



“How-to” Guide

(<http://www.medicine.uottawa.ca/medsafety>)

What is it ?

The Health and Safety database system is a series of integrated databases containing information on “**Who**” is working within the Faculty, “**Where**” they are working, and “**What**” they are working with. The “**How**” component is answered with training records for all staff and includes Health and Safety inspections and risk assessments. This coordinated system has multiple layers of security/access to ensure that only authorized individuals are granted access to the Health and Safety database and then, only to authorized sections.

Logging In:

- Go to: <http://www.medicine.uottawa.ca/medsafety>
- Type your user name and password. Click “Login”
- For inquiries about access, please contact Health & Safety Office (Ext. 8628)

Users/User Profiles:

- The following screen should appear:

	Name	Work Phone	Email	Room	Training
Select	Your name		Your uOttawa e-mail	2160	Training

- On the left-hand side, the following toolbar should appear:

- Users
- User Profile
- User Training
- Inventory
- Products
- Labs / Rooms
- Rooms

Goes to your personal information. You can modify the following: Name, department, room #, extension #, email, supervisor... You can also change your password here. To view your training records, click on “Training”.

To view and search through your chemical inventory. You can also edit information. See “**Accessing Chemical Inventory**”

To view your assigned rooms. Clicking “Rooms” (link underneath) will bring you to the rooms search tool.

***Note: You are responsible for ensuring your personal information is accurate. Please contact the Health & Safety Office for any additional inquiries (Ext. 8628)**

Accessing Chemical Inventory:

As a researcher, you can access to identify your own inventory or, search the entire inventory for a specific product.

- Click on “Inventory” in the toolbar on the left-hand side. The following should appear:

Step 1:
Enter in 5-digit inventory number or enter product identification (Ex : Under « Product », enter « Acetone »)

Step 2:
Hit « Search »

Step 3:
Search results will appear in the following table

Step 4:
To edit products, click “Select”

Inventory

InventoryID

Or:

Room

Supplier

Product

User

<u>Inv. ID</u>	<u>Product</u>	<u>Supplier</u>	<u>Room</u>	<u>Quantity</u>	<u>Room Location</u>	<u>Status</u>	<u>History</u>	<u>User</u>
Select	5-digit inv. # & Product Name	: Ex: Sigma	Ex: 2160	500 g	Cabinet	In Use	History	Name

Adding New Products:

- All new products in the inventory system will be added (Labelled with a barcode) upon arrival at the Faculty of Medicine, through the Faculty receiving officer. If you notice a mistake, please contact us at extension, 8628. It is important to find out about small mistakes before its too late.

Editing Products/Removing Used Products (Step 4):

- Click on “Select”. The following should appear:

Page

InventoryID	
Product	
Room	
Room Location	
User	
Supplier	
Quantity	
Unit	
Catalog No	
Expiry Date	
Comments	
Product Status	In Use
Edit	

The information about the product will appear here.

- To edit products or remove used product (by changing the “Product Status”), click on “Edit”. The following should appear:

Page

InventoryID	Non-editable fields: Inventory ID & Product Name
Product	
Room	Drop-down to edit Room #
Room Location	Drop-down to edit Room Location
User	
Supplier	
Quantity	
Unit	
Catalog No	
Expiry Date	
Comments	
Product Status	In Use
Update Cancel	In Use Empty/Discarded Moved For Sale

Step 1:
Edit Room #, location fields by using the drop-down menus.

Remove an Item:
Select “Empty / Discarded” under “Product Status”

Step 2:
Click on “Update”

Non-editable fields: The information about the product will appear here.

- After clicking on “Update” following making the desired changes, it may take a few seconds for the page to re-load.

Health & Safety Database: What’s in it for you?

You will be able to track/locate what is in your own lab, and have easy access to information when required. The Principal Investigator will also have access to certain inventory information from other labs, thus allowing opportunities to obtain/borrow specific materials from a colleague, rather than purchasing separately when minute quantities might be required. The ability to track staff training records on-line ensures that supervisors are constantly monitoring for regulatory compliance, thus following a due diligence approach.

How does this help the faculty?

The Health, Safety and Risk Officer will be able to rapidly and efficiently target safety information to the labs. It will allow the Faculty to assess purchasing trends as well as waste trends, and provide invaluable information in case of emergency situations. Increasingly, the Faculty is required to provide information to meet various regulatory needs concerning staff, training, research trends and chemical use. Use of an integrated data management system significantly increases the ability of the Faculty to respond quickly, efficiently and accurately and avoids the need to have each laboratory provide the same information.

For additional help:

- Contact the Health & Safety office (Ext. 8628) if you encounter any problems, or have questions regarding the Health and Safety databases.