Stanford | Environmental Health & Safety

Health Physics Reporting
Checklist

Please follow the guidance below for completing your bi-annual reporting requirements in the Health Physics Management Platform (SafetyStatus). Each task is followed by the steps involved in completing the task. The tasks can be done in any order.

Important Note: Notifications and reminders triggered from the SafetyStratus portal will be sent from healthphysics@lists.stanford.edu. Please make sure this address is not routed to spam.

Bi-Annual Report Tasks
Complete by Dec 31, 2023

☐ Task 1: Review your Assets in place of the paper Daily Log Sheet. (Reference User Guide)

1. On the left sidebar, click on "Assets" under Laser Safety.
2. Review your laser inventory to ensure it is correct. If something is missing you will register it here: https://ehs.stanford.edu/forms-tools/laser-registration-form.
3. If you are no longer using a laser listed and would like it removed, please contact the Health Physicist in charge of your laser authorization.

☐ Task 2: Review your lab personnel and their laser safety training. Remind users to renew any expired training. (Reference User Guide)
1. On the left sidebar, click on "Personnel" under Laser Safety.
2. In the drop down menu at the top you will "Select Group", and search for your CLA (group) number.
3. Review list of users.
4. If users need to be removed, click the red x (❌) to the left of their name.
5. If users need to be added, type their name or email address in the box titled "Add User To Roster," then click the plus icon. Keep in mind that all roster members must have completed required training.
6. Click on Training at the top of the page.
7. Select your PI in the space provided.
8. If you see that any training is Expired, remind the individual to take training in order to be compliant with the Laser Safety Program policies.

CLA Renewal

☐ Task 1: If you have any "Corrective Actions" assigned to you from a CLA renewal, you may review the findings, correct them, and use the green Complete button to close the action(s) out. (Reference User Guide)
1. First, if you are assigned any corrective actions, you will receive a notification from healthphysics@lists.stanford.edu. By clicking on the link provided, you will

be directed to log-in to SafetyStratus, and then the page that contains the corrective actions assigned to you.

2. To view your assigned corrective actions in SafetyStratus, click on "Corrective Actions" under "Inspection Findings" on the left sidebar. To view the corrective actions associated with each inspection, click on the "Manage" button on the right side of the screen.

3. Review each action. You can make comments, attach files, and extend the due date if you need more time. Once you have completed the corrective action, click the large green button "Complete."