not completed yet)
- Overdue (Action's scheduled date is a past date and action is not completed yet)
- Completed (Action was marked as completed)
- Completed when Overdue (Action was marked as completed after the scheduled date)

6 CLOSING AN ACTION ITEM

Each action is assigned Action ID and individually tracked in the EHS360 system.



The screenshot displays three sections of the EHS360 system interface:

- Action ID:** A text box containing "This action has the ID: 6702". A callout box labeled "Unique Action ID" points to this text.
- Action owner:** A text box containing "Please choose the action owner from the list below:" and a dropdown menu with "Keng Beng Goh" and a user icon. A callout box explains that the Action Owner is the person ultimately responsible for the closure of the action item, typically the Academic Supervisor in a lab context.
- Action is related to:** A text box containing "This action is related to incident number 2232 that occurred at location".

6 CLOSING AN ACTION ITEM

Action details

Action title *

Scheduled date *

22 July 2016 

Action description *

Allocate action to (**select only a user known to yourself)

Action type

Please select... ▾

Location

Please select the location to which this action relates.

ARTS AND SOCIAL SCIENCES-GEOGRAPHY- - ▾

The details of the action item are displayed as follows:

- Action title: A one-line summary description of the incident
- Scheduled date for completion
- Action allocated to: This is the person assigned to perform the action. The Action Owner can also assign the action to him/herself
- Action type: Corrective or preventive action
- Location: By default, the location of the incident will be selected.

6 CLOSING AN ACTION ITEM

Information - related notes

Please add notes to indicate useful information related to the action before the action can be marked as completed.

Related notes *

Add Note

Enter a note to indicate what has been done to address the action item

Related documents/attachments

Date uploaded

Document uploaded by

Filename

Delete

To attach a document - select the button below and select the file

Choose File No file chosen

Documents can be attached in this section as evidence of completion of action.

6 CLOSING AN ACTION ITEM

Copies to

Please enter the email addresses of people that you would like to have copied into all emails related to this action:
(separate multiple addresses with a semicolon eg. user1@mail.com;user2@mail.com)

Action completed

Please enter a note before marking this action as complete

Action completed

When a note has been added (see previous slide), the checkbox becomes available for selection. Check it to mark the action as completed.

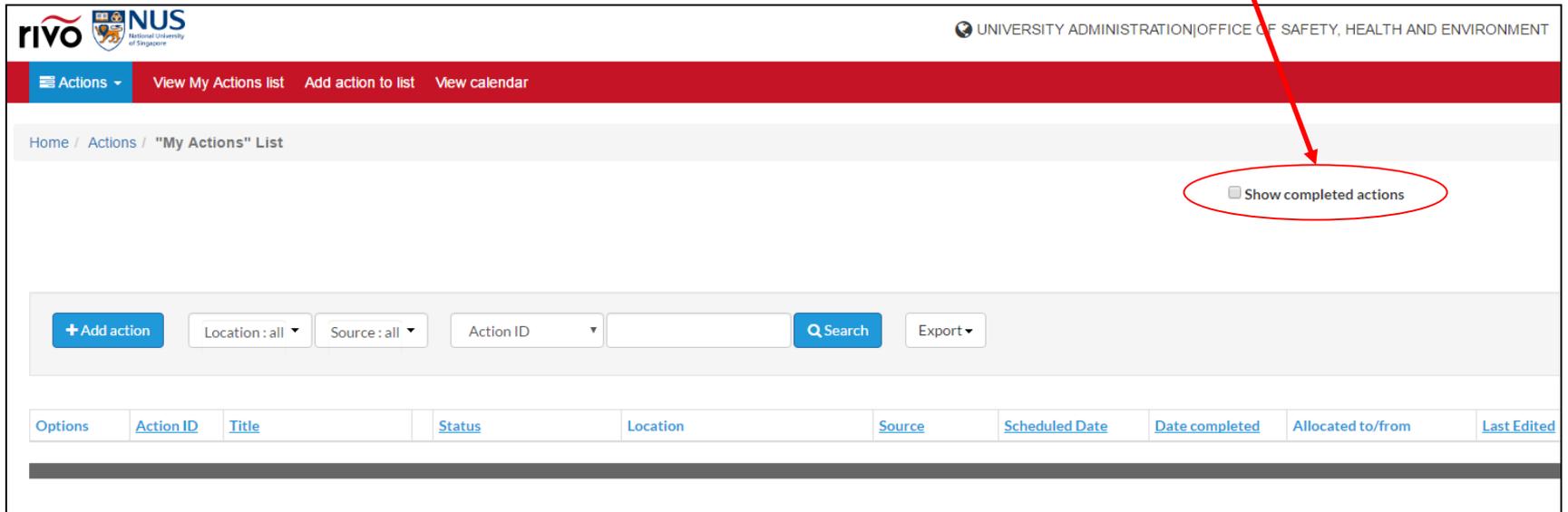
Save

Cancel

Click Save to save the action.

6 CLOSING AN ACTION ITEM

1. Once the action item is marked as completed, the action item will be closed.
2. To show completed actions, click on the checkbox “Show completed action”



The screenshot shows the RIVO Actions interface. At the top, there is a red navigation bar with 'Actions' and options like 'View My Actions list', 'Add action to list', and 'View calendar'. Below this is a breadcrumb trail: 'Home / Actions / "My Actions" List'. A red arrow points to a checkbox labeled 'Show completed actions' which is circled in red. Below the checkbox is a search and filter section with a '+ Add action' button, dropdown menus for 'Location : all' and 'Source : all', an 'Action ID' dropdown, a search box, and an 'Export' dropdown. At the bottom, a table header is visible with columns: Options, Action ID, Title, Status, Location, Source, Scheduled Date, Date completed, Allocated to/from, and Last Edited.

Thank you

For further enquiries about AIMS, please contact

ehs360@nus.edu.sg