

Managing Corrective Actions

After an EH&S survey visit, the Principal Investigator and a designated lab safety contact will be able to view their Safety Survey report, which may include corrective actions. This chart shows how to manage your laboratory's corrective actions.

There are two ways to manage corrective actions

① Link in Survey Email



Research Safety Program
 Medical Center - T:212-305-0303
 Morningside - T:212-854-8749
labsafety@columbia.edu

Dear Phylcia Obame, :

Environmental Health & Safety (EH&S) completed a Personal Protective Equipment Awareness and Administrative Controls survey in your laboratory(s) on Jun 7, 2017 and have assigned corrective action(s). Click [here](#) to view the corrective actions assigned to you, certify that they have been completed, request an extension, or reassign them to someone else.

Survey Details

| Observation | Corrective Action | Assigned To | Corrected at Time of Survey | Action Required |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------|-----------------|
| Are beverages visible or evidence of beverages present in the laboratory? coffee and tea | Food and beverages in the laboratory pose cross-contamination risks, and can enable the inadvertent ingestion of hazardous materials. | Phylcia Obame | No | Yes |
| Is the laboratory roster complete? | The laboratory's LATCH should accurately list a current staff roster. Please log into LION to update the lab's roster. From the "Laboratory Assessment Tool" page, click "Personnel", then add or delete individuals, as necessary. | Phylcia Obame | No | Yes |

② Log in to LION

<https://research.columbia.edu/lion>

Click on the link provided, which will prompt you to log in with your UNI, and the page will open directly to your manage options

Once you log in with your UNI, go to **Inspection Findings** → **Corrective Actions** to see your lab's list of Open Actions and click the orange file folder icon 



Manage Options!

Inspection Question: Are beverages visible or evidence of beverages present in the laboratory?

Due: Jun 21, 2017
Assigned: Phylcia Obame (po2241)
 Food and beverages in the laboratory pose cross-contamination risks, and can enable the inadvertent ingestion of hazardous materials.
Inspector Notes: coffee and tea

Phylcia Obame [Jun 7, 2017 10:38:26 AM]: This is where the Laboratory's comments will appear.

Comment
 Photo

Reassign
 Extend

Complete

Click **Complete** when you're done!