

Corrective Action– Quick Guide (Supervisors & Space Owners)

Intended audience: Supervisors, Principal Investigators, space managers, and any employee who controls a space or process and is responsible for implementing corrective actions.

Why Am I Getting These Emails?

JHSC identify hazards in their inspections conducted using the CGR platform. EHS reviews the hazards and assigns those as **corrective actions** to the person in charge of space. The designated supervisor/space owner automatically receives:

- **Inspection Action Assigned** – one email per action, including the task title, details, due date, and a direct link.



Taking prompt action closes hazards faster and completes the corrective action.

At-a-Glance Action Workflow

Step	What to Do	Tips
1	Open the Email Link & Sign In – Click View Inspection Action link and select Login with SSO (Microsoft Authenticator if prompted).	You will land directly on the hazard referenced in the email.
2	Click on the hazard in blue – Review the observation for details.	
3	Open Your Assigned Action – Click the action with your name in the Assignee field (the email link may take you there automatically).	
4	Immediate Action Taken (Text Box) – In Add Details , describe any measures you implemented right away to make the area/equipment/person safe.	Examples: isolated power, posted signage, provided first aid.
5	Update Progress – Adjust the Progress % slider and click Save after each update.	Upload photos, orders, or documents as proof.
6	Reassign (Optional) – If another competent employee will finish the task, click Reassign , choose their name, and explain why.	You remain accountable until the new assignee accepts.

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7	Mark Complete (100 %) – When the corrective measure is in place, slide Progress to 100 % and click Confirm .	Status changes to Pending Approval ; EHS is notified.
8	Monitor Approval – EHS reviews and either Closes the action or returns it with comments. You receive an email when closed.	
9	Dashboard Shortcut – Anytime, click the Carleton shield logo (upper-left) → My Foundation Dashboard → My Actions to view all open actions and due dates.	Sort or filter by status to focus on pending items.

Key Action Screen Elements (Alphabetical)

Element	Purpose
Assignee	Person responsible for completion (defaults to you).
Due Date	Target completion date set by EHS. Request extensions via Add Details .
Files	Attach evidence—photos, work orders, training records.
Immediate Action Taken	Free-text box to record steps implemented immediately after the Action assignment.
Progress % Slider	Indicates completion status; set to 100 % when done.
Reassign	Transfer responsibility to another employee (they must accept).
Status	Life-cycle: <i>In Progress</i> → <i>Pending Approval</i> → <i>Closed</i> .

Frequently Asked Questions

What if I need more time?

- Open the action → **Add Details** → request a new due date and explain the delay. EHS will review.

Can I delete or reject an action?

- No. If you believe the action is unnecessary or incorrect, explain why in **Add Details** and set progress to **0 %**. EHS will decide.

How will I know the action is approved?

- You will receive an **Action Closed** email, and the action’s status shows *Closed* in **My Actions**

Need Help?

Email ehs@carleton.ca or call (613) 520-2600 ext. 3000 during business hours. For emergencies, dial 4444 from any campus phone (or 911 off-campus).