



SBAR

To: EH&S Inspection Reports & CAP Portal Users
From: Environmental Health & Safety
Date: August 4, 2015
Subject: New EH&S Reports Portal & CAP Training

Here's What's Happening. . .

Situation

A new video education module has been posted to the Organization Wide Learning (OWL) system that covers how to access EH&S inspection reports and generate Corrective Action Plans (CAP).

Background

Until now, portal users have learned how to navigate the EH&S Reports Portal on their own, by 1:1 sessions with EH&S staff, or by calling EH&S and being guided through the process.

And here's why. . .

Assessment

Accessing the EH&S Reports Portal and completing a CAP is critical to resolving previously discovered deficiencies. Departments may have open deficiencies in the system as a result of an EOC Tour, Fire Drill, ILSM Inspection, or a number of other program inspections.

Recommendation

If you are responsible for a physical location owned or operated by LLUH, you should:

1. Register in OWL for the video training course by clicking [here](#).
2. Complete the training.
3. Login to the portal [here](#) and generate CAPs for any open deficiencies.

Questions?

For questions regarding the portal, please contact EH&S:

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