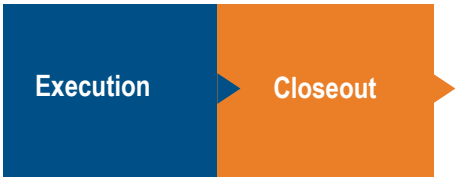
Kahua Quick Reference Guide
Safety

Project Lifecycle Applicability



About the Safety App

Create a Safety Record
Approve or Reject a Safety Record
Close a Safety Record
Workflow

Kahua is the project's system of record for multiple types of FLS (Fire & Life Safety) events. The Safety app will allow the creator to choose from multiple FLS Categories and enter the applicable details. There is an optional approval process that can be utilized within Kahua for gathering approvals from one or more peoeple. Currently, all FLS Categories, except for the Hot Work Request, have the same basic fields.

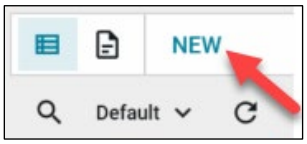
FLS Categories covered in the Safety app:

- Accident Report
- Hot Work Request
- Fire Alarm/Sprinkler Outage Request
- Fire Incident Report
- Injury Report
- Safety Notice

Create a Safety Record

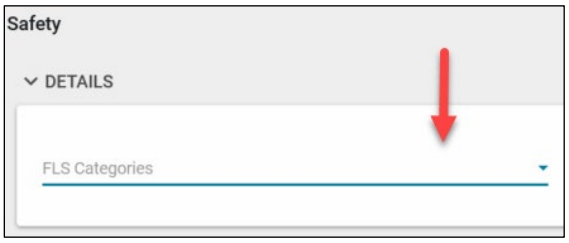
This action is typically created by the following roles: **GSA-Regional KPM**, **GSA-Regional Manager**, **GSA-PM/COR**, **EXT-CMa**, **EXT-CMa (Limited)**, or **EXT-PM**

1. Open the appropriate project using Project Finder in the left navigation pane. The project name should now be shown in the top blue bar.
2. Click on the App Launcher in the left navigation pane and select **Safety**.
3. To create a new Safety record, click **NEW** in the toolbar.



Details Section

Select the appropriate **FLS Category** from the dropdown menu. This selection dictates the template for the safety record. The options are: Accident Report, Hot Work Request, Fire Alarm/Sprinkler, Outage Request, Fire Incident Report, Injury Report, and Safety Notice.



4. The **Number** and **Date of Request or Report** will auto-populate, but they can both be changed if needed.
5. Enter a required **Subject**.
6. The **Status** field can be left blank because it will auto-fill.

   Note: When **Save/Close** is clicked, the status field will default to Open.

7. The **Workflow Status** field can be left blank because it will auto-fill.

   Note: When **Submit for Approval** is clicked, the workflow status field defaults to Submitted for Approvals. When **Recall** is clicked, the workflow status field defaults to Recalled.

8. Fill out the additional fields in the Details Section of the record, as necessary.

Dates Section

9. Fill out the fields in the Dates Section of the record, as necessary.

Approvals (Optional) Section

This option allows you to choose how the responsible contact should be notified: After Each Reviewers Responds (if there are multiple approvers, the Responsible Contact is notified after each person responds) or After All Reviewers Respond (if there are multiple approvers, the Responsible Contact receives one notification after all have responded).

10. Select a **Responsible Contact** from the drop-down list. This person is responsible for maintaining the record.
11. Select an option for **Notification Preference** from the drop-down list. The options are After Each Reviewers Responds and After All Reviewers Respond.

12. The **Approval Status** can be left blank. This field will auto-fill when the Approver responds.
13. Click **Insert** to insert rows for the **Approver(s)** as necessary. For each row, fill in the following details:
    a) Approver
    b) Approval Due Date

    Note: The Sent Date, Response Date, and Approval Status fields will auto-fill.

Media Section

Note: The Media section within Kahua applications links to the Media Manager app. For more information about the Media Manager application, please refer to the Media Manager Quick Reference Guide.

14. Add **Media** content as needed by clicking **ADD**.
15. Select the file, and click **Open**.

Comments Section

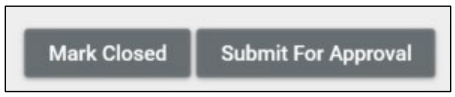
16. Enter clarifying details in the **New Comment** field.

References Section

17. To add a document that does not exist within the current project, click **Upload** and select the file. Multiple documents may be uploaded at one time.
18. To add a document that does exist within the project, click **Add Kahua Doc** and locate the file.
20. When complete, click the **Save / Close** button at the bottom of the window.

Action Buttons

21. If no further action is necessary, click **Mark Closed**. This will default the status field to Closed.
22. If the record requires review and approval, click **Submit for Approval**. This will assign a Task to the user(s) identified in the **Approvals (Optional)** section. This will default the workflow status field to Submitted for Approvals. If a change needs to be made after it has been submitted for approval, the record can **Recall**.



Approve or Reject a Safety Record

This action is typically completed by user in the **Approver** field with an active Kahua account.

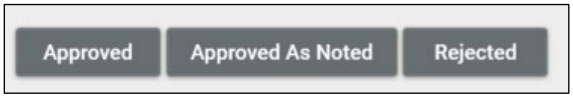
Note: The approver(s) identified in the **Approvals (Optional)** section, will receive a task notification and email to review and approve the submitted safety record.

1. Log into Kahua and navigate to the **Tasks** app.
2. Click on the assigned task to approve or reject the safety record.

Action Buttons

3. Select the appropriate action button after reviewing the Safety record. Afterwards, an email is sent to the **Responsible Contact** identified in the **Approvals (Optional)** section to make required edits or close out the safety record.

    a) Approved – It is optional for the approver to enter in a comment or note about the safety record. Any comments entered will be logged in the Comments section of the record. The Approval status will change to **Approved**, and the workflow status will change to **Approval Submission Complete**.
    b) Approved As Noted – The approver is required to enter in a comment or note about the safety record. Any comments entered will be logged in the Comments section of the record. The Approval status will change to **Approved as Noted** and the workflow status will change to **Approval Submission Complete**.
    c) Rejected – The approver is required to enter in a comment or note about the safety record. Any comments entered will be logged in the Comments section of the record. The Approval status will change to **Rejected** and the workflow status will change to **Approval Submission Complete**.



Close a Safety Record

This action is typically completed by user in the **Responsible Contact** field with the following roles: **GSA-Regional KPM**, **GSA-Regional Manager**, **GSA-PM/COR**, **EXT-CMa**, **EXT-CMa (Limited)**, or **EXT-PM**.

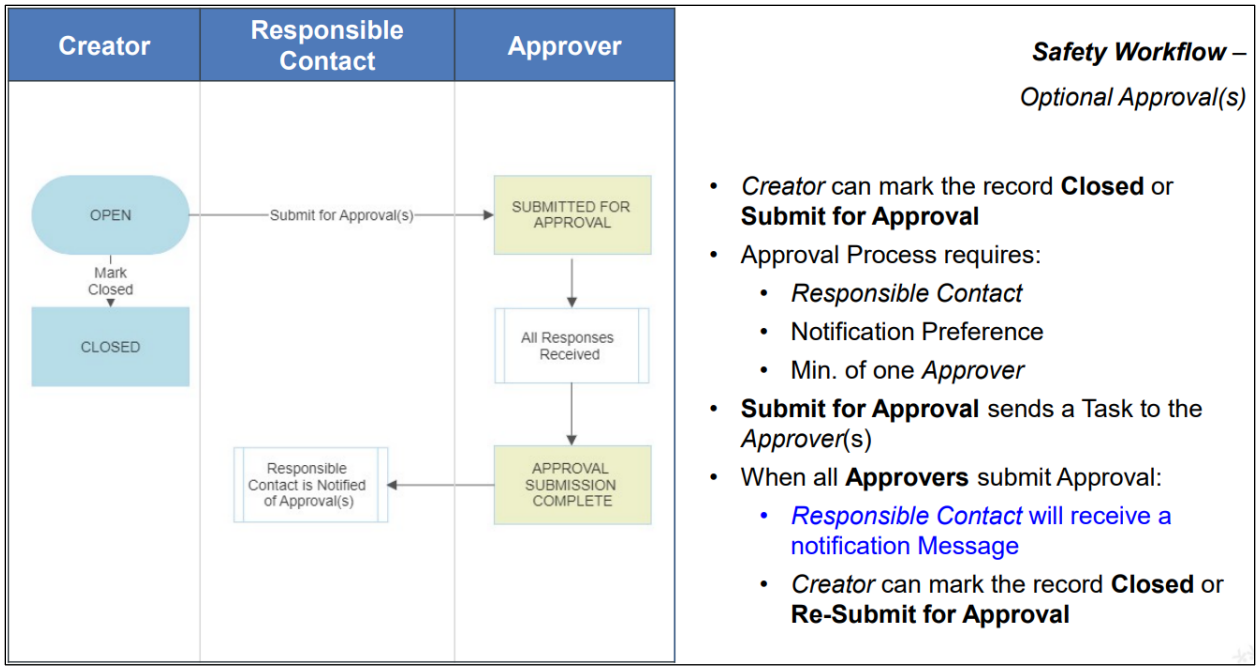
Note: The **Responsible Contact** identified in the **Approvals (Optional)** section will receive an email that a response has been submitted for the safety record. The **Responsible Contact** can either make required edits or close out the safety record based on the Approver's response.

1. Log into Kahua and navigate to the **Safety** app.
2. Open the appropriate safety record to review the Approver's response.

Action Buttons

3. Based on the Approver's response, if no further action is necessary, click **Mark Closed**. This will default the status field to **Closed**. If necessary, the record can be **Reopened**.
4. If required edits were made or additional reviewers were added, the safety can be sent to approvers again by clicking **Submit for Approval**. This will repeat the Approval process by sending a task notification and email to the user(s) identified in the **Approvals (Optional)** section.

Workflow



Resources

For additional help with Kahua applications, you can access the Calendar for Instructor-led training, Self-paced videos and Quick Reference Guides (QRGs) from this link: [Training: Project Management tool | GSA]

Related QRGs

[Media Manager]