

The City College
of New York

SafetyStratus Corrective Actions Guide

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Introduction

SafetyStratus LabCliQ is a roster tool for the use of all CCNY and CUNY personnel working in research labs on campus.

LabCliQ includes the following modules:

- LATCH – Laboratory Assessment Tool and Chemical Hygiene
- Chemical Inventory
- Radioactive Material Inventory

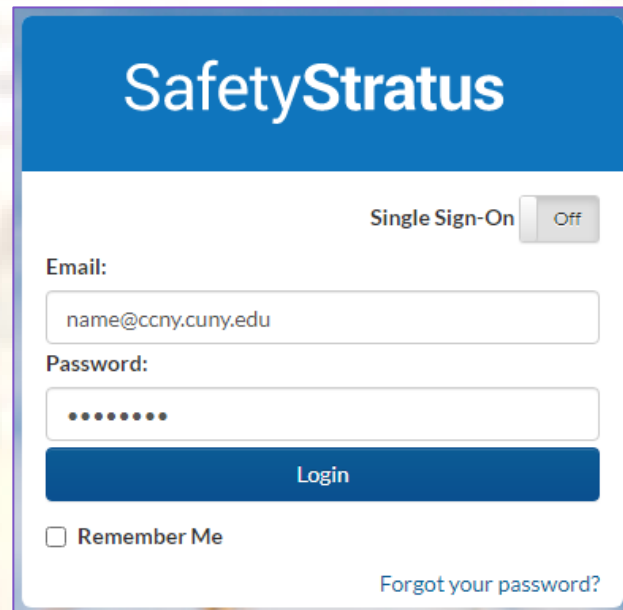
This guide mainly covers the use of the LATCH system and the associated Lab Inspection Tools to correct lab safety violations.

Logging In to LabCliQ

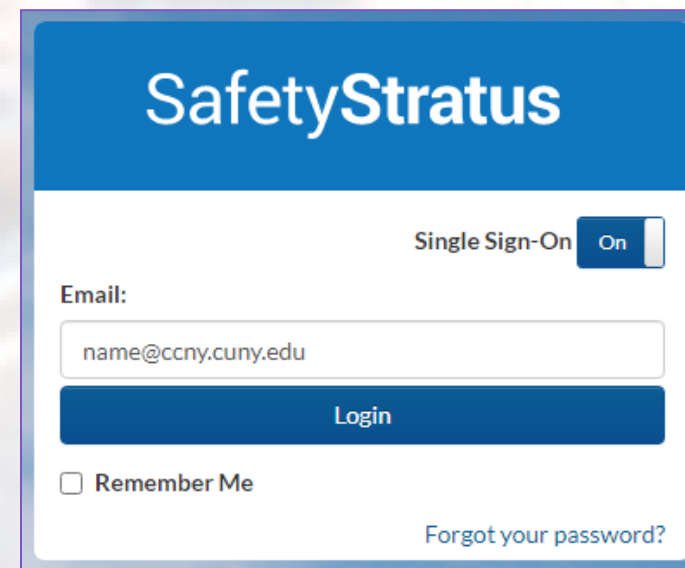
LabCliQ login can be accessed through the following address:

<https://labcliq.com/login.cfm>

Depending on your level of access, you may need to use single-sign on instead of a standard username and password.



The screenshot shows the SafetyStratus login interface. At the top, the "SafetyStratus" logo is displayed in white on a blue background. Below the logo, there is a "Single Sign-On" toggle switch set to "Off". The form includes an "Email:" field with the placeholder text "name@ccny.cuny.edu", a "Password:" field with masked characters "*****", and a blue "Login" button. At the bottom left, there is a "Remember Me" checkbox, and at the bottom right, there is a link that says "Forgot your password?".



The screenshot shows the SafetyStratus login interface. At the top, the "SafetyStratus" logo is displayed in white on a blue background. Below the logo, there is a "Single Sign-On" toggle switch set to "On". The form includes an "Email:" field with the placeholder text "name@ccny.cuny.edu", a blue "Login" button, and a "Remember Me" checkbox. At the bottom right, there is a link that says "Forgot your password?".

Single Sign-On Note

If you are required to use Single Sign-On (SSO), select "City College of New York" to be redirected to the standard CCNY login screen. Most SSO users will have to use their email login (not CUNYFirst).



The image shows a screenshot of the SafetyStratus login interface. At the top, there is a blue header with the text "SafetyStratus". Below the header, there is a "Remember Selection" toggle switch set to "Off". The main content area is divided into two sections: "Single Sign On:" and "Other:". The "Single Sign On:" section is highlighted with a red border and contains a selection box with the text "The City College of New York." and the CCNY seal. The "Other:" section contains a selection box with the text "SafetyStratus".

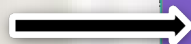
Corrective Actions

When you are assigned corrective actions as a result of laboratory inspections, you will receive an email from EHOS (ehos@ccny.cuny.edu)

This email will contain a link to the inspection report and a list of corrective actions.

Clicking this link will take you to the Corrective Actions screen.

You can also reach this screen by navigating from the LabCliQ main page:



SafetyStratus The City College of New York

Inspections ▾

- New Inspection
- Continue an Inspection
- Pending Inspections
- Follow Up Items

LATCH

Inspection Findings ▾

- Corrective Actions
- Summary Reports
- Completed Inspections
- Image Browser

Contact the EHOS office at 212 650 5080 if there are any issues or questions

It is your responsibility to ensure that all corrective actions have been addressed within a two week time period contact EHOS at 212-650-5080.

We have included tutorial videos for closing corrective actions and completing your hazard assessment forms.

Thank you, - City College - CUNY EHOS

Corrective Actions

To view and correct violations that have been assigned to you, click on them in the Corrective Actions window. An additional window will appear with details and additional options.

✕ Close

Room / Facility:	MR. Marshak Building [F1]
Room Type:	Research Lab
Inspection Type:	Chemistry Dept Inspection Program
Inspector:	
Date:	
Organization:	Divison of Sciences [O1]
Department:	Chemistry [D1]
Location :	City College - CUNY [L1]

Based on a recent inspection, it has been determined that the following corrective actions need to be taken. Please note, these corrective actions and the corrective actions certification must be completed. Failure to correct the items noted below and to certify that corrective actions have been taken will result in moving to the next level of the Corrective Action Process.

Inspection Question: _____

Due: _____ High

Assigned: _____

Corrective Action Questions: _____

Comment

Attach File

Reassign

Extend

Complete

Corrective Actions

- **Comment** will allow you to make a note on the action. It will not otherwise alter the state of the corrective action.
- **Reassign** allows for changing the person responsible for correcting and closing the corrective action.
- **Attach File** lets an inspector or responsible party provide evidence of the corrective action or its completion.
- **Extend** will allow a user to request additional time to correct the action. Extensions may be subject to administrative review.
- **Complete** closes the action and marks it as corrected.

Troubleshooting

Problem: Unable to log in to Labcliq

Your login information may not be set up, or you may be using the wrong email address. Contact EHOS for assistance.

Problem: No corrective actions visible

You may have received a reminder email, but are not the designated responsible party that has to close the corrective action.

Alternatively, the filters may be hiding the actions from view. (continued on next page)

Troubleshooting

1. Click on "Filters" with the Corrective Actions tab open.

The screenshot displays the SafetyStratus web application interface. The left sidebar contains navigation options: Resource Library, Inspections (with a dropdown arrow), LATCH, and Inspection Findings (with a dropdown arrow). Under 'Inspection Findings', the 'Corrective Actions' tab is selected and highlighted. The main content area shows the 'Actions by Inspection' tab selected. It includes a 'Show:' dropdown with 'All' and 'Mine' options, a 'Filters' button (highlighted with a red arrow), and an 'Export Action Report' button. Date filters for 'Start Date' (03/01/2022) and 'End Date' (09/02/2023) are visible. A table header lists columns: Due Date, Inspection Date, Tier, Open, Inspection Type, Inspected, Inspector, Department, Organization, Principal Investigator, and Inspector User Tag. The table body contains the text 'No matching records found'. A green button labeled 'EXPORT ACTIONS BY INSPECTION' is located to the right of the table. At the bottom, it shows 'Showing 0 to 0 of 0 entries (filtered from 52 total entries)' and 'Previous' and 'Next' navigation buttons.

Troubleshooting

2. Ensure that no filters are selected and click "Apply Filters".

The screenshot displays the SafetyStratus web application interface. The left sidebar contains navigation options: Resource Library, Inspections (with a dropdown arrow), New Inspection, Continue an Inspection, Pending Inspections, Follow Up Items, LATCH, Inspection Findings (with a dropdown arrow), Corrective Actions (highlighted), and Summary Reports. The main content area shows the 'Actions by Inspection' page, which includes tabs for Open Actions, Actions by Inspection (selected), Recently Closed, and Extension Requests. Below the tabs, there are 'Show: All' and 'Mine' buttons. A 'Filters' button is visible, followed by a table of filter options. The table has two columns and four rows. The first row contains 'Inspection Type' (Show All dropdown) and 'Inspected' (Search input). The second row contains 'Inspector' (Search input) and 'Principal Investigator' (Search input). The third row contains 'Department' (Show All dropdown) and 'Select Tier' (Show All dropdown). The fourth row contains 'Organization' (Show All dropdown). To the right of the filters, there are 'Start Date' (03/01/2022) and 'End Date' (09/02/2023) input fields. At the bottom of the filters section, a green 'Apply Filters' button is highlighted with a red rectangular box.

Filters		Start Date	End Date
Inspection Type	Show All	03/01/2022	09/02/2023
Inspector	Search		
Department	Show All		
Organization	Show All		

Apply Filters