Origami Mobile Forms Workplace Safety Assessments

2nd Quarter Training 2018

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To login, initiate, and submit an assessment you must be connected to a strong wifi signal and have the Airwatch agent started! You can conduct the assessment without an internet connection, but you must have a strong wifi connection and Airwatch started to login, initiate and submit the assessment.

To begin using the app, you must first download it to your iPad. This should have been force loaded by Morrison IT on all iPads. The app icon looks like this. If it is not on your device, please contact AppleSupport@iammorrison.com.
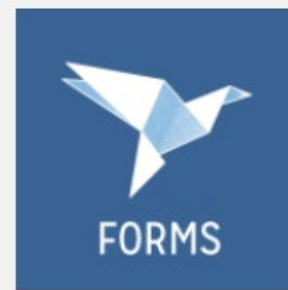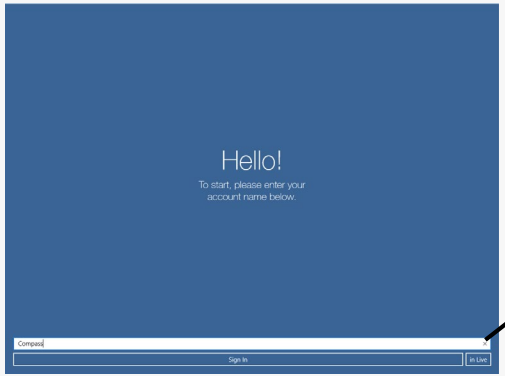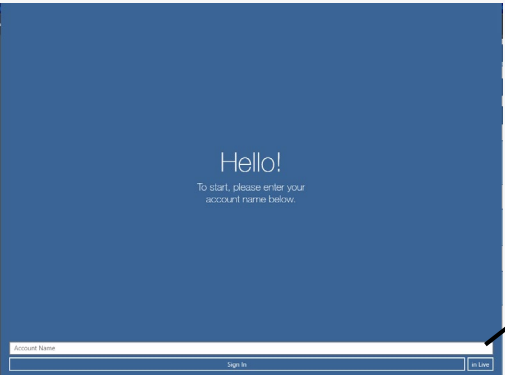

Mobile Forms

Once you have downloaded the application for your device, open the app to begin the assessment. You will see the *Hello!* screen pictured below. In the white box at the bottom of the screen it will ask for *Account Name*. Enter **COMPASS (all caps)** and click the blue *Sign In* bar. Important note: To the right of the Sign In bar, it must say ***in Live***, and not *in Staging*.

If the box reads *in Staging*, simply click on it until it reads *in Live*.

Hello!
To start, please enter your account name below.

Account Name	
Sign In	in Live

COMPASS	
Sign In	in Live

Hello!
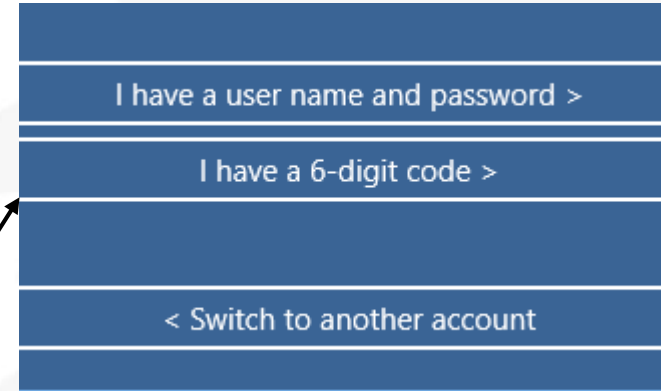To start, please enter your account name below.

**If this is not the screen you see, click *Switch to another account* to get to the *Hello!* Screen.

Next you will arrive on the *How would you like to log in?* page.

You will choose the second option. *I have a 6-digit code > Click on this option.*

The next screen will ask for your six-digit code.

For all Morrison Healthcare locations, the six-digit code is 266014.

DO NOT enter your SAP number. Click *Sign in*.

How would you like to log in?

I have a user name and password >
I have a 6-digit code >
< Switch to another account

I have a user name and password >

I have a 6-digit code >

< Switch to another account

Please enter your 6-digit code below.

Sign In   Go Back

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After you have entered your six digit code (266014), you will arrive at the *My Forms* page. To load your assessment, select the + in the top right of the screen. The Morrison DINING Workplace Safety Audit should then be populated. Select this assessment to begin.
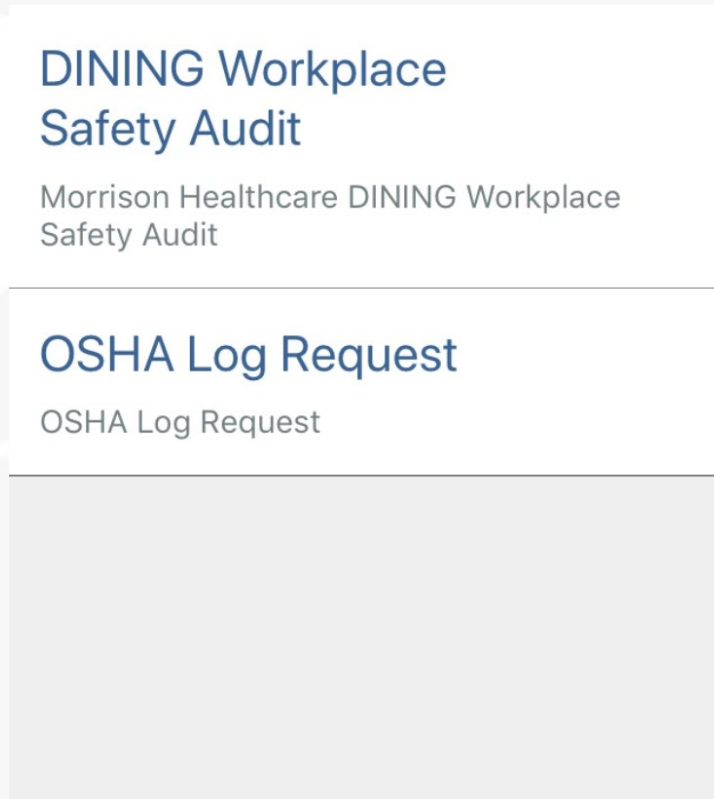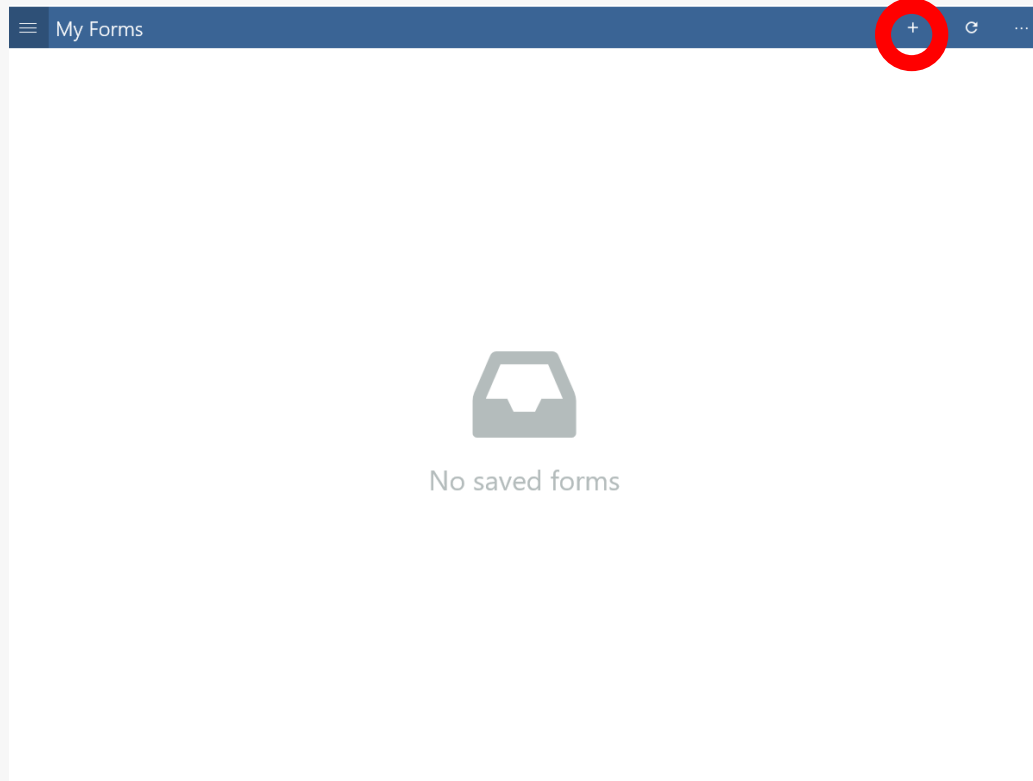
You have created your assessment! Next we will set your location. Click on the first block: *DINING Workplace Safety Audit 0 out of 3 Completed*

Click on the emerging search icon (the magnifying glass with wifi symbol in it) on the right hand side of the screen.

This will take you to the *Lookup Location* page. DO NOT search by your units name! The best method is to search by your SAP code. All Morrison Healthcare accounts will begin with 1001. So, for account 19304, you would enter 1001-19304. Once you have entered your code, hit the search button on the right. Select your location.
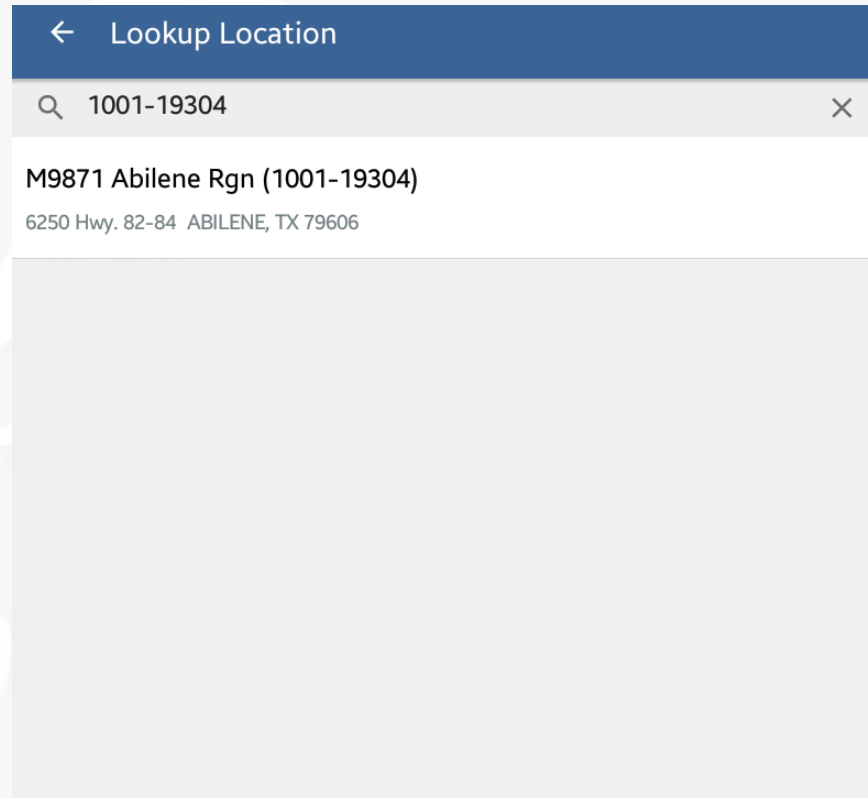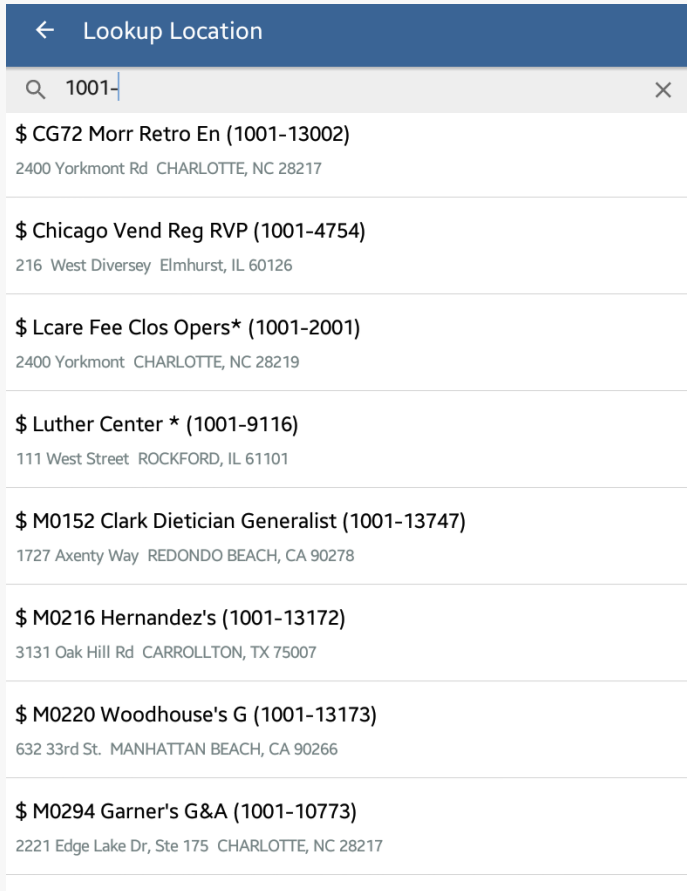
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After you have selected your unit you will need to complete the following sections.

a. The email address of the person entering the assessment. Typically, your email address.

b. The date of the assessment. Typically today's date.

c. The email address of the person who will be responsible for correcting any deficiencies identified. Typically this would again be the director. This is NOT your RSC, or Safety Manager! Corrective actions from the assessment will be sent to this address.

d. The email addresses of other parties you would like to receive a copy of your assessment. Typically this would be your RDO and RSC. Separate the e-mail addresses with a semi-colon (;).

Click on the arrow in the top left corner of the screen to go back to the main assessment screen.

Audit Definition Details

morrison
healthcare

Location/Unit *

M9871 Abilene Rgn (1001-19304)

Your Email Address *

Director@iammorrison.com

Assigned Date

03/20/2018

Responsible Email *

Director@iammorrison.com

Additional Email Notify

RDO@iammorrison.com

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It is recommended at this time to save your work. Click on *DONE* in the upper right hand corner.
Disregard the "Validation failed" message and click ok (this just means you have not answered all questions yet),
and click on *Save as draft*. You can now complete the assessment without being connected to the internet via wifi.

Conducting the Assessment

Now we are ready to begin answering questions. There are ten separate categories to be completed. You have four options when answering a question.

1. *Meets Expectations-* The unit is in compliance with the requirements of the question.
2. *Needs Improvement-* Some or all of the components of the questions are not met.
3. *Not Applicable-* The question does not pertain to your unit.
4. *Not Observed-* The conditions of the question could not be observed at the time of the assessment.

Fire

Are there NFPA approved flammable storage locker(s) for flammable items (paints, solvents, lubricants, etc.)? ❓ *

| Meets Expectations | Needs Improvement | Not Applicable | Not Observed |

Are fire extinguishers clearly visible with appropriate signage, unobstructed, the proper type, and located near fire hazards? ❓ *

| Meets Expectations | Needs Improvement | Not Applicable | Not Observed |

Is a minimum of 18 inches clearance maintained around fire sprinkler heads in storage rooms, chemical rooms and office areas? ❓ *

| Meets Expectations | Needs Improvement | Not Applicable | Not Observed |

Are Fire Evacuation Plans prominently displayed near exits and throughout facility? ❓ *

| Meets Expectations | Needs Improvement | Not Applicable | Not Observed |

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At anytime, if you are unsure of the requirements of a question, you can click on the question mark following each question and a more detailed explanation of the question will appear.

At any point during the assessment you have the option to save your progress by clicking DONE in the upper right hand corner, as you did after entering your contact information. This is advisable after exiting each section and moving on to the next section.

Saving/Submitting the Assessment

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A new dialog option appears once you have completed all questions and hit *DONE*. You will have the following options:

- *Submit the form:*
  - This will submit the completed assessment to the system. **A strong Wifi connection is required.**
- *Save as complete:*
  - This will save the assessment directly to your device as complete but not submitted.
- *Save as draft:*
  - This will save the assessment directly to your device.
- *Discard the form*
  - *THIS WILL DELETE THE ENTIRE ASSESSMENT. Use with caution.*

← DINING Workplace Safety A...   DINING WORKPLACE SAFETY AUDIT   ▾   DONE

DINING Workplace Safety Audit
3 out of 3 Completed

Burn
7 out of 7 Completed

Cut
5 out of 5 Completed

Fire
6 out of 6 Completed

OSHA
14 out of 14 Completed

Policy
5 out of 5 Completed

PPE/Exposure
3 out of 3 Completed

Done Editing
Submit the form
Save as complete
Save as draft
Discard this form
Cancel

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Submit Form

Submit Form

Are you sure you are ready to submit this form?

[Yes]   [No]

When you select *Submit Form* you will be asked if you are sure you want to continue. Select
- Yes- Submit the form
- No- Return to previous screen

Wifi or Cellular connection required to submit

Once the transmission is successful you will receive the below message including confirmation of submission and score shown in points and percentage.

Submitted Successfully

Submitted Successfully

10871 Location: $$$ Avon Cafe* Response successfully submitted with a Total Score of 98.95% (94.00 out of 95.00).

[OK]

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Within 24 hours of submission you, the *Responsible Email,* and *Additional Email Notify* will receive a PDF copy of the assessment that will look similar to the image on the right. It will contain all questions with possible and earned points. It will also outline all corrective actions, who they were assigned to, and due dates.

EVS Workplace Safety Audit - $$$ Avon Cafe* - 10871 as of 06/23/2017

Audit Definition Details

Audit Definition	EVS Workplace Safety Audit	Business Group	Core 4
Audit Number	10871	Sector Group	Flik
Location/Unit	1001-12950 - $$$ Avon Cafe*	Sector Name	Flik Sector
Your Email Address	Scott.Cockreham@compass- usa.com	Division	Sector Division
		Region	Sector Region
		District	Closed Total
Assigned Date	06/21/2017	Complex	$$$ Avon Cafe*
Responsible Email	Scott.Cockreham@compass- usa.com		
Status	Complete		
Mobile Audit	Yes		
Entry User	Crothall EVS Audits		
Mobile Audit	Yes		

Response Scoring Summary

Total Score	98.95% (94.00 out of 95.00)
Fire Score	75.00% (3.00 out of 4.00)
OSHA Score	100% (28.00 out of 28.00)
Policy Score	100% (4.00 out of 4.00)
PPE/Exposure Score	100% (18.00 out of 18.00)
Slip/Fall Score	100% (16.00 out of 16.00)
Bio Hazardous Waste Score	100% (4.00 out of 4.00)
Strain Score	100% (13.00 out of 13.00)
Training Score	100% (8.00 out of 8.00)
Notes/Observations Score	Cannot be determined

EVS Workplace Safety Audit Detailed Responses

Question	Audit Category	Response	Records	Response Score	Possible Score
Are there NFPA approved flammable storage locker(s) for flammable items (paints, solvents, lubricants, etc.)?	Fire	Meets Expectations		1.00	1.00
Are fire extinguishers clearly visible with appropriate signage, unobstructed, the proper type, and located near fire hazards?	Fire	Needs Improvement	1 Corrective Action	0.00	1.00
Are Evacuation Rally Points established and communicated to employees in accordance with facility's Emergency Action Plan (EAP)?	Fire	Meets Expectations		1.00	1.00
Are all exits clearly marked, properly illuminated and free of obstructions?	Fire	Meets Expectations		1.00	1.00
Is the loading dock organized and clear of any hazards?	OSHA	Meets Expectations	1 Corrective Action	1.00	1.00
Are warning signs posted near battery charging stations for building equipment (i.e. forklifts, electric pallet jacks, etc.)?	OSHA	Meets Expectations		1.00	1.00
Is there a means to protect the charging station from damage?	OSHA	Meets Expectations		1.00	1.00

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Troubleshooting

- If you cannot log in, ensure:
  - You have a strong wifi internet connection. This is a must, and you cannot go any further without it.
  - You used COMPASS (all caps) as your Account Name on *Hello!* screen.
  - You selected *in Live*, and not *in Staging* on Hello! screen.
  - You selected I have a 6-digit code on *How would you like to log in?* screen.
  - You used 266014 as your six-digit code, and **NOT your SAP code**.

- If you cannot find your new assessment:
  - Click on the + sign in the upper right corner of the *My Forms* screen.

- If you cannot submit your assessment, ensure:
  - You have a strong wifi internet connection. You will NOT be able to submit the assessment without it.
  - All questions are answered.
  - An e-mail is entered in the *Responsible E-mail* line (and it is NOT your RSC or Safety Manager).
  - The Assigned Date within the Dining Workplace Safety Audit section is TODAY'S DATE.
  - If you manually entered any corrective actions, go back and delete them. There is sometimes a glitch that prevents these from loading.
  - If you took any pictures, delete them. There is sometimes a glitch that prevents these from loading also.

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Troubleshooting

- If none of the troubleshooting tips on the previous slide work:
  - Ensure you have the Mobile Forms app loaded on your iPad. If you don't, contact Morrison IT.
  - Start at the very beginning again. Ensure the screen you are looking at is the *Hello!* Screen. Do NOT try to start in the middle of the process. Continue to back out of the app until you reach the *Hello!* Screen, and start the process again.
  - Contact your Regional Safety Champion and see if they can assist you.
  - Send an e-mail with your issue (only Origami Mobile Forms issues) to george.ray@compass-usa.com.

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2018 Safety Year - Workplace Safety Audit Scoring Changes

During 3Q of 2017 safety year, you were introduced to the updated Workplace Safety Audit form and able to do your self audits through the Origami platform (via mobile app or desktop website). This audit is the question and forms that will be utilized for self inspections as well as by the Third Party Audit partners during the 2018 Safety Year.

Percentage Based Scoring:

Historically our audits have been graded on the 'percent' based model where you take total points earned divided by total points possible. This leads to two potential concerns: (1) Varied opinions of what is "passing scores" and (2) How to make scoring of critical questions impact the overall score properly.

Count-Up Model Scoring:

We are now introducing the new way that audits will be scored for the 2018 Safety Year. We are instituting the "Count-Up Scoring". For all questions that are answered 'Needs Improvement', you will receive a point (1 point for standard questions and 5 points for critical questions).

Risk Based Scoring Buckets

Instead of the traditional percentage based overall score, you will now have points accumulated for questions marked 'Needs Improvement' that will provide you a Total Score (Points). Based on the audit's total points will determine your Risk Category

*in a traditional percentage scoring 100% is best score and in the count up model a 0 is the best possible score.

Scores for each Risk Category

Risk Category	Points
5 STAR	0-1 pts
4 STAR	2-4 pts
3 STAR	5-9 pts
2 STAR	10-17 pts
1 STAR	18+ pts

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