

How to Access Supervisor's Workplace Inspection Checklist in ESAMS (To be done Monthly)

1. Go to https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx Login with your CAC – if unable, please contact JBPHH Safety Dept. (phone 473-1169 or 473-1166; email cni_h_jbphh_safety@navy.mil)
2. Click on “Supervisor Links”. Then click on “Workplace Inspection Checklist”.

Current User: AUS EN COOK

ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk

Live Chat Bugs Account Management Log Out

My Requests

My Actions

My Links

Supervisor Links

Ergonomic Checklist

Record OJT

Record Training ▾

Report Mishap ▾

Report Property Damage ▾

Report Near Miss ▾

Respirator Use Questionnaire

Workplace Inspection Checklist

Motorcycle Safety

Instructions

Links of Interest

Installations

Last Successful Login:
2/6/2015 3:22:09 PM
From IP: 138.163.128.41
Last Failed Login:
11/18/2013 2:33:05 PM
From IP: 71.22.54.72
Number of Failed Login Attempts: 0

Needed Training

Refresh Training

Availability	ID	Course Title	Due Date
ESAMS OJT	197	Reproductive Hazards Job Specific Training - Annual (OJT by Supervisor)	01/30/2015
NAVOSHENVTRASHEN	1740	Hazardous Substance Incident Response Management (HSIRM) Refresher	06/19/2015
ESAMS Web	1020	Respirator Protection Manager Training (Assistant or RPPA)	07/16/2015
Equivalent Course(s)	3890	Individual-Managing Your Risk Refresher Equivalency	12/26/2015
ESAMS Web	110	Hearing Conservation	01/05/2016
ESAMS Web	1024	Fire Prevention and Portable Fire Extinguisher Training and Education	01/05/2016

Supervisor Tools

View and Assign Direct Reports

OSH Report Card

Training Plan

Training Plan With Down-Line

PPE Requirements

Monthly Safety Talks Report

Respirator Workers

Medical Surveillance Programs

Duty/Task Report

OJT Report

Workplace Inspection Report

Stressor Management

SECNAV Form 5100/1

Executive Safety Summary

Cmd/Org Safety Summary

News and Events

Installation and Industrial Ops Task Force Projects Brief, DSOC Seminar May 15, 2013

Checking The Wake Newsletter

Critical Days of Summer

ESAMS Updates

Release Date: 06/19/2014

The Inspections (IDATS) module has been updated to the new ESAMS look and incorporate CCB Items. The new look should be more efficient and user friendly. New features:

- Incorporated a Master Inspection and Master Deficiency Report.
- Provided ability to mass replace personnel on inspections and deficiencies (Access required).
- The inspection and deficiency detail pages now read top to bottom that incorporates the standard ESAMS tabbed look.
- The new Pre-Inspection tab provides the inspector with specific personnel data, and details on previous inspections.
- Inspectors Can create deficiency template from a common deficiency and save for later use.

"Actions for ..." quick links have replaced the old hotlist.

On ESAMS Main "My Actions" has replaced "Inspections" and "Abatement"

[Previous Release Notes](#) ▾

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3. Click on "Create New Workplace Inspection"

The screenshot shows the ESAMS interface for Supervisor Workplace Inspection List. The top navigation bar includes links for ESAMS Main, Reports, Administrative Links, Web Training, Help, and Contact Help Desk. The current user is identified as AUSTEN COOK. The main title is "Supervisor Workplace Inspection List". A red arrow points from the text "3. Click on 'Create New Workplace Inspection'" to a button labeled "Create New Workplace Inspection ...". Below the title is a "Supervisor Workplace Inspection Checklist Filter Criteria" section with input fields for Installation, Building(s), Status (set to Complete), and Date Range. A "Reset" button is on the left and a "Search" button is on the right. The main content area is divided into three sections: Administrative Inspection List, Industrial Inspection List, and Laboratory / Research Inspection List. The Administrative section shows a table with one entry: Id 14722, Installation Subase Pearl Harbor, HI, Building(s) 0679, Start Date 11/4/2014, Closed Date 11/4/2014, and Status Complete. The Industrial and Laboratory / Research sections show "No Assessments Found...".

ADMINISTRATIVE					
Id	Installation	Building(s)	Start Date	Closed Date	Status
14722	Subase Pearl Harbor, HI	0679	11/4/2014	11/4/2014	Complete

INDUSTRIAL					
Id	Installation	Building(s)	Start Date	Closed Date	Status
No Assessments Found...					

LABORATORY / RESEARCH					
Id	Installation	Building(s)	Start Date	Closed Date	Status
No Assessments Found...					

You can search for past Supervisor Workplace Inspections, using the "Installation" and "Building(s)" drop down menus (click on the upside down triangle to the right of the text box for a dropdown menu for each) and by "Date Range" (click on calendar icon to the right of the text boxes).

In ESAMS, whenever you see the upside down triangle symbol to the right of a text box, you can click on the symbol and ESAMS will bring up a drop down menu for further selection. You cannot type directly into the box.

Supervisor Workplace Inspections are listed by the building type: "Administrative", "Industrial" or "Laboratory/Research" based on the type of inspection selected (on the next page). This type will dictate the "Sections" available for the Checklist.

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4. Then enter Inspection Type from the dropdown menu (based on your Building), ESAMS Installation (ask the JBPHH Safety Dept. if unsure) by clicking on the symbol – a dropdown menu will appear, your Building (click on symbol – a dropdown menu will appear), and Start Date (click on calendar symbol.)

ESAMS® for CNRH

ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk

Current User: AUSTEN COOK

Live Chat Bugs Account Management Log Out

Return to HotList

Step 1: Select the Inspection Type and Installation and Building(s)

Supervisor Workplace Inspection (Administrative) CheckList Screen

Inspection Type: Administrative

Installation: Subbase Pearl Harbor, HI

Building(s): EDUCATION and TRAINING (NSTA)

Start Date: 2/10/2015

Create Workplace Inspection

Sections that will be included on this Supervisor Workplace Inspection (Administrative) CheckList

Description	
<input checked="" type="checkbox"/>	Sign Posting/Labeling
<input checked="" type="checkbox"/>	Housekeeping
<input checked="" type="checkbox"/>	Electrical
<input checked="" type="checkbox"/>	Miscellaneous
<input checked="" type="checkbox"/>	Fire Protection
<input checked="" type="checkbox"/>	Hazardous Material
<input checked="" type="checkbox"/>	Training

5. Then Click on “Create Workplace Inspection”.

You will want to keep all of the “Sections” (see above) selected.

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6. Then click on the titles or numbers (all individual numbers in each column are hyperlinked) and complete the Workplace Inspection, clicking on "Complete Checklist" when done.

The screenshot shows the ESAMS interface for a Supervisor Workplace Inspection Checklist. The page title is "Supervisor Inspection CheckList (Administrative)". The user is identified as "AUSTEN COOK". The assessment ID is 14722, and the current status is "Complete".

The main section is the "Supervisor Workplace Inspection Checklist Summary" table. The table has columns for "Item", "#", "No Response", "Yes", "No", "N/A", and "Missing Comment". The "Summary" row is highlighted in yellow, and a red arrow points to the number "52" in the "#" column. Other rows include "Sign Posting/Labeling", "Housekeeping", "Electrical", "Miscellaneous", "Fire Protection", "Hazardous Material", and "Training", each with their respective counts.

Below the summary table is the "Supervisor Workplace Inspection Checklist Validation Results" section, which shows "Total # Questions: 52" and "This Supervisor Workplace Inspection Checklist's current status is Complete." At the bottom right, there is a "Complete Checklist" button, which is highlighted in yellow and pointed to by a red arrow.

Item	#	No Response	Yes	No	N/A	Missing Comment
Summary	52	0	33	7	12	0
Sign Posting/Labeling	9	0	5	3	1	0
Housekeeping	9	0	5	1	3	0
Electrical	11	0	10	0	1	0
Miscellaneous	8	0	4	3	1	0
Fire Protection	10	0	6	0	4	0
Hazardous Material	2	0	0	0	2	0
Training	3	0	3	0	0	0

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Close

Created By: AUSTEN COOK N on 11/4/2014

Installation: Subbase Pearl Harbor, HI
Building(s): 0679
Status: Complete

All Responses are N/A

Assessment Has Been Completed

(Respond to each question to indicate that the standard is met "Yes", not met "No" or does not apply "N/A". Each question must have a response.)

Questions For:

Housekeeping	Question	Standard Met (Y/N?)	Comments / Issues / Actions Taken (2000 characters max) (Required for a "No" Response)
A.	Are aisle ways and exits clear and unobstructed?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
B.	Are offices and storage areas clean, orderly, and free of debris and slipping/tripping hazards?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
C.	Are cabinet tops clean and not used as storage?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
D.	Are mops and brooms stored in a well-ventilated area with heads up off the floor?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
E.	Are janitors' closets clean and not used for storage?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
F.	Are food appliances and eating areas kept clean?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	

6. A pop-up screen will appear – answer all questions, with comments or actions taken.

7. Then click "Close".

8. Fill out all subcategories.

Any Questions?

JBPHH Safety Dept. (phone 473-1169; email cni_h_ibphh_safety@navy.mil)

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