

Hazard Tracking Update Instructions

The Hazard Tracking system is managed by the University of Nebraska Medical Center Campus Safety Office. Emails regarding hazards are sent to those identified as the area manager or the person assigned to correct the hazard. Please contact Campus Safety Office via unmcsafety@unmc.edu or phone 402-559-9913 if this information is not correct.

To log on and access Management Resources Hazard Tracking System, you must be an UNMC employee, student, affiliate or TNMC employee. You must enter the action taken, mark it as corrected and enter the date it was corrected on the 'Hazard Update' page, once final action has been taken and the item has been corrected.

Those that do not have access to the Hazard Tracking System and those that have difficulty using the system can send update information to be entered into the system to the Campus Safety Office via unmcsafety@unmc.edu.

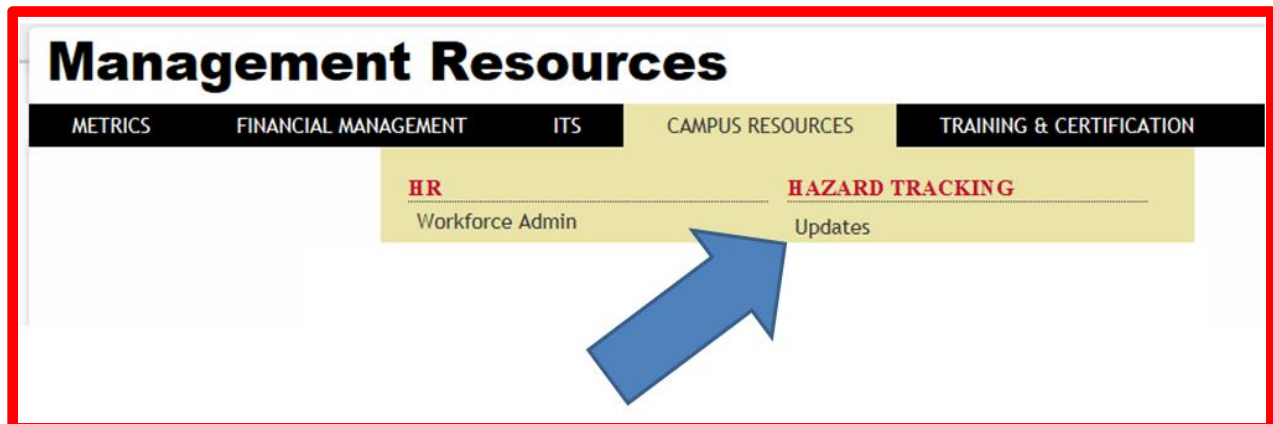
Login Information

To login Management Resources by: <https://net.unmc.edu/mgmt>

Enter your network ID and password to log in to 'Management Resources'

A screenshot of the UNMC Management Resources login page. The page features the UNMC logo at the top left, followed by the text 'UNMC UNIVERSITY OF NEBRASKA MEDICAL CENTER'. Below this, it says 'UNMC ITS - Application Services' and 'Management Resources'. There are two input fields: one for the network ID and one for the password, with the label 'Enter your Password' below the second field. A checkbox for 'Olympus ID.' is present, and a 'Log In' button is at the bottom.

On the Management Resources pages click on the 'HAZARD TRACKING – UPDATES' tab found under the 'CAMPUS RESOURCES' tab.



Update Hazard Record

For the update hazard page, when you log in, you will see the incomplete hazard list:

Management Resources Monday, March 17, 2014

METRICS FINANCIAL MANAGEMENT ITS CAMPUS RESOURCES HAZARD TRACKING

Hazard Tracking - Hazard Update

corrected: hazard from date: hazard to date:

hazard date	facility	department	area	area manager	corrected
03/10/2014	Bennett Hall	Academic Affairs Office	o'neil	Klassen, Lynell	No
03/10/2014	Bennett Hall	Academic Affairs Office	o'neil	Klassen, Lynell	No

After you click the hazard record, you can see its detail information. Enter update or final action. Click on 'No' for updates and 'Yes' if the hazard has been corrected, then hit 'Submit'.

hazard date: 03/10/2014 facility: Bennett Hall department: Academic Affairs Office area: o'neil area manager: Klassen, Lynell corrected: No

03/10/2014 Bennett Hall Academic Affairs Office o'neil Klassen, Lynell No

Correction Assigned To: Chullino, Jeffrey

Hazard Description: Exposed wiring next to a sink.

Recommended Action: Call an electrician and do not use the sink until fixed.

Update From Zhou, Yaqi at 03/11/2014: test email

update or final action

corrected Yes No

You can also change the corrected option and date fields to filter the hazard list the way you want. See below:

UNMC ITS-Application Services **DEVELOPMENT** server: SYB_DEV2 Sign Out

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03/10/2014	Bennett Hall	Academic Affairs Office	o'neil	Klassen, Lynell	No

After you select your option, click the Search button to get the list. You can click the 'Reset' button to reset all the options to the default value. Click any hazard record to see its detail information.

Hazard Record Confirmation

After a corrected hazard record is submitted, a Hazard Incident Action Completed email will be sent to the 'Area Manager', 'Correction Assigned To' and to unmcsafety@unmc.edu.

Hazard Incident Action Completed

piwen@unmc.edu

Sent: Mon 4/14/2014 9:44 AM

To: Safety Office, UNMC

Thank you for making our campus safer. The following item has been recorded in the Hazard Tracking System. This item may be inspected to verify that the corrective action has been taken and is effective. Please contact Campus Safety Office via unmcsafety@unmc.edu or phone 402-559-9913 if you have any questions.

HAZARD TRACKING ITEM

Facility: Durham Research Center 2

Location: Room 5230

Hazard Issue: flammables outside cabinet

Hazard/Issue Corrected: Yes

Actions Taken: flammable put in cabinet

Deficiency Correction Date: 04/14/2014