

# Kahua Quick Reference Guide

## Safety

### About the Safety App

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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 person.

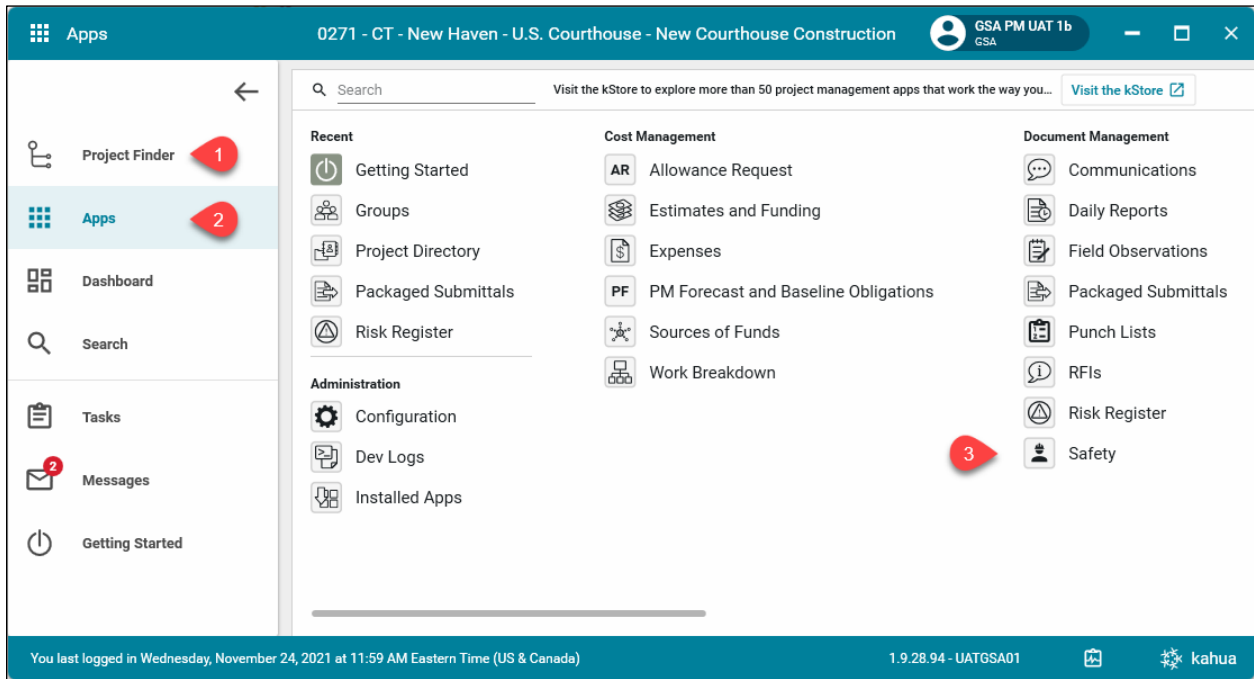
FLS Categories covered in the Safety app:

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

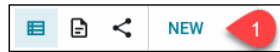
### Create a Safety Log

Typically created by the following roles: **GSA PM, GSA KPM**

1. As the Author (*the person recording the risk*) of the Safety Log, navigate to the appropriate project using Project Finder.
2. Click on the Apps Launcher
3. Access the Safety App from under the Document Management section.



4. Click **New** to create a new Safety Notice Log.



Details Section

5. Select the correct **FLS Category** to use. This selection dictates which fields will appear in the Safety App Log.



6. Confirm that the **Number** and **Date** are accurate and update them if needed.
7. Enter a value for **Subject**. This field is required, and the new Safety Notice record cannot be saved unless it is populated.
8. Select a value for **Status** from the Dropdown List.
9. Enter a **Workflow Status**, as needed.
10. Fill in as many values as needed to accurately record the supporting information related to the new Safety record.

Dates Section



11. Fill in any applicable **Dates**.

#### Approvals (Optional) Section

12. Select a value for **Responsible Contact** (*the person named by the Author as the person responsible for maintaining the Risk*) from the Dropdown list.
13. Select a value for **Notification Preference** from the Dropdown list. (*If there are multiple approvers, should the Responsible Contact be notified after each person responds or get one notification after they have all responded?*)
14. The **Approval Status** field is an automated field that changes based on which workflow button is used at the bottom of the form.
15. Insert as many rows for **Approvers** (*the person(s) identified as making the initial determination of the Safety Notice status*) as necessary. Each row will contain the following details:
  1. Approver
  2. Sent Date (this will appear when the record is Sent for Approval.)
  3. Approval Due Date
  4. Response Date (this will appear when the Approver responds.)
  5. Approval Status.

#### MEDIA Section

16. Add any **Media** content as needed by clicking the **ADD** button.
17. Browse to the file location.
18. **Select** the file.
19. Click **Open**.

#### COMMENTS Section

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

#### REFERENCES Section

21. To add a document which does not exist within the project, click the **Upload** button.  
Multiple documents may be uploaded at one time.
22. To add a document which exists within the project, click the **Add Kahua Doc** button.
22. Browse to the file location.
23. Select the file.
24. Click **Open**.

25. Enter any comments if needed. These will be displayed in the **Comments** field in the row for the document that was added.
26. Click **OK**.

#### Action Buttons

27. Click the **Save / Close** button at the bottom of the window.
28. If no further action is necessary, click the **Mark Closed** button.
29. If the **Safety Notice** record requires review and approval, click the **Submit for Approval** button. This will assign a Task to the contact(s) identified as the **Reviewer** in the **Approvals (Optional)** section.

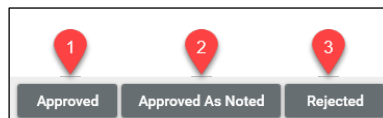
#### Approver's Task

The **Approver(s)** identified in the **Approvals (Optional)** section, will receive a Task requiring action on the **Safety Notice** record that was submitted.

30. Log in as the **Approver**.
31. Click on the **Tasks** app.
32. Click the open Safety item task that has been assigned for action.

#### Action Buttons

33. Select the appropriate action button after reviewing the Safety record task. This will send a notification to the **Responsible Contact** identified in the **Approvals. (Optional)** section. The options are:
  - Approved
  - Approved as noted
  - Rejected



After selecting the appropriate action button based on your review of the **Safety** record you will be given the opportunity to add a **Comment** related the action selected.

34. Enter optional Comment in the **Comment** field. (A Comment will be required if Approved as Noted is selected.)
35. Click **Continue**. This will close the **Task** assigned to the **Approver**.

## Closing the Safety Log Record

The **Responsible Contact** identified in the **Approvals (Optional)** section will receive a notification that a response has been submitted for the Safety record.

36. Log in as the **Responsible Contact**.
37. Click on the **Safety** app.
38. Open the record to **Edit** mode.

### Action Buttons

39. Select the appropriate action button based on your review of the Safety record.
  - If the event has been resolved or there is a mitigation plan, select the **Mark Closed** button.
  - If the event requires additional review, add Approvers and click the **Submit for Approval** button.

