3. FINDING VERIFICATION

Admin (EHS) shall verify and recommend corrective actions for captured findings in the EHS Findings Form



May use the quick filters to sort findings

STEP 1: Admin (EHS) shall click the pen button to modify the captured EHSfindings to verify and assign PIC for the immediate corrective action

EHS PROACTIVE FINDINGS TRACKER (ADMIN)

Show 10 entries

Quick Filters- All | Open | Assigned | PIC Responded | Close | From date | To date | Search

Action	Application ID	Month	Submission Date	Employee name	Plant	Position	Department	Location Description	Fin
Search	Search Application ID	Search Month	Search Submission Date	Search Employee name	GPL	Search Position	Search Department	Search Location Description	Se
	EL20220400046	April	14-04-2022	VANI SHREE A/P BALAKRISHNAN	GPL	OFFICER [MIS]	FINANCE	test Read More	tes
	EL2022040[illegible]	April	13-04-2022	NUR FISYA BINTI HAMZAH	GPL	SENIOR EXECUTIVE [EHS - ENVIRONMENTAL]	WATER TREATMENT	WWTP Read More	Un
	EL20220400056	April	09-04-2022	DEVENDRARAJ A/L NAYAGAM	GPL	EXECUTIVE [EHS]	WATER TREATMENT	WWTP Read More	No
	EL20220400045	April	07-04-2022	AHSOKOMAR A/L RAMASAMY	GPL	SENIOR MANAGER [EHS]	EHS	Block H - Near Maintenance Workshop Read More	Inc
	EL20220400062	March	09-03-2022	DEVENDRARAJ A/L NAYAGAM	GPL	EXECUTIVE [EHS]	WATER TREATMENT	wwtp Read More	Imp

3. FINDING VERIFICATION

Admin (EHS) shall verify and fill up corrective actions for captured findings in the EHS Findings Form



STEP 2: Admin (EHS of Respective Plant) shall fill up the administrative section as per shown.

a) Action required
b) Category of Findings
c) Unsafe Act or Condition
d) Assign To (Area Onwer/PIC Department)
e) Target date of Finding Closure reference to ILDH criteria

Once done update informations of captured findings user shall **Submit Form**.

***Once submit user can see the finding status is assigned.**

ADMINISTRATIVE SECTION

ACTION REQUIRED: Shall do proper filling to add in masterlist and numbering

CATEGORY *: Chemical Management - Storage, SDS, Handling, Spill kit

ASSIGN TO *: × NUR FISYA BINTI HAMZAH × DEVENDRARAJ A/L NAYAGAM × MOHAMAD NORHAFIZ BIN AHMAD × NYANACHELVAN A/L SIVAGURUNATHAN × NURFAMIEZA BINTI RAMLE

UNSAFE ACT / UNSAFE CONDITION *: Unsafe Condition

TARGET DATE *: 07/01/2022

Submit Form | Back

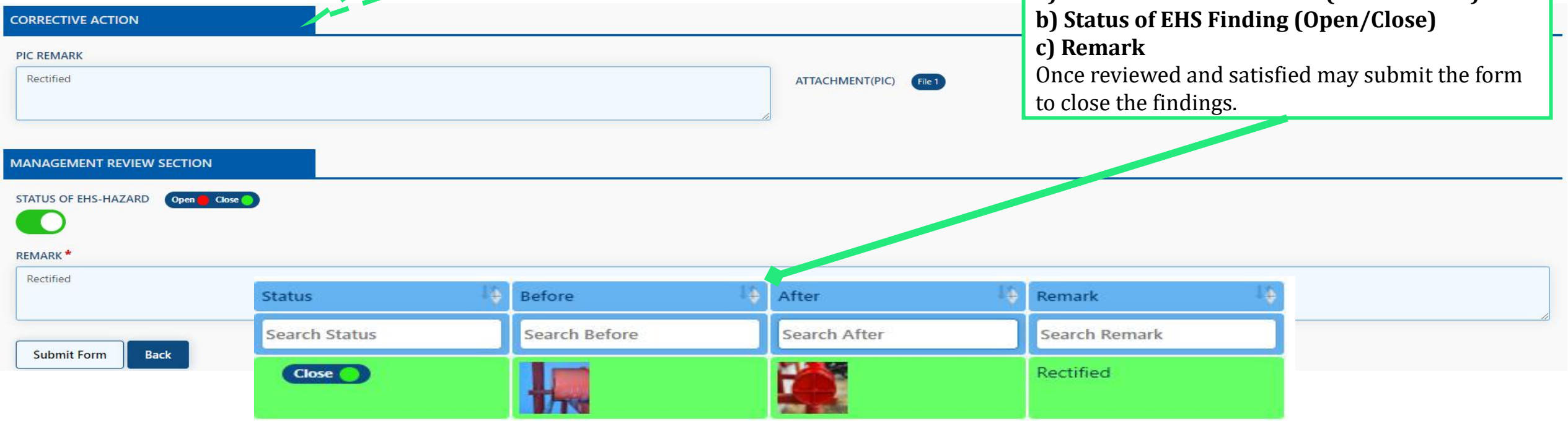
Action	APPLICATION ID	STATUS	ASSIGN TO	EMPLOYEE NAME	DATE FORM SUBMITTED	POSITION	LOCATION DESCRIPTION	FINDING DESCRIPTION
Search	Search APPLICATION ID	Search STATUS	Search ASSIGN TO	Search EMPLOYEE NAME	Search DATE FORM SUBMIT	Search POSITION	Search LOCATION DESCRIPT	Search FINDING DESCRIPTIC
	EL20220400005	Assigned	NYANACHELVAN A/L SIVAGURUNATHAN	NYANACHELVAN A/L SIVAGURUNATHAN	05-JAN-22	SUPERVISOR [EHS]	Block E - Outside Scrubber Room Read More	Found SDS without proper m
	EL20220400001	Close	NYANACHELVAN A/L SIVAGURUNATHAN	NYANACHELVAN A/L SIVAGURUNATHAN	05-JAN-22	SUPERVISOR [EHS]	Production Block D - Line 6 Read More	Found paint cans placed at in

4. FINDING CLOSURE

Assigned PIC shall take immediate actions based on the stipulated time frame and attach picture of corrective action taken



STEP 3: EHS PIC shall review the corrective action section prior to closure of findings as per shown.
a) Review the Attachement (After Picture)
b) Status of EHS Finding (Open/Close)
c) Remark
Once reviewed and satisfied may submit the form to close the findings.



5. REPORT REVIEW

Admin (EHS) able to view the report tab to review all the captured findings with attachements (picture) and status of EHS findings (open/closed)



YTY 1. EHS FINDINGS FORM



YTY 2. EHS FINDINGS (ADMIN)



YTY 3. EHS FINDINGS (PIC)



YTY 4. EHS FINDINGS REPORT



YTY 5. EHS FINDINGS DASHBOARD

Admin(EHS) able to convert EHS Findings data to excel format

EHS FINDING REPORT

Show 10 entries

Search:

Quick Filters - From date | To date | With Image | Search | Export to excel

					PLAN				
S.No	Application ID	Month	Submission Date	Employee name	Plant	Position	Department	Location Description	Finding Description
Search	Search Application ID	Search Month	Search Submission Date	NY	Search Plant	Search Position	Search Department	Search Location Description	Search Finding Description
40	EL20220400001	January	05-01-2022	NYANACHELVAN A/L SIVAGURUNATHAN	GPL	SUPERVISOR [EHS]	PRODUCTION	Production Block D - Line 6	Found paint cans placed at
41	EL20220400004	January	05-01-2022	NYANACHELVAN A/L SIVAGURUNATHAN	GPL	SUPERVISOR [EHS]	PRODUCTION	Production Block E - Line 1 Exit Door	Drainage cover is not fit ar
43	EL20220400003	January	05-01-2022	NYANACHELVAN A/L SIVAGURUNATHAN	GPL	SUPERVISOR [EHS]	PRODUCTION	Production Block D - Scrubber Room	Found exit door closer is d

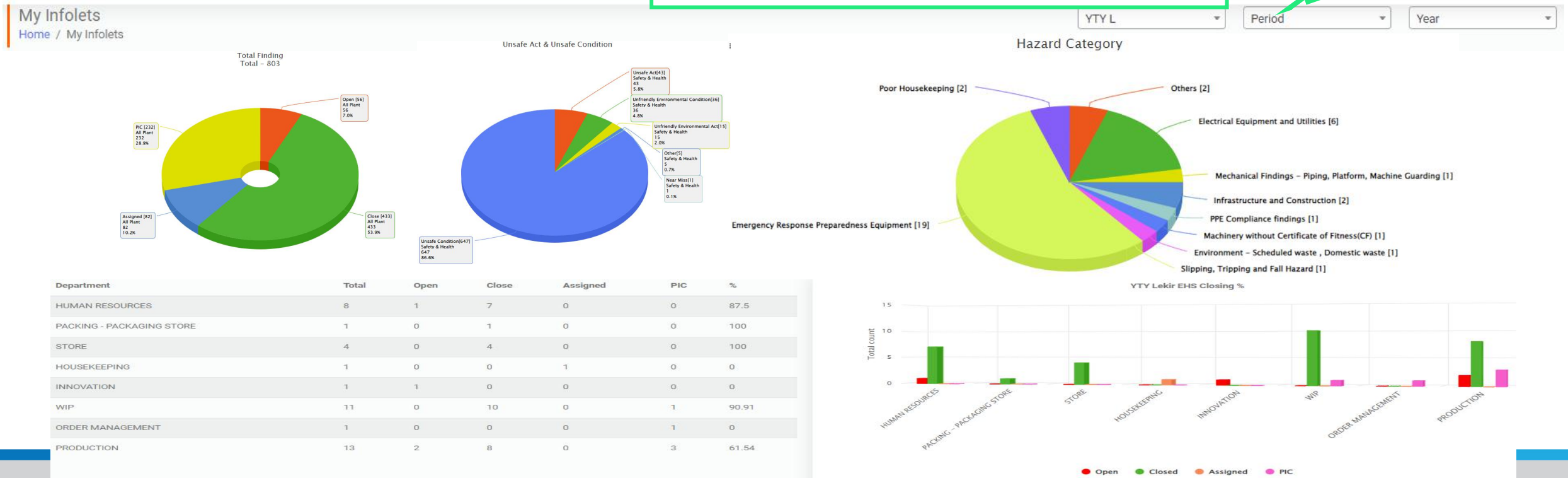
		DO	CHECK			ACT	
Hazard Category	Assigned to	Target Date	Unsafe act/Unsafe condition	Status	Before	After	Remark
Search Hazard Category	Search Assigned to	Search Target Date	Search Unsafe act/Unsafe co	Search Status	Search Before	Search After	Search Remark
Chemical Management - Storage, SDS, Handling, Spill kit		05-01-2022	Unsafe Act	Closed			Done disposed unused paint cans
Slipping, Tripping and Fall Hazard		07-01-2022	Unsafe Condition	Closed			Done replaced with new drain cover
Infrastructure and Construction		07-01-2022	Unsafe Condition	Closed			Done requested Facility to repair the damaged door closer

6. DASHBOARD REVIEW

Admin (EHS) able to view the dashboard which reflects the entire entries of EHS findings



STEP 1: Admin able to view all the data of findings captured that reflects in piecharts, bar graphs and table by filtering according to plant, period and year



Department	Total	Open	Close	Assigned	PIC	%
HUMAN RESOURCES	8	1	7	0	0	87.5
PACKING - PACKAGING STORE	1	0	1	0	0	100
STORE	4	0	4	0	0	100
HOUSEKEEPING	1	0	0	1	0	0
INNOVATION	1	1	0	0	0	0
WIP	11	0	10	0	1	90.91
ORDER MANAGEMENT	1	0	0	0	1	0
PRODUCTION	13	2	8	0	3	61.54