

EHS360 IT SYSTEM AIMS USER GUIDE FOR APPROVERS

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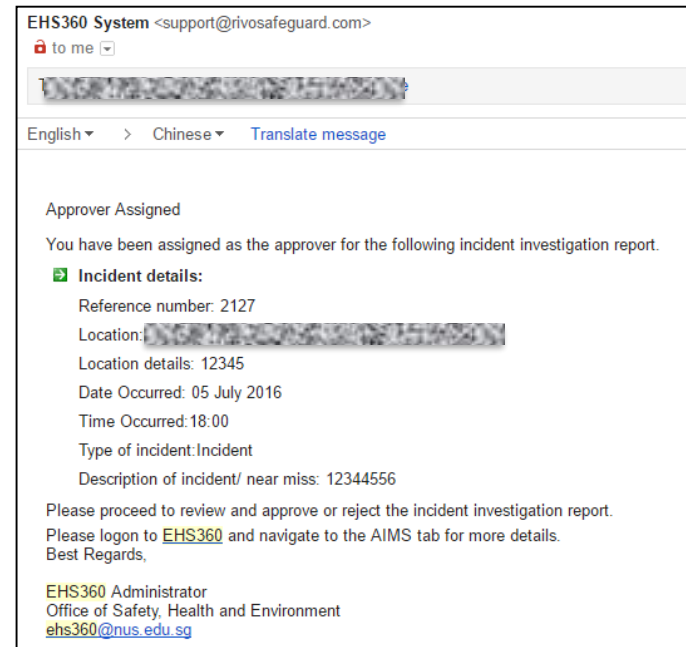
1. Objective
2. Before logging in
3. Logging in to EHS360
4. User interface
5. Approving an investigation report

1 OBJECTIVE

You have received an email notification from EHS360 System that you have been assigned as an approver for an incident.

As an assigned approver, you are required to do the following:

1. Login and review the incident assessment/investigation report
2. Approve and reject the investigation report



2 BEFORE LOGGING IN



Office of Safety, Health and Environment
University Campus Infrastructure

Before you proceed, you should have the following ready:

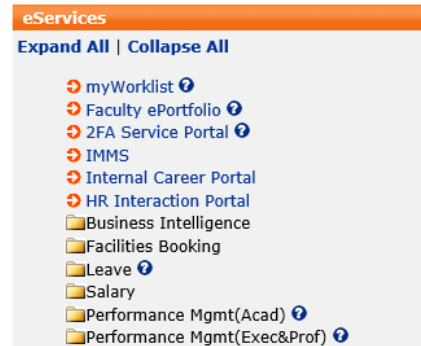
1. NUSNET login and password
2. VIP Access (2FA application) registered and installed on your smartphone/computer
3. Reference number of the incident (as indicated in the email)

3 LOGGING IN

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

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).

Staff Portal



OSHE Portal



3 LOGGING IN

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



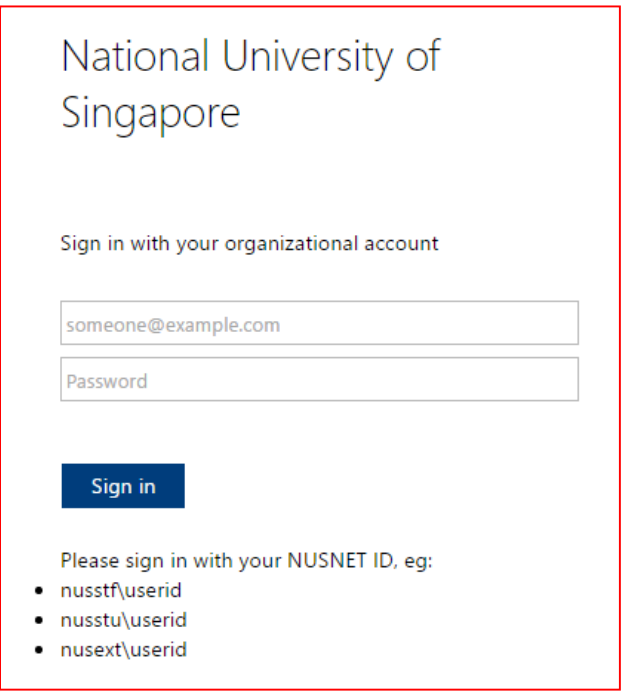
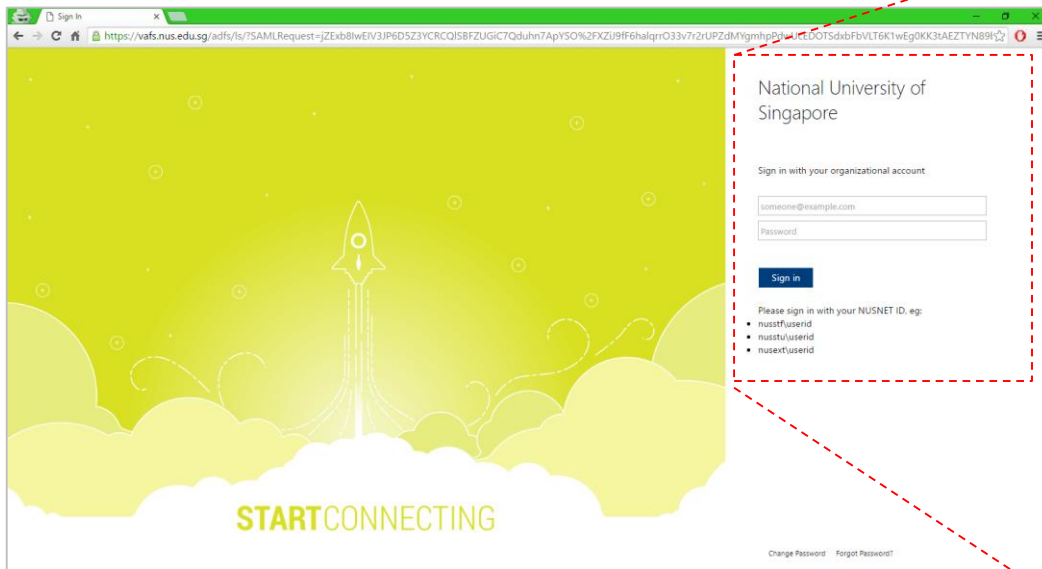
The screenshot shows the AIMS webpage with the following content:

- Navigation bar: myEMAIL, IVLE, LIBRARY, MAPS, CALENDAR, SITEMAP, CONTACT
- Search bar: search for... in NUS Websites GO
- Home bar: HOME SAFETY, SECURITY & SUSTAINABILITY
- Header: Office of Safety, Health & Environment
- Section: AIMS
- Section: 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
- Section: 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
- Section: FAQs
 - This section contains some Frequently Asked Questions (FAQs) about AIMS. Please check here before contacting support for more information.

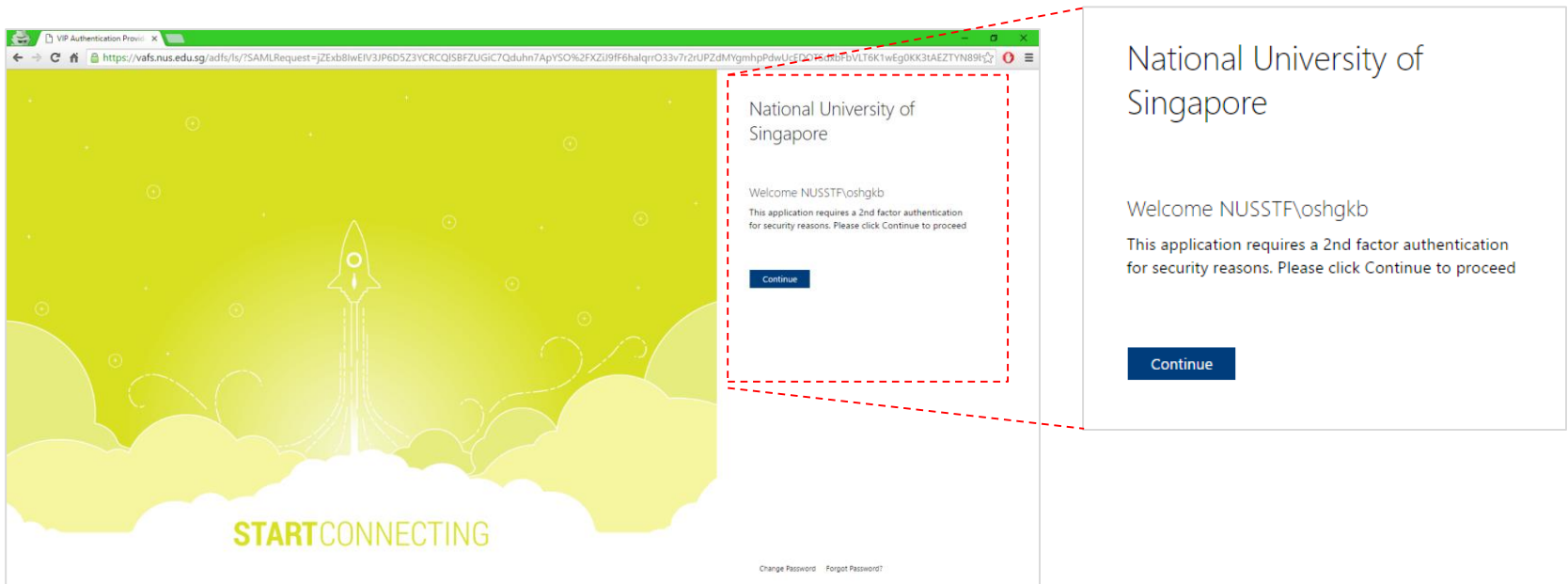
3 LOGGING IN

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



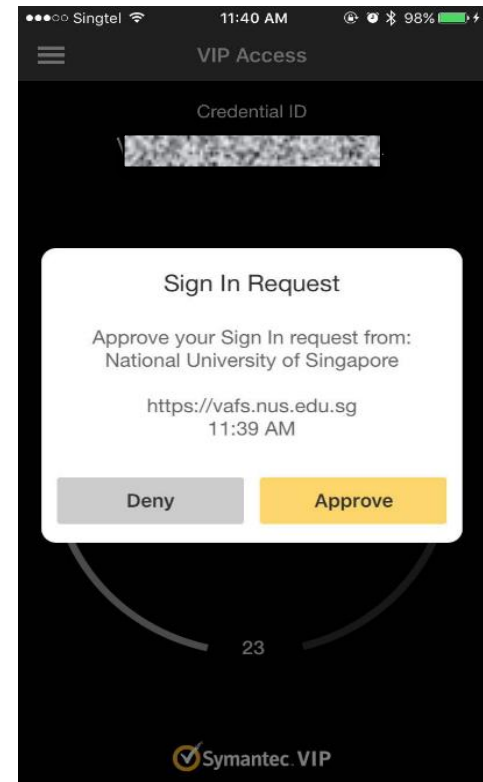
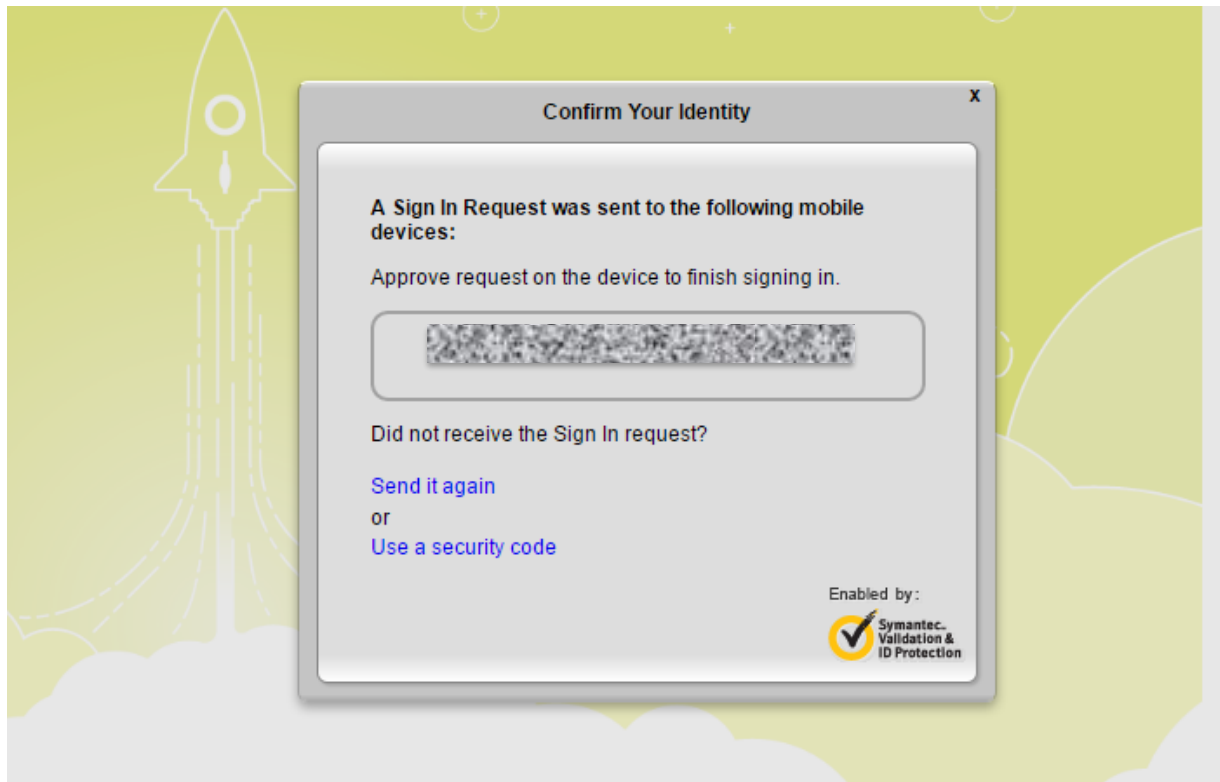
3 LOGGING IN

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



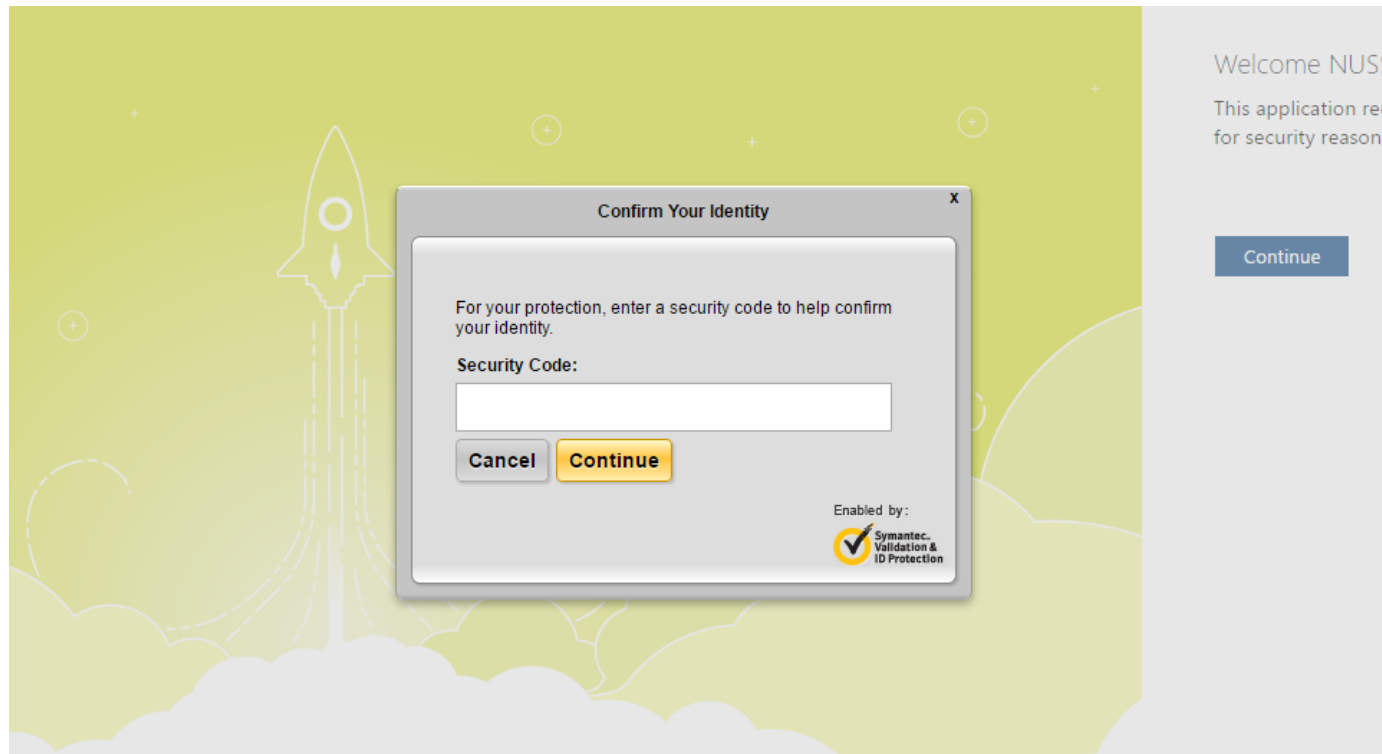
3 LOGGING IN

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.

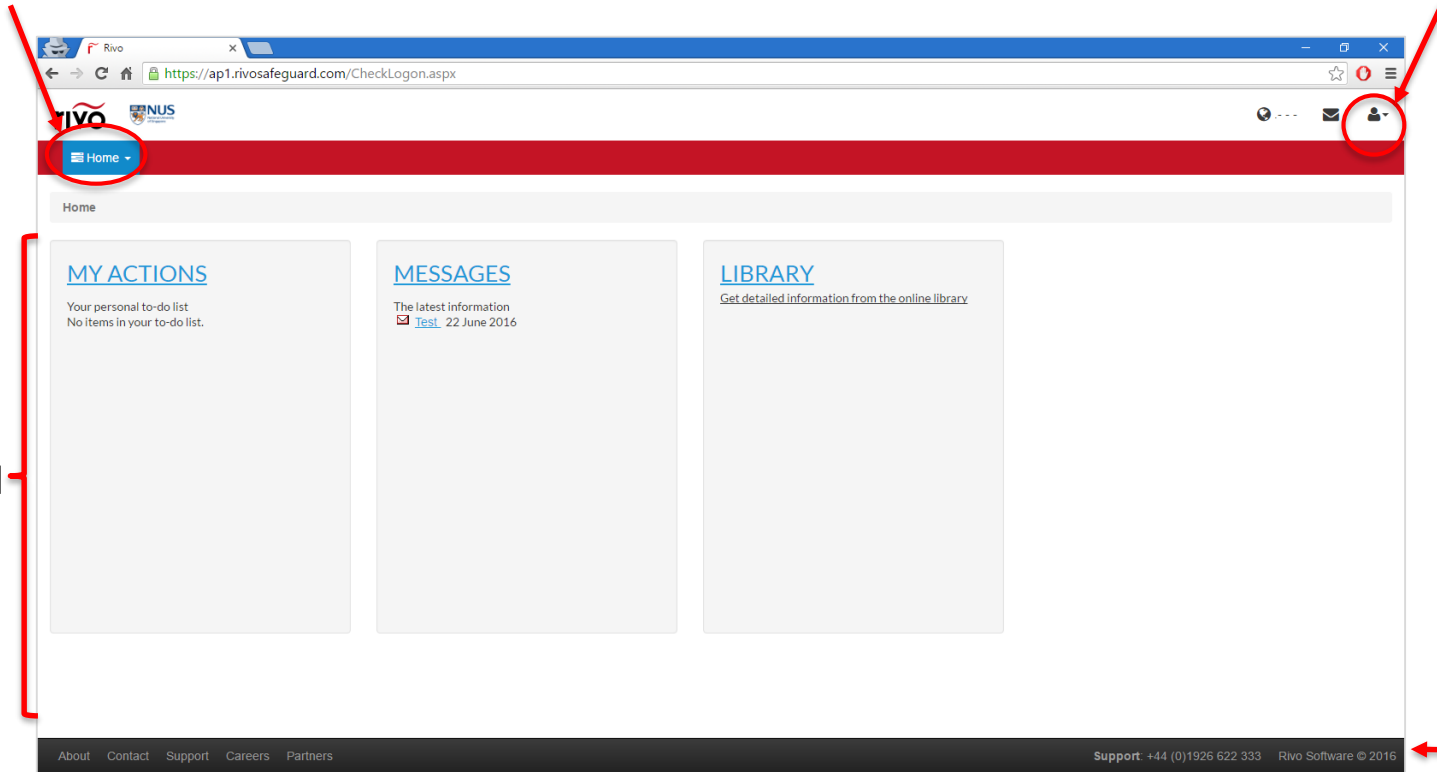


4 USER INTERFACE

1. Selection Menu

2. User Preferences

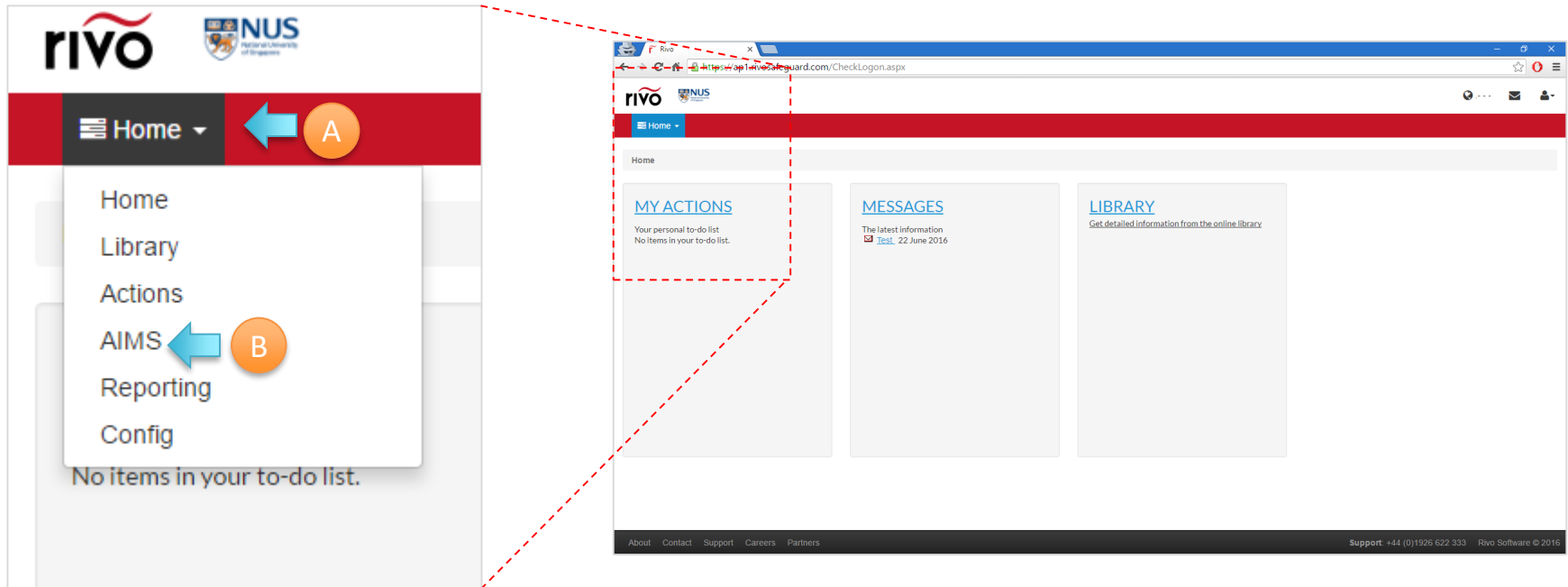
3. Dashboard



Ignore footer information

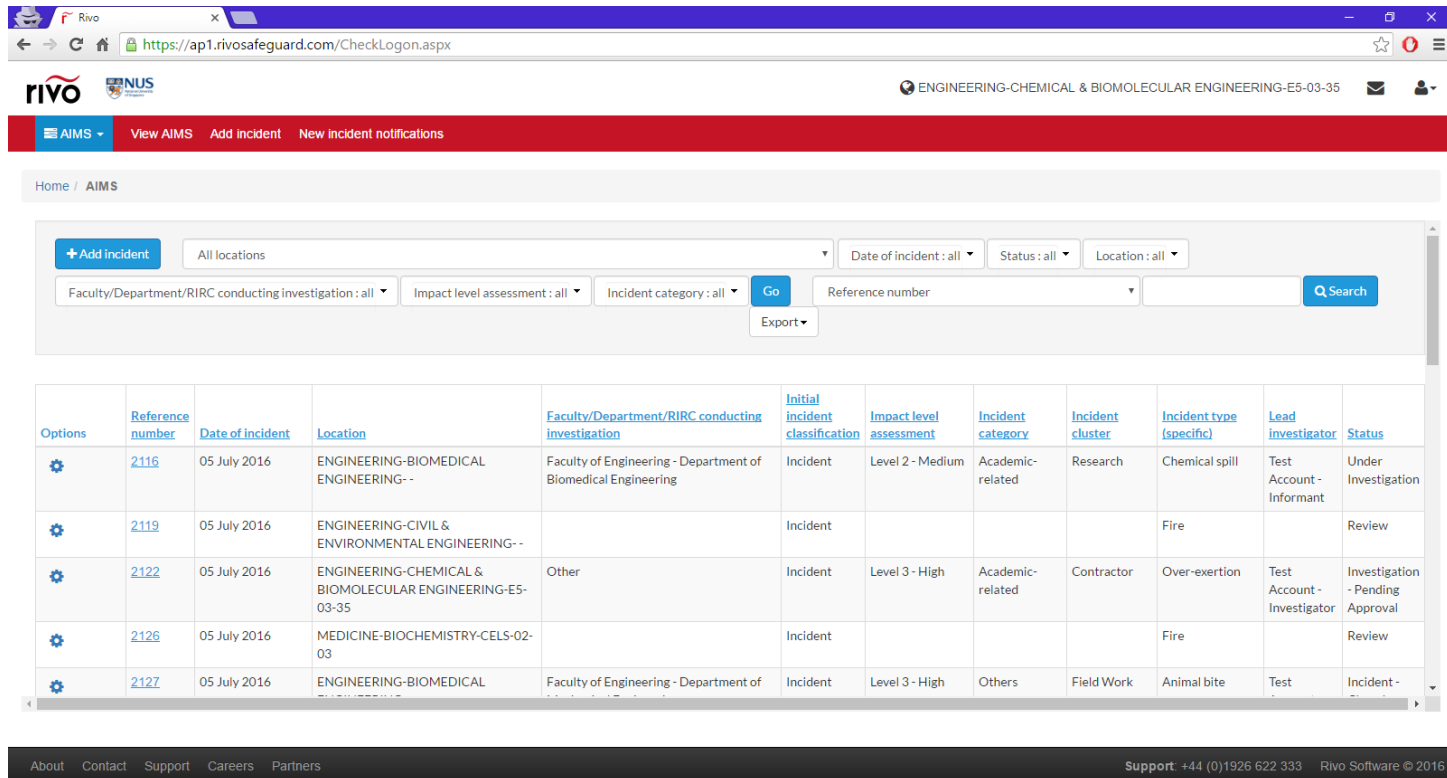
4 USER INTERFACE

To access the AIMS module, select AIMS from the menu dropdown.



4 USER INTERFACE

This is the tabular view in the AIMS module which shows all the incidents which you have access to view.



The screenshot displays the RIVO AIMS module interface. At the top, there is a navigation bar with 'AIMS' and options like 'View AIMS', 'Add incident', and 'New incident notifications'. Below this is a search and filter section with dropdown menus for 'All locations', 'Date of incident', 'Status', 'Location', 'Faculty/Department/RIRC conducting investigation', 'Impact level assessment', and 'Incident category'. A 'Go' button and a search input field are also present. The main content is a table of incidents with the following data:

Options	Reference number	Date of incident	Location	Faculty/Department/RIRC conducting investigation	Initial incident classification	Impact level assessment	Incident category	Incident cluster	Incident type (specific)	Lead investigator	Status
	2116	05 July 2016	ENGINEERING-BIOMEDICAL ENGINEERING--	Faculty of Engineering - Department of Biomedical Engineering	Incident	Level 2 - Medium	Academic-related	Research	Chemical spill	Test Account - Informant	Under Investigation
	2119	05 July 2016	ENGINEERING-CIVIL & ENVIRONMENTAL ENGINEERING--		Incident				Fire		Review
	2122	05 July 2016	ENGINEERING-CHEMICAL & BIOMOLECULAR ENGINEERING-E5-03-35	Other	Incident	Level 3 - High	Academic-related	Contractor	Over-exertion	Test Account - Investigator	Investigation - Pending Approval
	2126	05 July 2016	MEDICINE-BIOCHEMISTRY-CELS-02-03		Incident				Fire		Review
	2127	05 July 2016	ENGINEERING-BIOMEDICAL	Faculty of Engineering - Department of	Incident	Level 3 - High	Others	Field Work	Animal bite	Test	Incident -

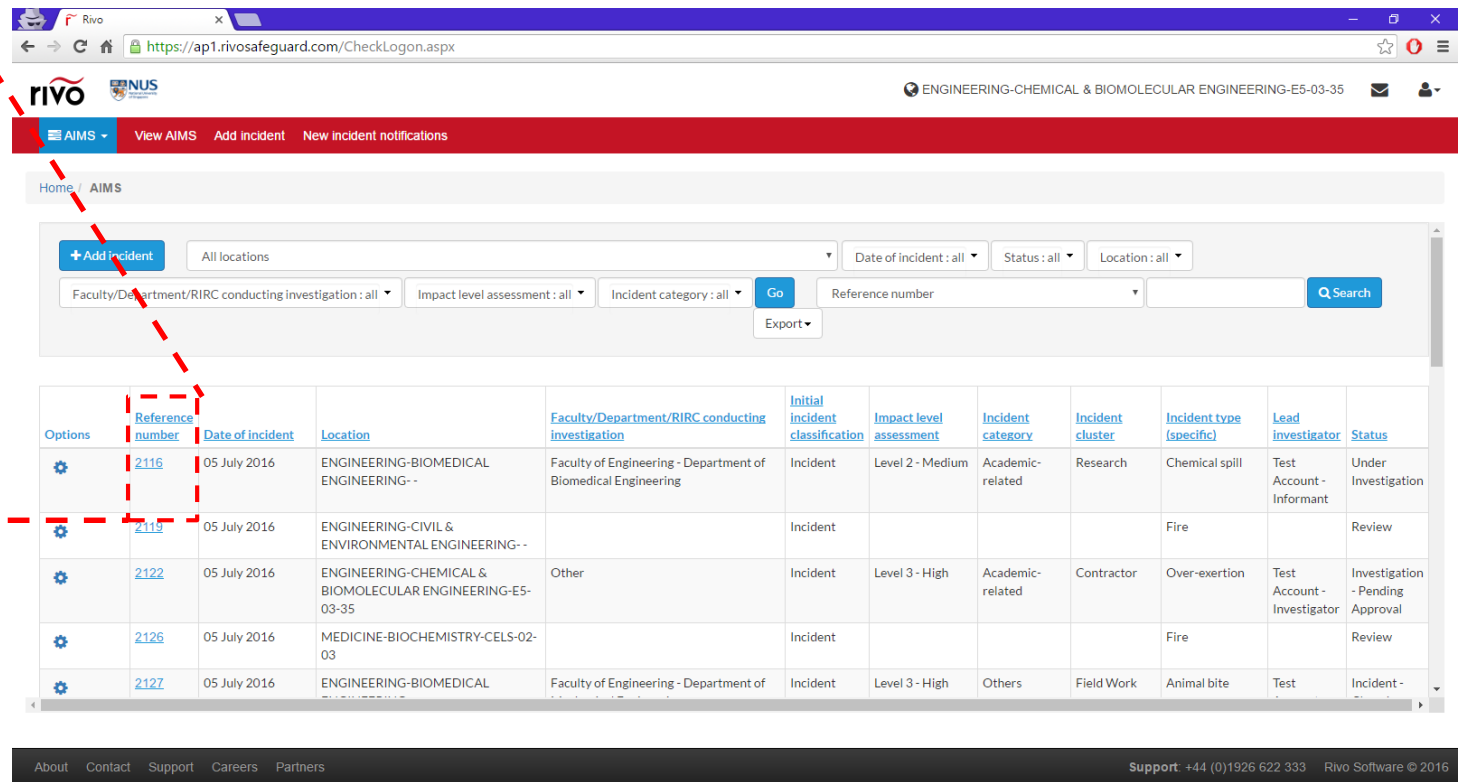
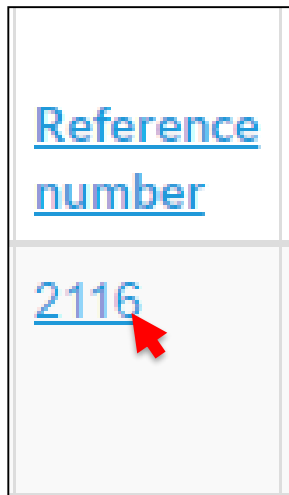
At the bottom of the interface, there is a footer with navigation links: 'About', 'Contact', 'Support', 'Careers', 'Partners', and 'Support: +44 (0)1926 622 333 Rivo Software © 2016'.

4 USER INTERFACE

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

Reference number

2116



The screenshot shows the Rivo AIMS web application interface. The browser address bar displays <https://ap1.rivosafeguard.com/CheckLogon.aspx>. The page header includes the Rivo logo, NUS logo, and the user's role: ENGINEERING-CHEMICAL & BIOMOLECULAR ENGINEERING-E5-03-35. A navigation bar contains links for AIMS, View AIMS, Add Incident, and New incident notifications. Below this is a search and filter section with various dropdown menus and a search button. The main content area displays a table of incidents with the following data:

Options	Reference number	Date of incident	Location	Faculty/Department/RIRC conducting investigation	Initial incident classification	Impact level assessment	Incident category	Incident cluster	Incident type (specific)	Lead investigator	Status
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The footer contains links for About, Contact, Support, Careers, and Partners, along with contact information: Support +44 (0)1926 622 333 and Rivo Software © 2016.

5 APPROVING AN INCIDENT INVESTIGATION REPORT

Part 4: Approval

Approve / Reject investigation

Approve Reject

Please add your comment:

The Investigation Approver is responsible for filling in Part4 > Approving or Rejecting the Investigation! After the Approve or Reject selection a comment need to be added.

Note: Due to system design limitations, the approver is not able to view attachments directly on the portal. The attachments can be found in the email notification which were sent to the approver

Scroll down to the end of the page and click "Save and submit" to proceed.

5 APPROVING AN INCIDENT INVESTIGATION REPORT



1. If the report is rejected, the report will be returned to the investigator for amendment. An email will be sent to the investigator to notify him/her about the rejection of the report.
2. If the report is approved, the report will be submitted to the AIMS Administrator for further review and closure.

Thank you

For further enquiries about AIMS, please contact

ehs360@nus.edu.sg