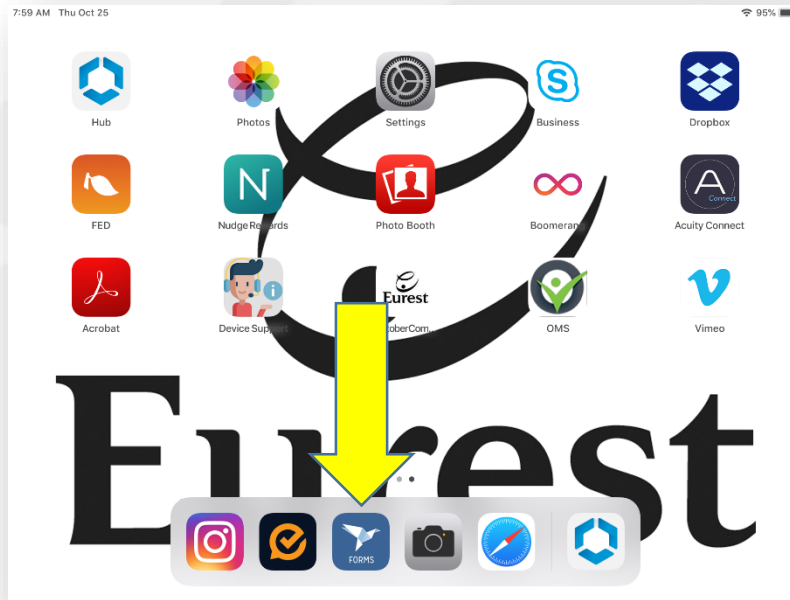


Origami Mobile Forms Workplace Safety Assessments



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

To begin using the app, you must first launch it. On Shared/Marketplace devices first login to the “Hub” Agent. Once the home screen loads all of your apps, look for the “**FORMS**” icon in the Dock and launch it. if you still do not see the app, please contact MobileDeviceSupport@compass-usa.com for assistance loading the app.



Mobile Forms Icon

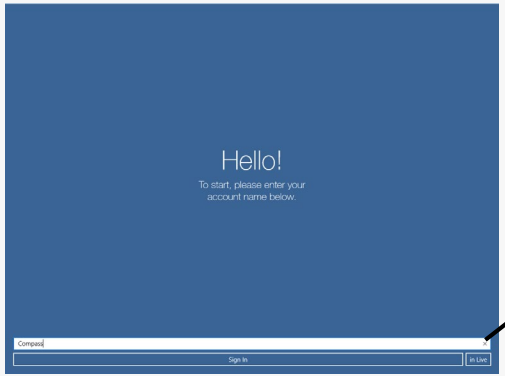
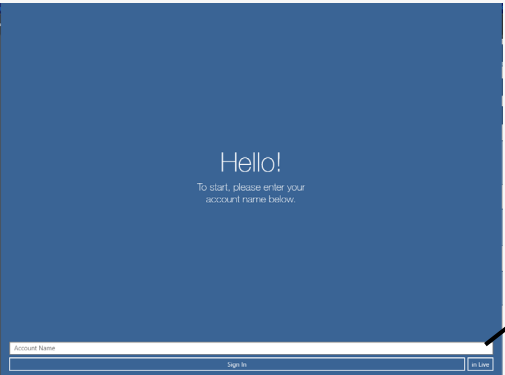


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Once you have downloaded the application for your device, open the app to begin the assessment. You will see the *Hello!* screen pictured below. In the white box at the bottom of the screen it will ask for *Account Name*. Enter **COMPASS (all caps)** 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*.

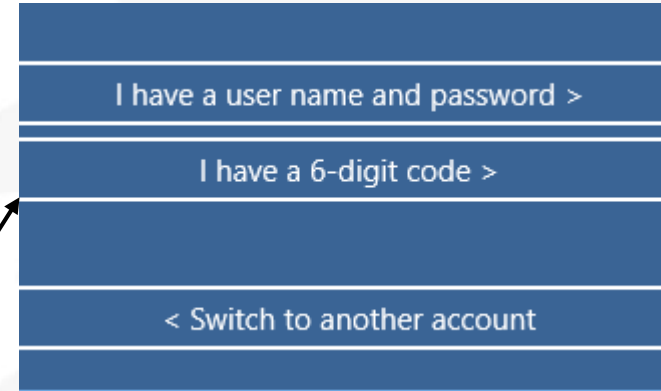


**If this is not the screen you see, click *Switch to another account* to get to the *Hello!* Screen.



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

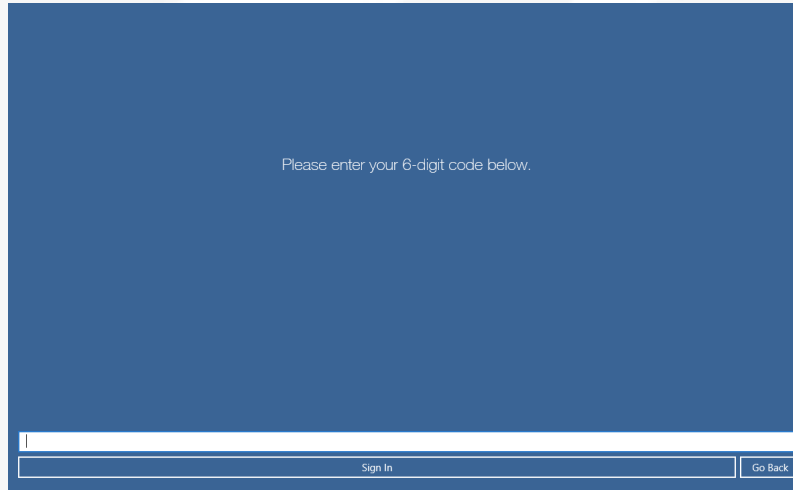
You will choose the second option. *I have a 6-digit code >* Click on this option.



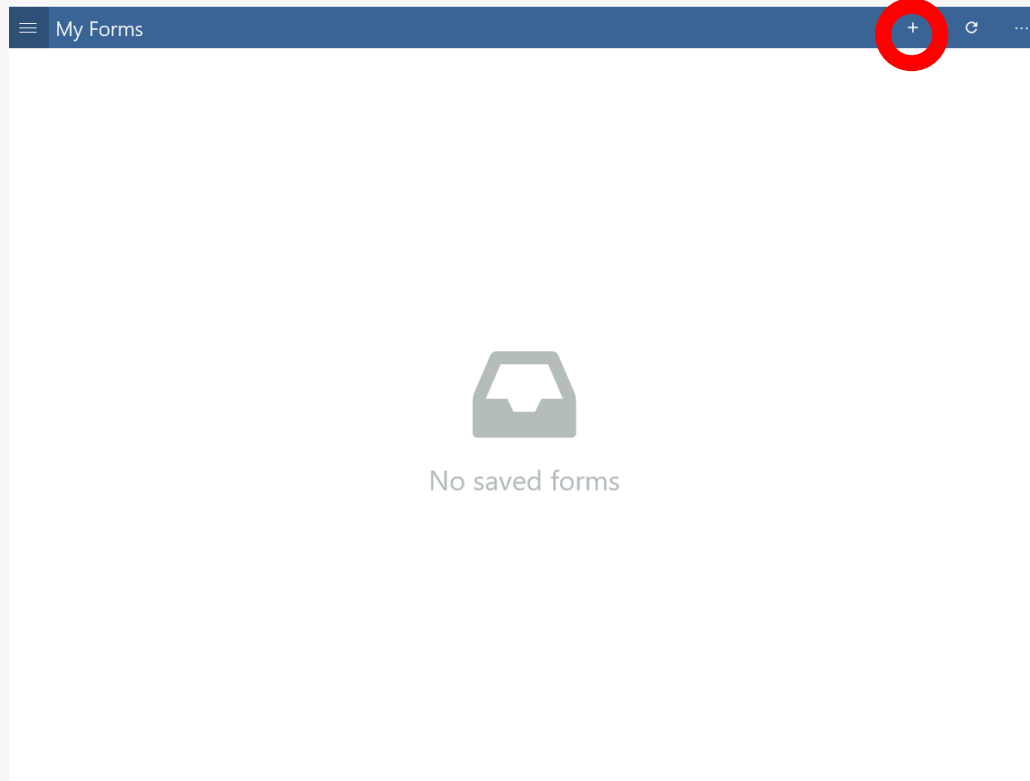
The next screen will ask for your six-digit code.

For all Eurest locations, the six-digit code is 266001.

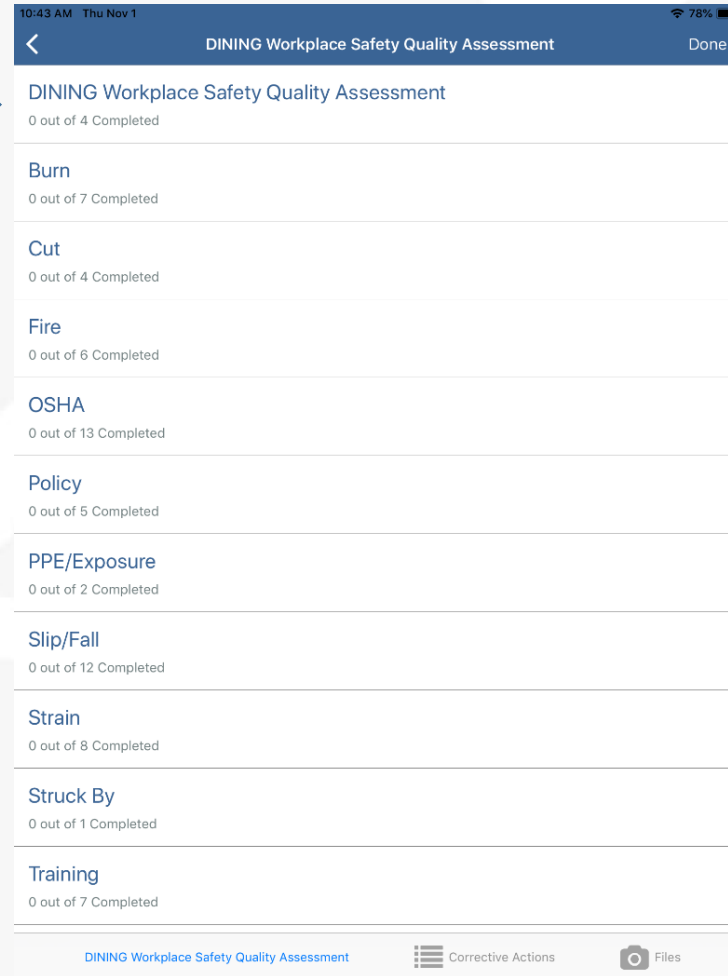
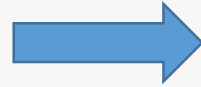
DO NOT enter your SAP number.
Click *Sign in*.



After you have entered your six digit code (266001), you will arrive at the *My Forms* page. To load your assessment, select the + in the top right of the screen. The Eurest 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.

10:43 AM Thu Nov 1 78%

DINING Workplace Safety Quality Assessment


Audit Definition Details



Location/Unit * 

Your Email Address *
First.Last@compass-usa.com

Audit Performed By *

Assigned Date 

Responsible Email *
First.Last@compass-usa.com

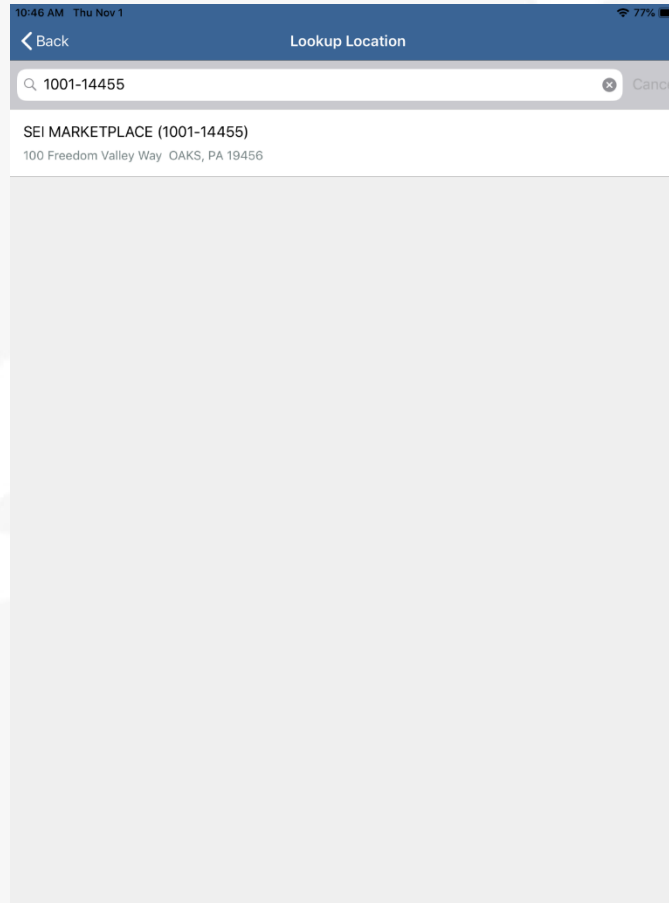
Additional Email Notify



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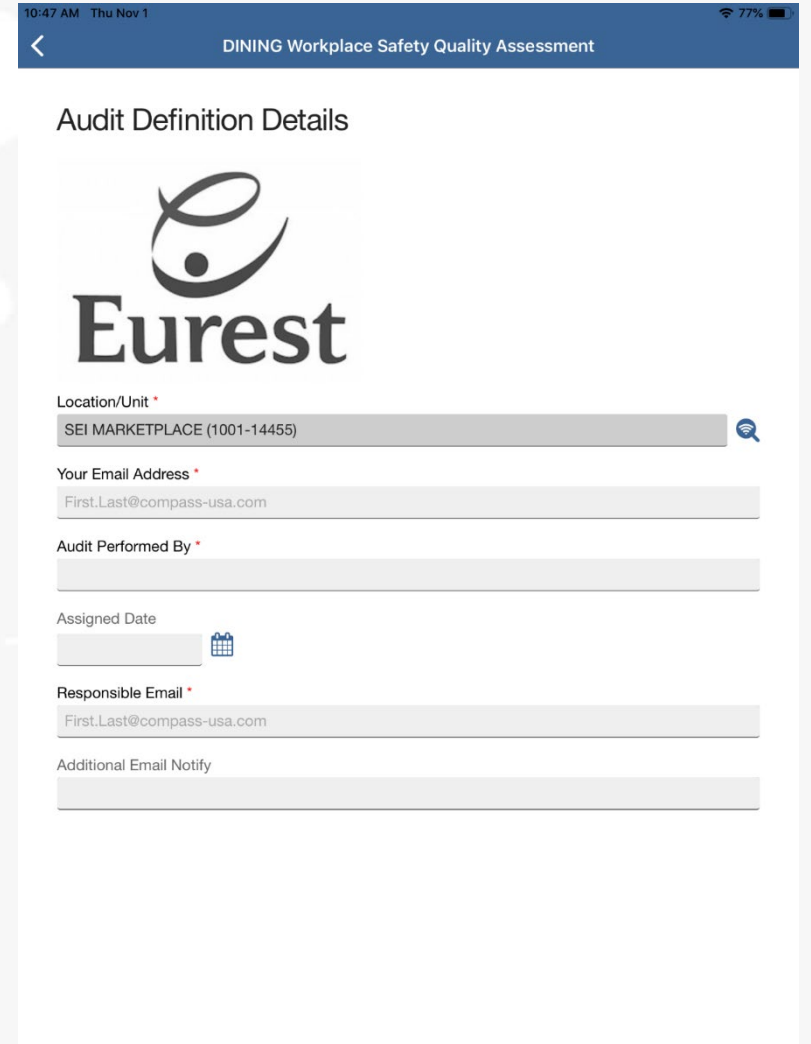
This will take you to the *Lookup Location* page. **DO NOT search by your units name!** The best method is to search by your SAP code. Once you have entered your code, hit the search button on the right. Select your location.



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. 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.



10:47 AM Thu Nov 1 77%

DINING Workplace Safety Quality Assessment

Audit Definition Details



Location/Unit *
SEI MARKETPLACE (1001-14455)

Your Email Address *
First.Last@compass-usa.com

Audit Performed By *

Assigned Date
[Calendar icon]

Responsible Email *
First.Last@compass-usa.com

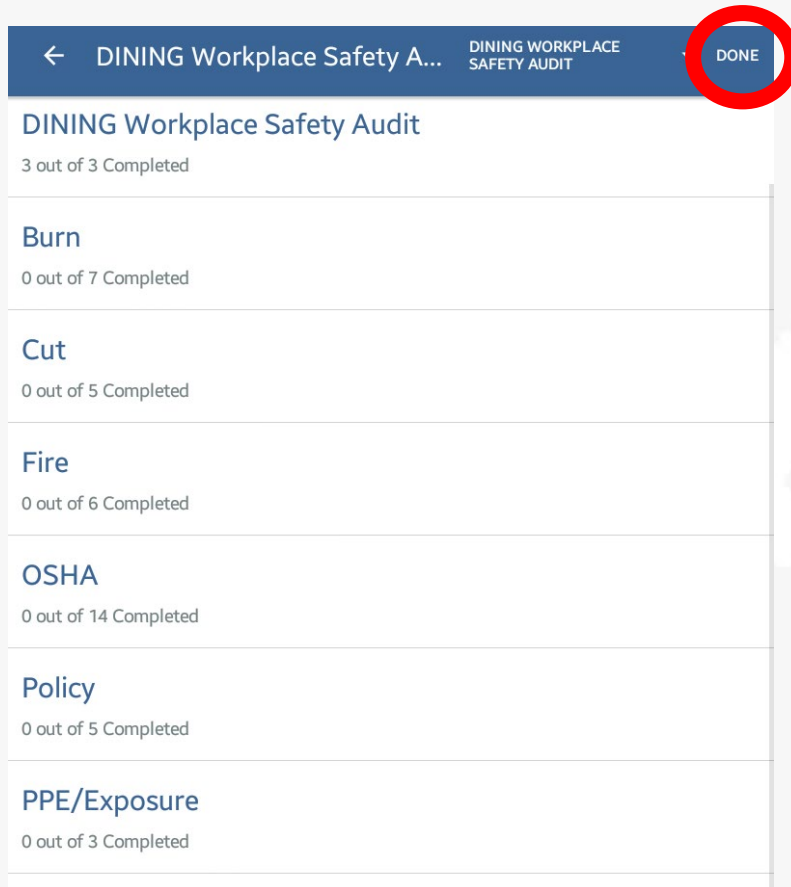
Additional Email Notify



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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.



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

DINING Workplace Safety Audit
3 out of 3 Completed

Burn
0 out of 7 Completed

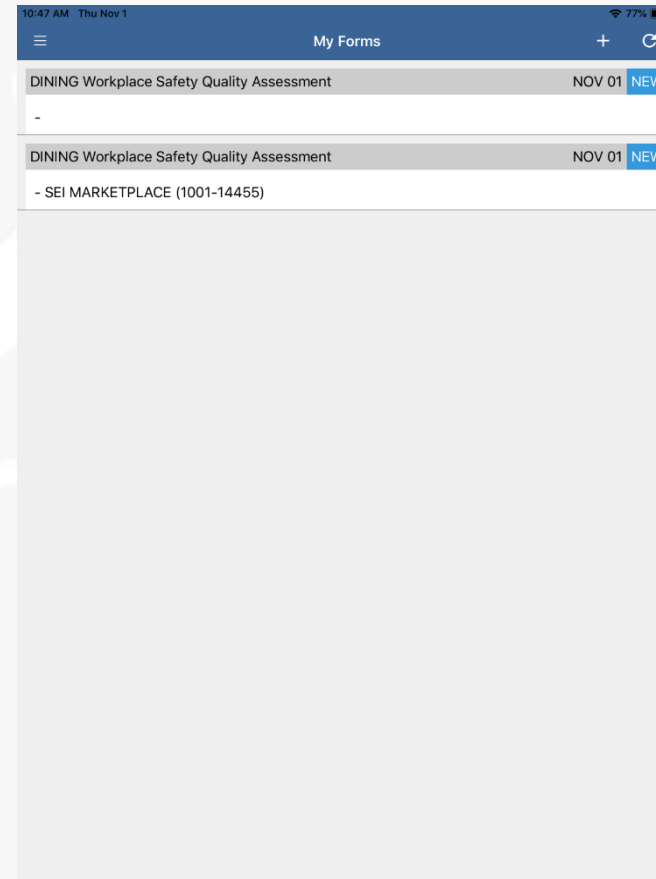
Cut
0 out of 5 Completed

Fire
0 out of 6 Completed

OSHA
0 out of 14 Completed

Policy
0 out of 5 Completed

PPE/Exposure
0 out of 3 Completed



10:47 AM Thu Nov 1 77%

My Forms

DINING Workplace Safety Quality Assessment NOV 01 **NEW**

-

DINING Workplace Safety Quality Assessment NOV 01 **NEW**

- SEI MARKETPLACE (1001-14455)



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Conducting the Assessment




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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.)?  *


<input checked="" type="radio"/> Meets Expectations	<input type="radio"/> Needs Improvement	<input type="radio"/> Not Applicable	<input type="radio"/> Not Observed
---	---	--------------------------------------	------------------------------------

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

<input type="radio"/> Meets Expectations	<input checked="" type="radio"/> Needs Improvement	<input type="radio"/> Not Applicable	<input type="radio"/> Not Observed
--	--	--------------------------------------	------------------------------------

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

<input type="radio"/> Meets Expectations	<input type="radio"/> Needs Improvement	<input checked="" type="radio"/> Not Applicable	<input type="radio"/> Not Observed
--	---	---	------------------------------------

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

<input type="radio"/> Meets Expectations	<input type="radio"/> Needs Improvement	<input type="radio"/> Not Applicable	<input checked="" type="radio"/> 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.

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 labeled?

Meets Expectations	Needs Improvement	Not Applicable	Not Observed
--------------------	-------------------	----------------	--------------

Is a minimum of 18 inches clearance maintained around fire extinguishers?

Meets Expectations	Needs Improvement	Not Applicable	Not Observed
--------------------	-------------------	----------------	--------------

Are Fire Evacuation Plans posted in the area?

Meets Expectations	Needs Improvement	Not Applicable	Not Observed
--------------------	-------------------	----------------	--------------

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

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

MEETS- NFPA approved flammable storage locker is needed if there are flammable product used at the account. The most common flammable products found are chafing fuel canisters, butane canisters, and paint. These storage lockers can be purchased through Grainger. NEEDS- Flammable storage cabinet not present and needed based on flammable materials found in unit.

Close



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		Business Group	Core 4
Audit Definition	EVS Workplace Safety Audit	Sector Group	Flik
Audit Number	10871	Sector Name	Flik Sector
Location/Unit	1001-12950 - \$\$\$ Avon Cafe*	Division	Sector Division
Your Email Address	📧 Scott.Cockreham@compass-	Region	Sector Region
	usa.com	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



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 **266001** 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 MobileDeviceSupport@compass-usa.com.
 - 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 Ruben.Monroe@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

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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