



# RMI Hazard Management Smart Sheet

## Accessing the Hazard Management Module

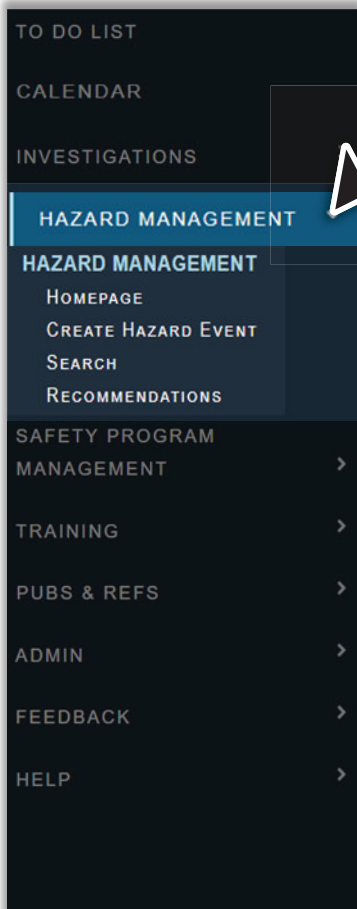
The purpose of this document is to show you how to navigate, create, provide status updates, and request closure of recommendations within the RMI Hazard Management module. For more information on the Hazard Management module, reference the Hazard Management and Abatement User Guide within RMI by navigating to **HELP→HELP FILES AND USER GUIDES→SPM HELP FILES**.

For information on creating an RMI account, please see the “RMI Account Creation & Management” smart sheet.

### Accessing the Hazard Management Module:

- STEP 1:** Go to the RMI URL at <https://afsas.safety.af.mil> for PRODUCTION or <https://sim.afsas.safety.af.mil> for SIMULATOR (Training Purposes Only).
- STEP 2:** Select your CAC certificate and enter your PIN.
- STEP 3:** Accept the AFSAS DoD Warning Statement.
- STEP 4:** Click **HAZARD MANAGEMENT** in the left-hand menu.

The Hazard Management left-hand menu below shows what an **Event: Investigator** or **Event: Supervisor Investigator** can access. Your left-hand menu options depend on the roles assigned to your RMI account and not all users will have access to the areas shown below.



4 Click **HAZARD MANAGEMENT**

Left-Hand Menu	Function
Homepage	Provides access to recommendations for your base, organization and your organization & below
Create Hazard Event	Allows you to create a hazard event if you have the Event: Investigator or the Event: Supervisor Investigator role
Search Recommendations	You can search for recommendations by ID # or by entering search parameters



# RMI Hazard Management Smart Sheet

## Hazard Management & Abatement Roles

RMI is a role-based application, therefore you need one of the following roles to access Hazard Management in RMI and can only perform functions associated with your assigned roles. Reference the tables below when requesting roles for your RMI account.

Your ability to access recommendations depends on your organizational hierarchy and the RMI roles you have assigned.

The following roles can manage recommendations at any stage of the workflow:

RMI Role	Capability
<b>Inspections: Safety Inspector</b>	You can create & manage safety inspections. You can view, update, request closure & close recommendations (hazard abatement corrective actions) if you are the Office of Primary Responsibility (OPR).
<b>Inspections: Supervisor Inspector</b>	You can access and edit any inspection identifying your organization & below as the inspecting organization. You can also view, update, request closure & close recommendations for your organization & below if you are the OPR.
<b>Event: Investigator</b>	You can enter data for events in which you are an assigned investigator. You can also view, update, request closure & close recommendations if you are the OPR.
<b>Event: Supervisor Investigator</b>	You can enter data for any report in which the convening authority is below your organization & in your chain of command. If you're the OPR, you can also view, update, request closure & close recommendations for your organization & below.
<b>OSHA: Event Investigator</b>	You can create & update OSHA events, request closure or deletion of OSHA events, & request to open OSHA events at your assigned base. You can enter & manage recommendations on OSHA events at your assigned base if you're the OPR.
<b>OSHA: Event Supervisor</b>	You can create & update OSHA events, coordinate on OSHA events, and request the opening, deletion, or closure of OSHA events at your organization & below. You can enter & manage OSHA event recommendations for your organization & below if you're the OPR.

The following roles allow limited access to manage recommendations if you don't have inspections or investigator roles:

RMI Role	Capability
<b>Recommendation: Approval</b>	You can approve closure of recommendations.
<b>Recommendation: Coordination</b>	You can comment on recommendations if your organization is the coordination authority.
<b>Recommendation: OCR Management</b>	You can access the "Update OCR" page of a recommendation and change the Office of Collateral/Coordinating Responsibility (OCR) within your chain of command.
<b>Recommendation: Supervisor (Safety Only)</b>	You can manage recommendations if your organization is assigned at or above the OPR hierarchy. <b>This role is assigned at the discretion of the Naval Safety Center.</b>
<b>Recommendation: Update (OPR/OCR)</b>	You can edit & update open recommendations as an OPR or OCR if your organization or office is assigned as the OPR or OCR.
<b>Recommendation: View Only</b>	You have view only access to recommendations in your organizational hierarchy.



# RMI Hazard Management Smart Sheet

## Updating Recommendations

Recommendations are the corrective actions required to mitigate hazards and deficiencies and are not suggestions; they are MANDATORY to complete. After an investigation, inspection or OSHA event closes, any associated recommendations become available in the Hazard Management module for the purposes of hazard abatement. The Hazard Management homepage provides access to recommendations for your base, organization, and your organization and below.

To review and/or update a recommendation:

**STEP 1:** Select HAZARD MANAGEMENT→HOMEPAGE in the left-hand menu.

**STEP 2:** Click the number in the applicable status column for the recommendation you wish to access.

The screenshot shows the RMI Hazard Management interface. On the left is a dark blue sidebar menu with options: TO DO LIST, CALENDAR, INVESTIGATIONS, HAZARD MANAGEMENT (selected), HAZARD MANAGEMENT HOMEPAGE (highlighted with a yellow box and arrow), SEARCH, RECOMMENDATIONS, TRAINING, PUBS & REFS, ADMIN, FEEDBACK, and HELP. The main content area is titled 'HAZARD MANAGEMENT' and shows a list of recommendations filtered by category (ALL, AVIATION, AFLOAT, GROUND, MOTOR VEHICLE). A callout box points to the 'HAZARD MANAGEMENT' menu item with the text '1 Click HOMEPAGE'. Another callout box points to the category tabs with the text 'Recommendations are filtered by category'. A third callout box points to the status columns with the text 'Recommendations filtered by status'. A fourth callout box points to a numerical hyperlink in the 'OPEN' column with the text '2 Click a numerical hyperlink to view those recommendations'. The table below shows the following data:

	OPEN (IN WORK AND REQUESTED CLOSURE)	IN WORK (ALL)	IN WORK (UPDATE OVERDUE)	IN WORK (CLOSURE PREVENTED)	REQUESTED CLOSURE
COMNAVBEACHGRU 2/ AS OPR ONLY	20	19	11	5	1
COMNAVBEACHGRU 2/ AS OCR ONLY	4	4		1	0
COMNAVBEACHGRU 2/ AS OPR OR OCR	24	23		6	1
COMNAVBEACHGRU 2/ AS AWAITING COORDINATING AUTHORITY					0
COMNAVBEACHGRU 2/ AS AWAITING APPROVAL AUTHORITY					0
COMNAVBEACHGRU 2/ RAC 1 2 & 3					
COMNAVBEACHGRU 2/ RAC 4 & 5					

**STEP 3:** Click the action icon to provide status updates.

**NOTE:** The action icon provides access to a limited recommendation left-hand menu.

This close-up shows a row in the recommendation table. The 'ACTION' column contains several icons, including a document icon with a checkmark, which is highlighted with a yellow box and arrow. A callout box points to this icon with the text '3 Click the icon to provide status updates'. Another callout box points to the 'COORDINATING AUTHORITIES' header with the text 'You can click recommendation headers to refine search results'. The table row shows the following data:

REC ID #	REC STATUS	BASELINE RHI/RAC	RHI	RAC	CEI	RHI	RESIDUAL RHI	REC OPR	LAST UPDATE BY OPR	NEXT UPDATE DUE (DAYS)	COORDINATING AUTHORITIES	APPROVAL AUTHORITY	REC DISCIPLINE
248897	In Work	rac: 2 cel: .32		2				NAVSTA NORVA		30		COMSC	Occupational Safety



# RMI Hazard Management Smart Sheet

## Updating Recommendations Continued

To review and/or update a Recommendation continued:

**STEP 4:** Scroll down the page and enter your status update or comments after completing STEP 3 above. Click any section on the recommendation left-hand menu to review and update those areas as applicable.

**STEP 5:** Update the Path Tier 1 (and any subsequent path tiers that appear) if needed.

**STEP 6:** Click the [Update Recommendation](#) to continue.

Recommendation #250231

RECOMMENDATION (OPR)

FILES

OCRs

REQUEST CLOSURE

POST TO HISTORY LOG

DATA VIEWER

These fields only appear if Engineering, Administration, or PPE is selected in Path Tier 1

RECOMMENDATION INFORMATION (OPR UPDATE)

**INFORMATION:** The OPR or Recommendation Supervisor is required to provide a Recommendation status update in the **Status Update or Comments** by the date specified. The previous status update was made on **01 SEP 2021**; the next update is due before **01 OCT 2021**.

Status Update or Comments: \* [Spell Check](#)

4 Enter the status update or comments

4000 characters remaining on your input limit. (Word Count: 0)

Estimated Completion Date: (optional) DD MON YYYY

Path Tier 1: \* **5 Update the Path Tier 1 selected as needed**

-- select path tier 1 --

Elimination

Substitution

Engineering

Administration

PPE

Path Tier 2: \* Safety Device

Path Tier 3: \* -- select Path Tier 3 --

6 Click [Update Recommendation](#)

Update Recommendation

HOME LOGOUT

Depending on your roles assigned and your organizational hierarchy, you may have the action icon available. This action icon provides access to an expanded recommendation left-hand menu and allows you to update the full recommendation information including the Risk Assessment Code (RAC).

The following images show how to update the recommendation if you have the action icon available. After completing **STEP 2** shown on page 3, search results display as seen in the example below.

**STEP 3:** Click the action icon to update the recommendation information.

ACTION	Rec ID	Rec Status	BASELINE RHI/RAC	RHI	RAC	CEI	RHI	RESIDUAL RHI	Rec OPR	LAST UPDATE BY OPR	NEXT UPDATE DUE (DAYS)	COORDINATING AUTHORITIES	APPROVAL AUTHORITY	Rec DISCIPLINE
	248897	In Work	rac: 2 cel: .32		2				NAVSTA NORVA		30		COMSC	Occupational Safety
									NAVSTA NORVA		30		COMSC	Occupational Safety
									NAVSTA GREAT LAKES		30		NAVSTA GREAT LAKES S	Occupational Safety

3 Click the icon to provide status updates

# RMI Hazard Management Smart Sheet

## Updating Recommendations Continued

To review and/or update a Recommendation continued:

**STEP 4:** Edit the recommendation information (including the RAC) as necessary. You can also click any section on the expanded recommendation left-hand menu to review and update those areas as applicable.

### UPDATE RECOMMENDATION

**RECOMMENDATION HEADER**

Recommendation ID: 250212  
Number: 1  
OPR: NAS PENSACOLA

Type: Hazard  
OCRs: None

Status: In Work  
Update Due By:  
RAC: 3 (714.29)

**4** Review and/or make updates as needed

This information auto populates from previous entries but can be changed by the OPR

---

**RECOMMENDATION INFORMATION**

Responsible Category: \* Ground

**RISK ASSESSMENT CODE (RAC) CALCULATION** COMPUTING RAC AND ABATEMENT

Severity: \* II - Permanent Partial Disability / \$600K in Damages

Probability: \* C - Possible to Occur in Time

RAC: 3 - Moderate

Severity Probability Multiplier: 7

Exposure: \* 10

Abatement Cost: \* \$50,000

Cost Effectiveness Index (CEI): 714.29

Your Severity & Probability selections calculate the RAC (1-5)

Only appears for RACs 1-3

Scroll down to view the full page

**STEP 5:** Update the Follow Up Frequency and Path Tier 1 (and any subsequent path tiers that appear) if needed.

**STEP 6:** Click Save Recommendation to finish updating recommendation information.

Follow Up Frequency: \* 30

Path Tier 1: \* Elimination

Path Tier 2: \* -- select Path Tier 2 --

Path Tier 3: \* -- select Path Tier 3 --

**5** Update the Path Tier 1 selected as needed

Selecting Admin, PPE, or Engineering, in Path Tier 1, causes these fields to appear

Spell Check Save Recommendation

**6** Click Save Recommendation



# RMI Hazard Management Smart Sheet

## Help Desk

The screenshot shows the RMI homepage with a dark sidebar on the left. A yellow callout box with a red pushpin points to the 'GETTING HELP' button in the sidebar, with the text: 'Click GETTING HELP from the left-hand menu or GET HELP at the bottom of any RMI page.' A white callout box with a blue border and the number '1' points to the 'GETTING HELP' button. A white callout box with a blue border and the number '2' points to the 'GET HELP' button at the bottom of the page. The main content area shows a 'QUICK START' section with buttons for 'Create Entry Request', 'Create Training Plan', 'Create File Collection', and 'Create Feedback'. A 'CURRENT VIEWED' section shows 'Recent Confined Spaces', 'Recent Entry Requests', 'Recent Training Classes', and 'Recent Feedbacks'. The top right shows the user 'E6; DJRS; User NAS PENSACOLA/SAFE'.

After clicking **GETTING HELP** or **GET HELP** the "Help Viewer" pop-up will appear.

Here you'll find the phone number for the Navy help desk.

Hyperlinks are also available for the Navy help desk, web page for Digital Workplace (DWP).

The screenshot shows the AFSAS Help Viewer page. The title is 'Help Viewer: Welcome to AFSAS / RMI-SIR / DHA SAS Help'. The main heading is 'Welcome to AFSAS / RMI-SIR / DHA SAS Getting Help'. The text provides instructions for getting help: 'For Naval RMI or DJRS help with Risk Management Information (RMI) - Dive Jump Reporting System (DJRS) or Streamlined Incident Reporting (SIR), contact the Navy help desk at nesd@nesd-mail.onmcc.mil or call 1-833-NESDNOW (637-3669). Select option 1: "Unclass", => option 1: "IT Business Systems" => option 5: "RMI" for RMI support. The Amelia Artificial Intelligence (AI) takes all support calls for RMI, but if you prefer to speak to a help desk agent, simply say "Agent" and you will be connected with an agent promptly. You may also visit the Digital Workplace (DWP) at https://nesd-dwp.onmcc.mil to search Knowledge Articles or submit a ticket request for Naval RMI support. When prompted, select "Sign in with CAC/PIV" to access the DWP.' A notice at the bottom states: 'Notice: NESD only accepts emails from .mil addresses. Contractor emails will not be received. Please use your official government email when contacting the NESD help desk for Naval support with...'. The footer indicates the page was created by GS/GG - 14; Jenkins, Leeroy J.; USAF/SEAC on 21 MAR 2011 1057(Z) and last updated by GS/GG - 12; Lasso, Ted; USN/CNO on 07 JUL 2023 1445(Z).

The Help Desk is available  
**24 HOURS A DAY/ 7 DAYS A WEEK/ 365 DAYS A YEAR**