Hazard Tracking Update Instructions

The Hazard Tracking system is managed by the University of Nebraska Medical Center Campus Safety Office. Emails regarding hazards are sent to those identified as the area manager or the person assigned to correct the hazard. Please contact Campus Safety Office via unmcsafety@unmc.edu or phone 402-559-9913 if this information is not correct.

To log on and access Management Resources Hazard Tracking System, you must be an UNMC employee, student, affiliate or TNMC employee. You must enter the action taken, mark it as corrected and enter the date it was corrected on the 'Hazard Update' page, once final action has been taken and the item has been corrected.

Those that do not have access to the Hazard Tracking System and those that have difficulty using the system can send update information to be entered into the system to the Campus Safety Office via unmcsafety@unmc.edu.

Login Information

To login Management Resources by: https://net.unmc.edu/mgmt

Enter your network ID and password to log in to ‘Management Resources’

On the Management Resources pages click on the ‘HAZARD TRACKING – UPDATES’ tab found under the ‘CAMPUS RESOURCES’ tab.
**Update Hazard Record**

For the update hazard page, when you log in, you will see the incomplete hazard list:

![Hazard Tracking - Hazard Update](image)

After you click the hazard record, you can see its detail information. Enter update or final action. Click on ‘No’ for updates and ‘Yes’ if the hazard has been corrected, then hit ‘Submit’.

![Correction Assigned To: Chullino, Jeffrey](image)

Hazard Description: Exposed wiring next to a sink.
Recommended Action: Call an electrician and do not use the sink until fixed.
Update From Zhou, Yaoq at 03/11/2014; test email

You can also change the corrected option and date fields to filter the hazard list the way want. See below:
After you select your option, click the Search button to get the list. You can click the ‘Reset’ button to reset all the options to the default value. Click any hazard record to see its detail information.

**Hazard Record Confirmation**

After a corrected hazard record is submitted, a Hazard Incident Action Completed email will be sent to the ‘Area Manager’, ‘Correction Assigned To’ and to unmc@unmc.edu.

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**Hazard Incident Action Completed**

piwen@unmc.edu

Sent: Mon 4/14/2014 9:44 AM

To: Safety Office, UNMC

Thank you for making our campus safer. The following item has been recorded in the Hazard Tracking System. This item may be inspected to verify that the corrective action has been taken and is effective. Please contact Campus Safety Office via unmc@unmc.edu or phone 402-559-9913 if you have any questions.

**HAZARD TRACKING ITEM**
Facility: Durham Research Center 2
Location: Room 5230
Hazard Issue: flammables outside cabinet
Hazard/Issue Corrected: Yes
Actions Taken: flammable put in cabinet
Deficiency Correction Date: 04/14/2014

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April 21, 2014