EHS360 IT SYSTEM
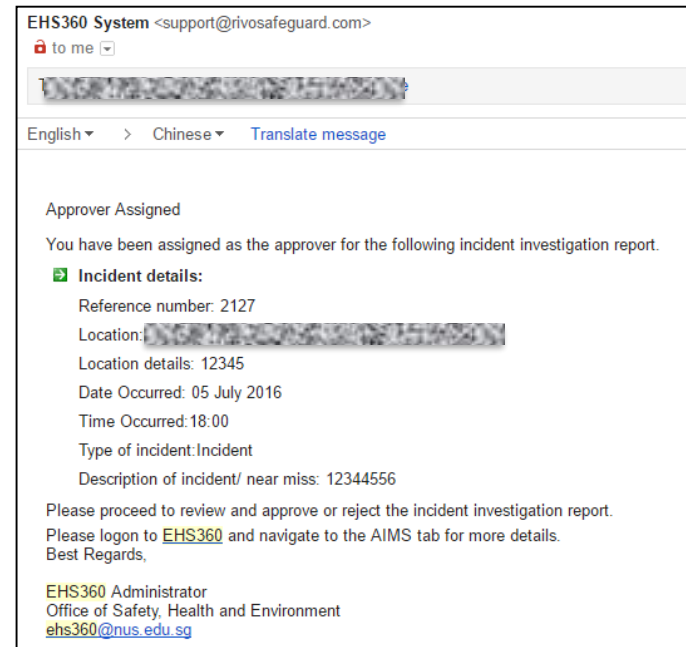# AIMS USER GUIDE

FOR APPROVERS

CONTENTS

1. Objective

2. Before logging in

3. Logging in to EHS360

4. User interface

5. Approving an investigation report

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

EHS360 System <support@rivosafeguard.com>
to me

English ▾ > Chinese ▾ Translate message

Approver Assigned

You have been assigned as the approver for the following incident investigation report.

⏵ Incident details:
  Reference number: 2127
  Location:
  Location details: 12345
  Date Occurred: 05 July 2016
  Time Occurred:18:00
  Type of incident:Incident
  Description of incident/ near miss: 12344556

Please proceed to review and approve or reject the incident investigation report.
Please logon to EHS360 and navigate to the AIMS tab for more details.
Best Regards,

EHS360 Administrator
Office of Safety, Health and Environment
ehs360@nus.edu.sg

② BEFORE LOGGING IN

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of Singapore

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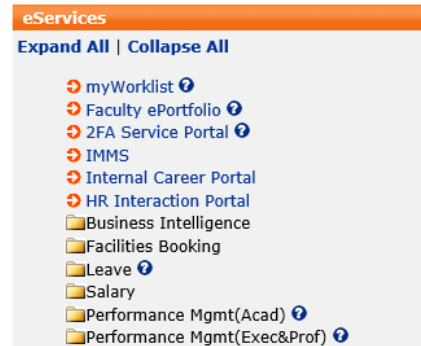Before you proceed, you should have the following ready:

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 <u>outside</u> NUS network (e.g. from your personal internet connection).

Staff Portal

eServices
Expand All | Collapse All

- ↻ 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

e-Services

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

③ LOGGING IN

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

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

National University of Singapore

Sign in with your organizational account

someone@example.com

Password

Sign in

Please sign in with your NUSNET ID, eg:
- nusstf\userid
- nusstu\userid
- nusext\userid

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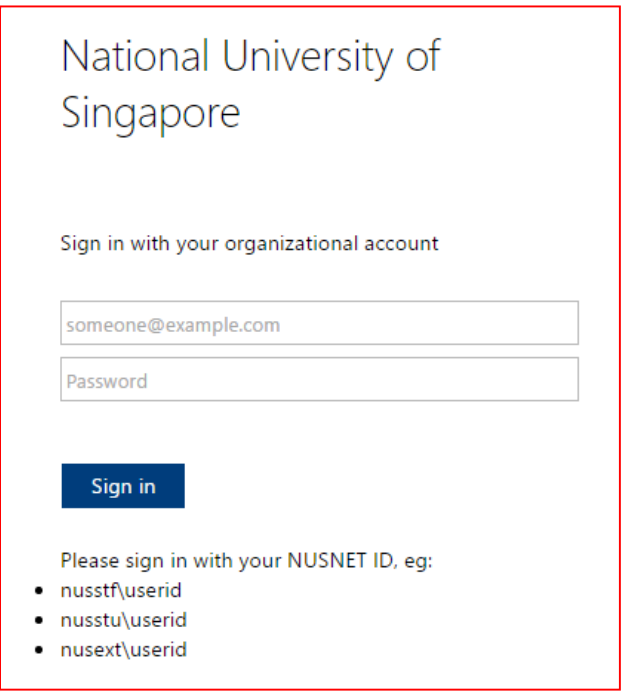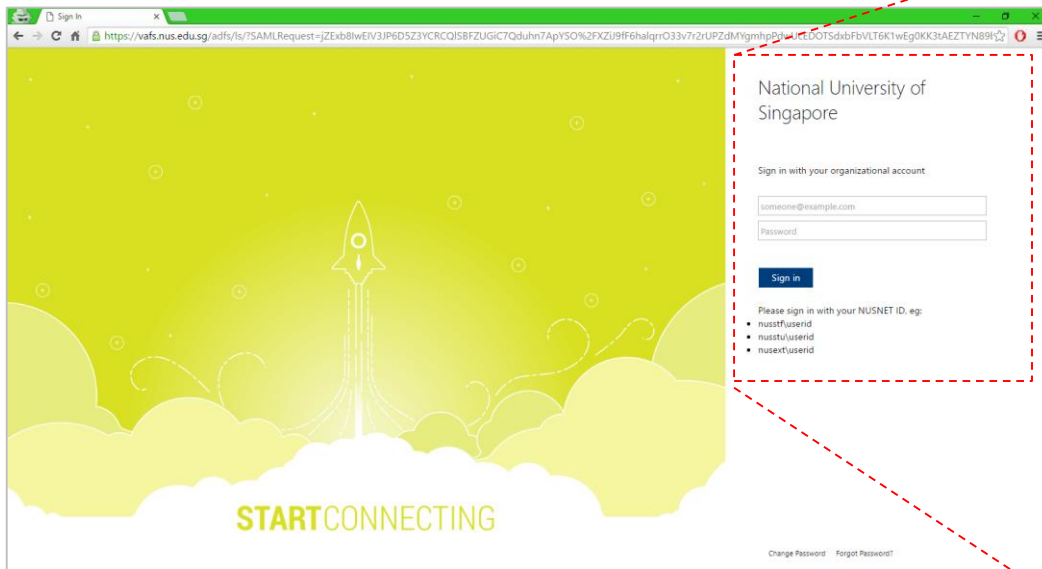
3. You will be prompted that 2FA is required. Click on the Continue button to proceed.
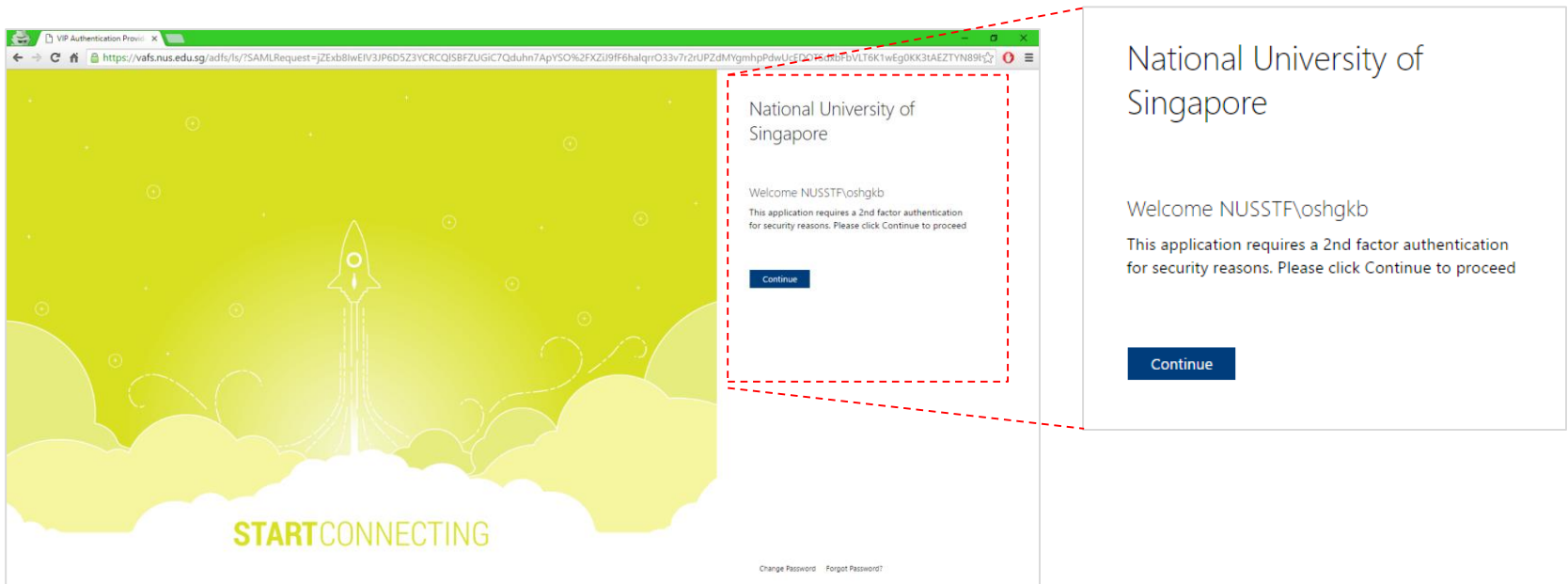
4. A sign in request will be sent to your mobile device (if you are using a 2FA mobile token). Approve the sign in request on your mobile device to continue.

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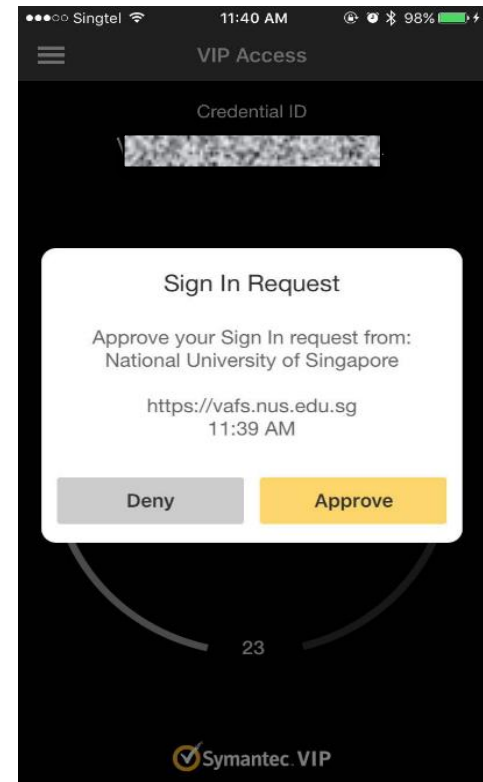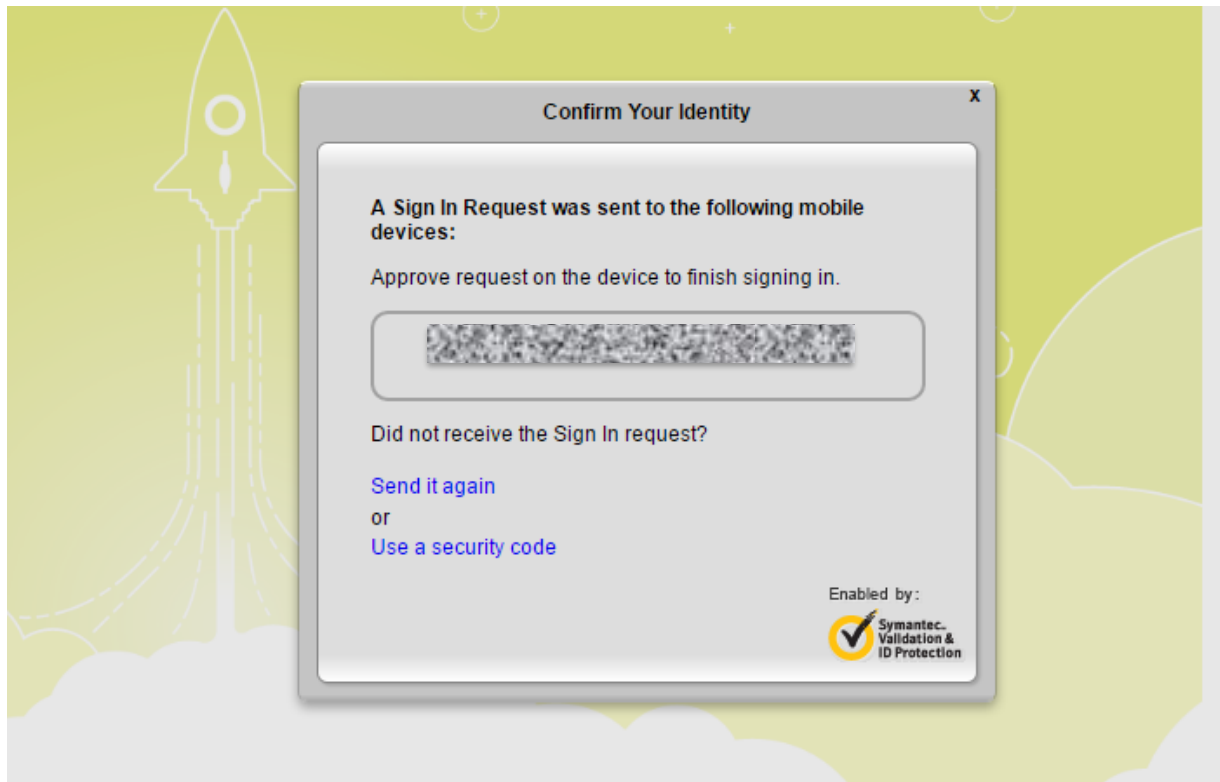
4. If you are using desktop 2FA or if the push notification on your mobile device is not successful, click "Use a Security Code" and enter the security code indicated on your 2FA token.

④ USER INTERFACE

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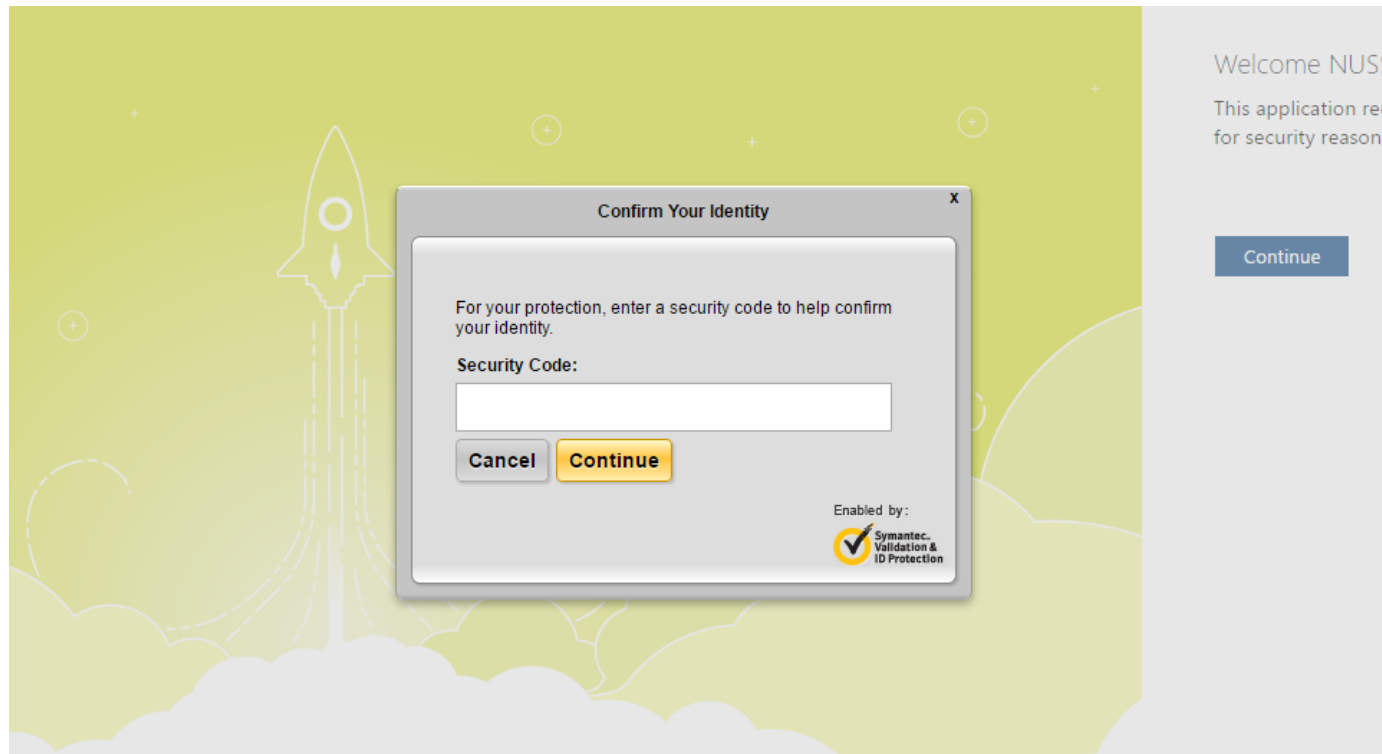
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University Campus Infrastructure

1. Selection Menu

2. User Preferences

3. Dashboard
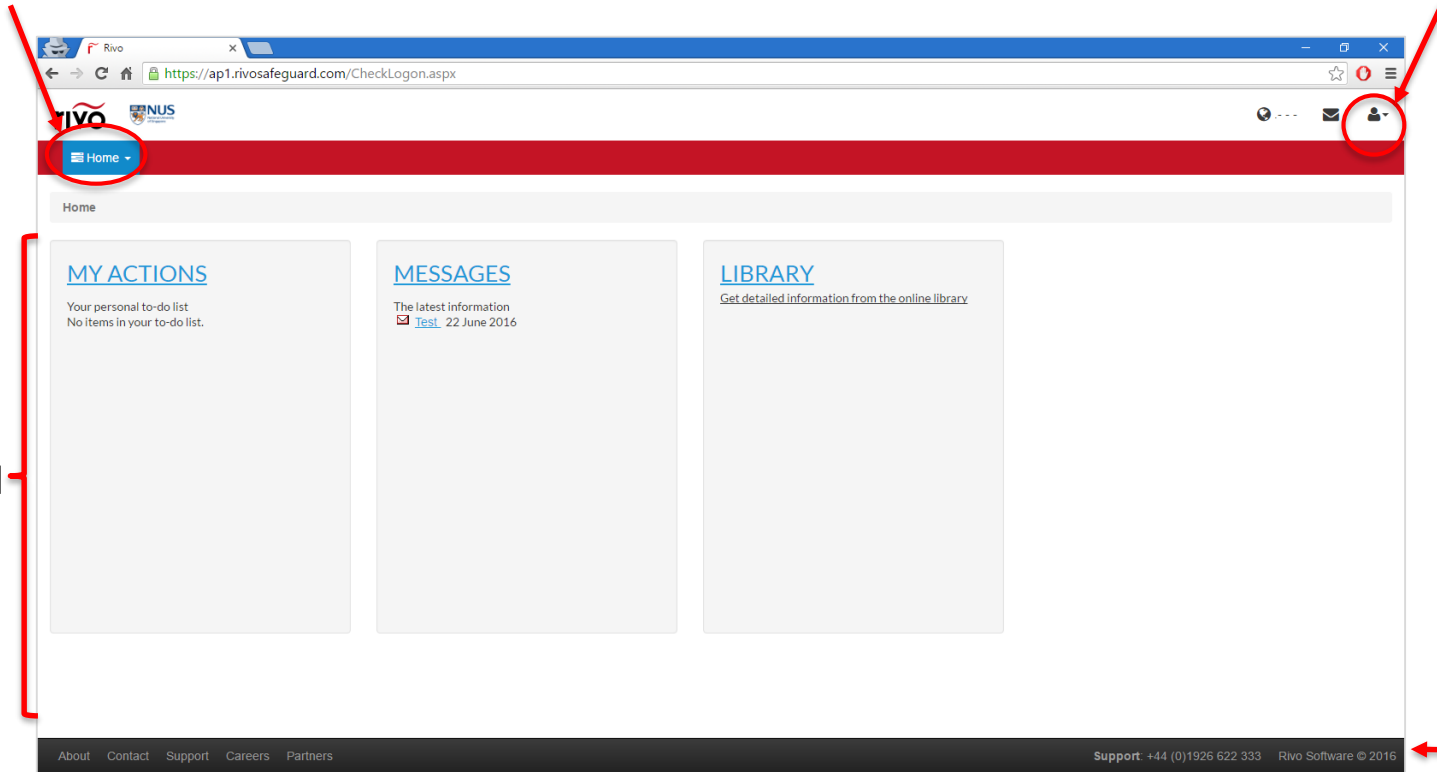
Ignore footer information
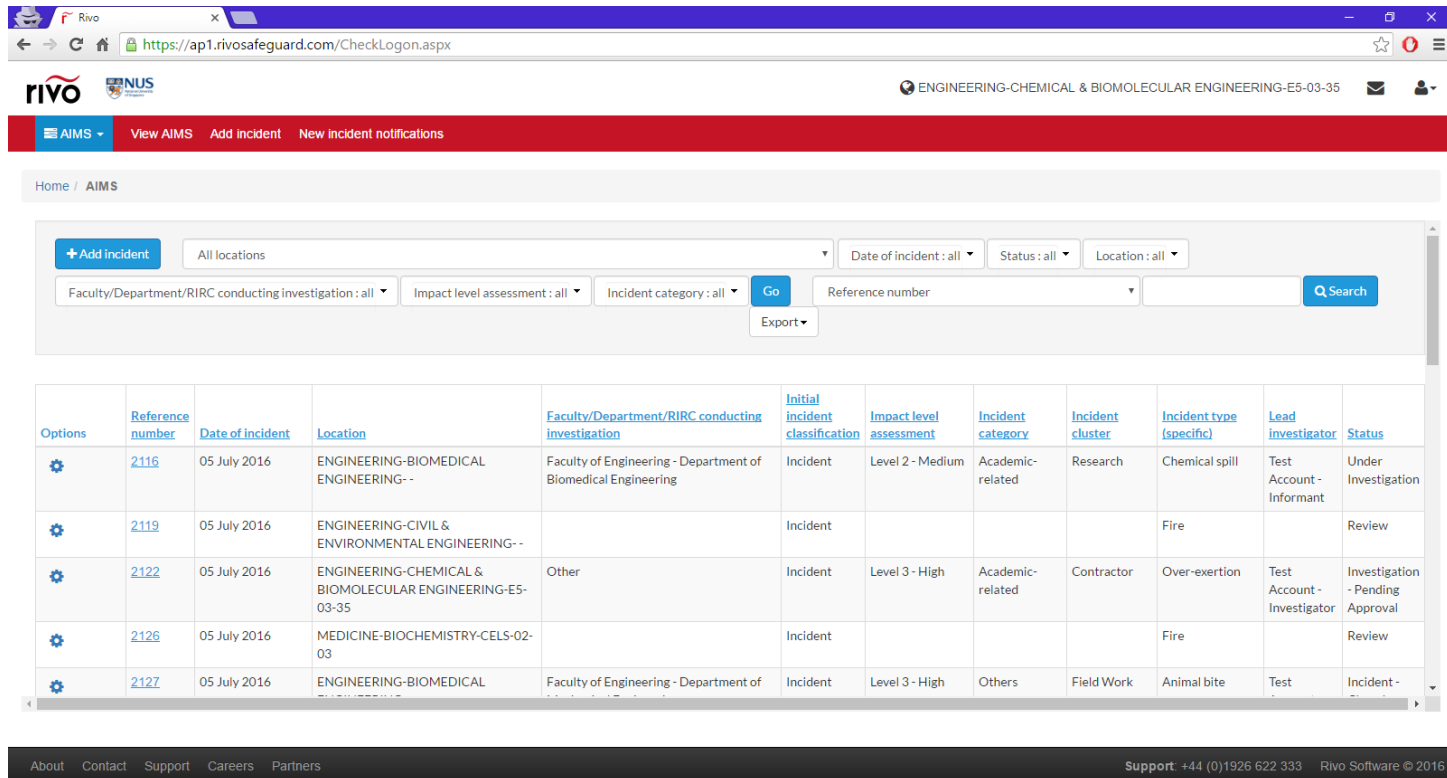
To access the AIMS module, select AIMS from the menu dropdown.
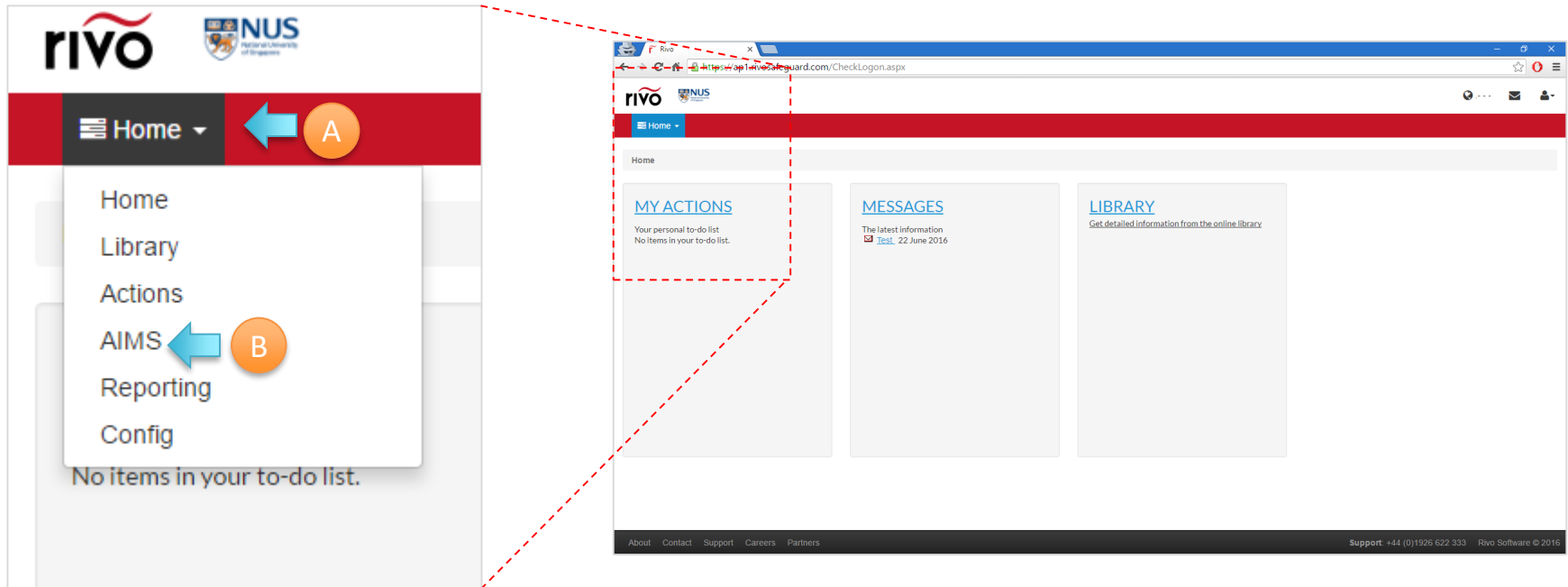
This is the tabular view in the AIMS module which shows all the incidents which you have access to view.

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

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Part 4: Approval

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.

Approve / Reject investigation

○ Approve   ○ Reject
Please add your comment:

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.

Save & Submit | Save and add another | Save and create copy | Cancel

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