

Commercial Team Safety Checklists

- Trip Preparation
- Hotel
- Rental Car
- Customer Visit

Trip Preparation

Did you confirm travel arrangements/reservations prior to departure?

Did you communicate your trip details to family/manager? (flight numbers, hotel address, etc.)

Did you review the weather forecast for your destination?

Did you research the area you were traveling to? Avoid high crime areas.

Did you pack extra essentials in the event of delayed travel home? (medicine, etc.)

Did you ensure your phone is fully charged prior to departure?

Did you leave with ample time to arrive to avoid rushing?

Hotel

Are all exterior doors secured during off-hours or monitored by 24/7 hotel staff?

Is the parking lot well-lit and secure?

Are there fire extinguishers and/or a hose system available and clearly labeled?

Did you physically walk the emergency exit path from your room and identify any hazards?

Is there a system to alert hotel guests of an emergency?

Did you check door and window locking mechanisms for proper function?

Is there a properly working peephole or mechanism to see who is outside your door?

Rental Car

Did you complete an evaluation of the vehicles for cosmetic damage?

Did you visually check the tires for air pressure and wear and/or damage?

Did you start the engine and listen for awkward sounds and check for maintenance lights?

Did you check for proper function and fit of the seatbelt?

Did you spray the wind shield with windshield washer fluid and check that the wipers work properly?

Did you turn on the lights and check for proper operation of the lights and blinkers?

Is there a spare tire and tools for changing a tire available on the vehicle?

Did you familiarize yourself with the cockpit; AC/Heat, defrost, seat adjustments, mirrors, radio, etc.?

Is there enough fuel in the vehicle?

Do you have the vehicle incident reporting guidelines with you?

Customer Visit

Have you contacted the customer prior to the visit to understand the safety requirements, weather considerations, and parking availability?

Have you confirmed necessary PPE will be provided? If not provided, have you brought personal PPE?

Is there an accountability process to sign in/out at the customer's facility?

Did you receive information on safety considerations and how to respond to an emergency?

Were you always escorted by a customer contact?

Did you notice any health or safety concerns during your visit?

Signing into Intelex on the Computer

Link to Prod Site:

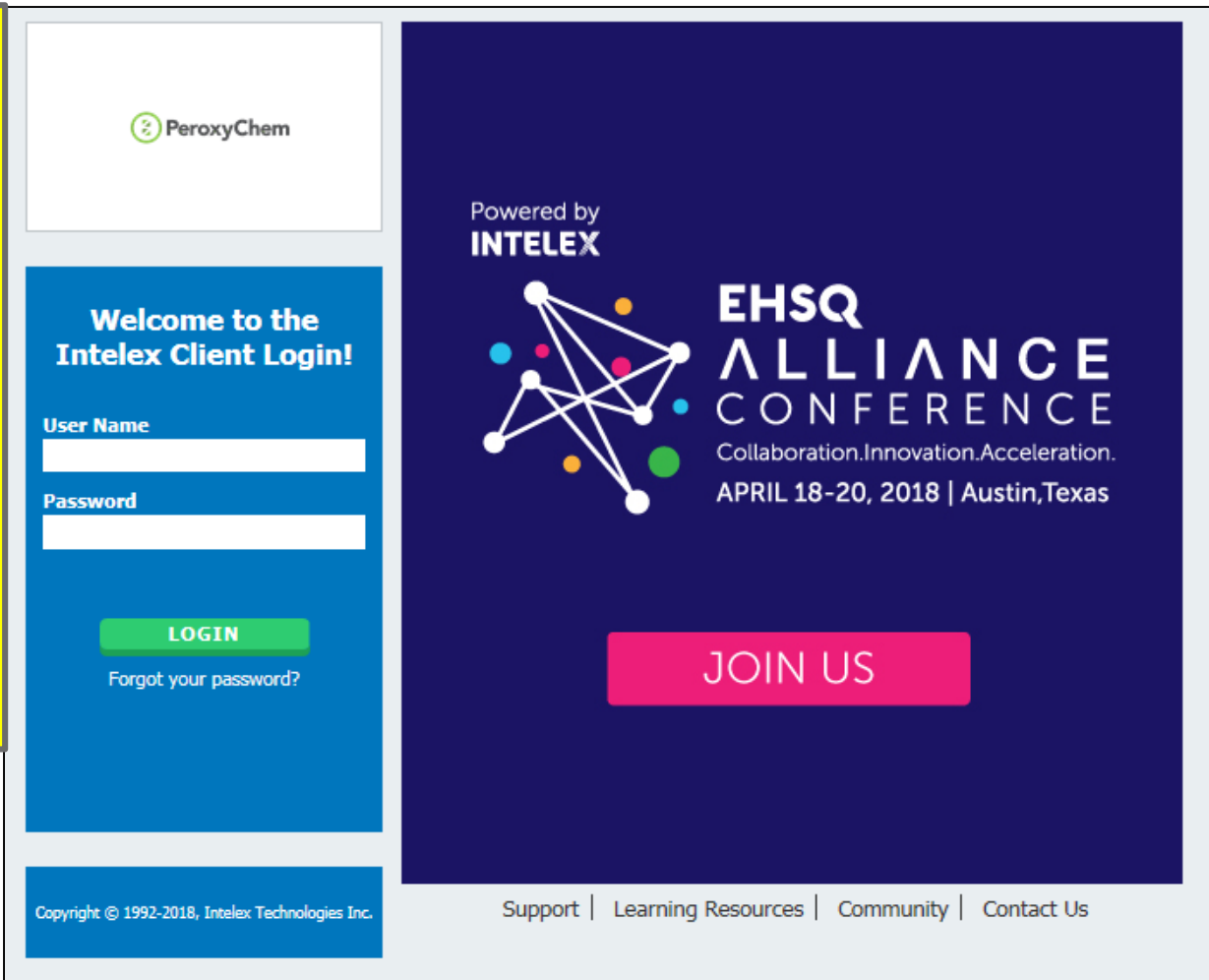
<https://clients.intelex.com/Login3/PeroxyChem>

- Sign into Intelex
- **Username:** Your PeroxyChem email
- **Password:** Welcome-1234

Upon first sign in, you will be asked to update your password.

New password must contain:

- 1 uppercase letter
- 1 lowercase letter
- 1 digit
- 1 special character
- At least 8 characters long



The screenshot displays the Intelex client login interface. At the top left, the PeroxyChem logo is visible. The main content area is a blue box titled "Welcome to the Intelex Client Login!". It contains two input fields: "User Name" and "Password". Below these fields is a green "LOGIN" button and a link for "Forgot your password?". At the bottom of the page, there is a copyright notice: "Copyright © 1992-2018, Intelex Technologies Inc.".

On the right side of the screenshot, there is a dark blue banner for the "EHSQ ALLIANCE CONFERENCE". The banner features the text "Powered by INTELEX" and a network diagram. The conference details are: "EHSQ ALLIANCE CONFERENCE", "Collaboration.Innovation.Acceleration.", and "APRIL 18-20, 2018 | Austin, Texas". A prominent pink "JOIN US" button is located at the bottom of the banner.

At the bottom of the banner, there is a navigation menu with the following links: "Support | Learning Resources | Community | Contact Us".

Signing in on the MOBILE App

Copy and paste the URL for the PeroxyChem Production site into the URL box

NOTE: Make sure you delete the first “https://” before pasting the URL



Link to paste in Mobile App:
<https://clients.intele.com/Login3/PeroxyChem>

- Sign into InteleX
- **Username:** Your PeroxyChem email
- **Password:** Welcome-1234

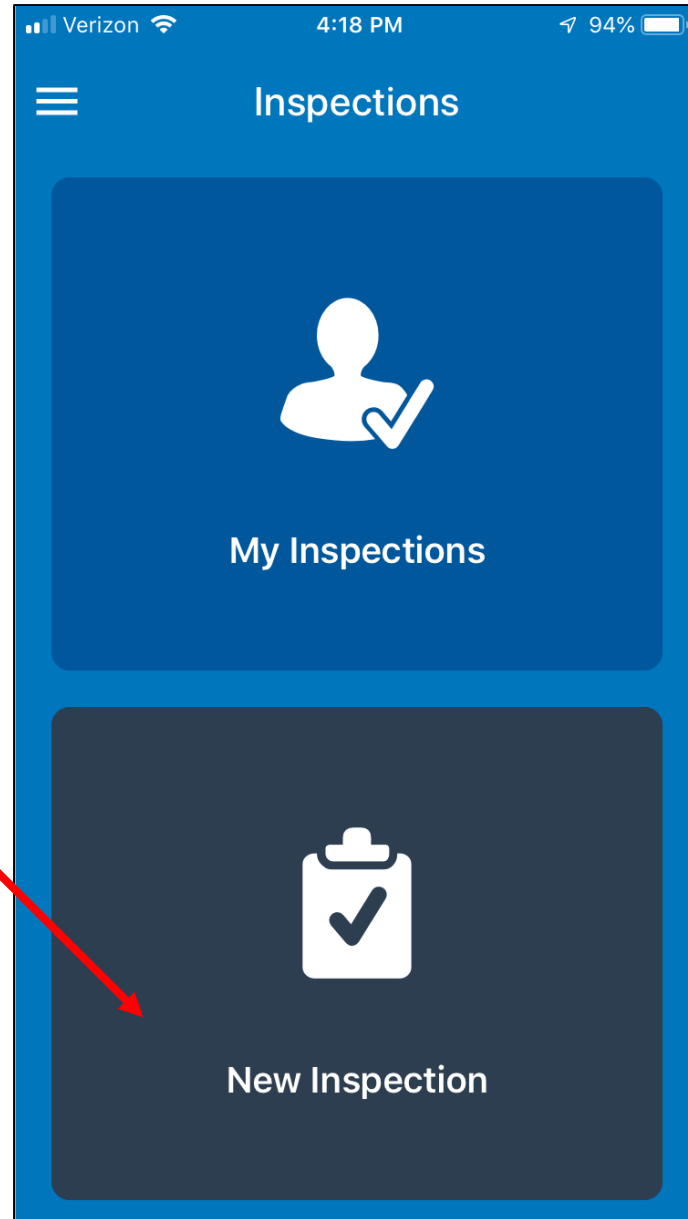
Upon first sign in, you will be asked to update your password.

New password must contain:

- 1 uppercase letter
- 1 lowercase letter
- 1 digit
- 1 special character
- At least 8 characters long

Once logged in on mobile, this is the first page you will see.

Step 1:
Select "New Inspection"





Your location will automatically be set to Peroxides Commercial but you will have to select a specific location to continue.



Step 2:
Tap under “Specific Location” and select “Remote”


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 Correct following error: Specific Location


Location* 
Peroxides Commercial

Specific Location* 
Tap here to select 
Specific Location is required.

Date and Time* 
Tap here to edit


Type of Observation/Audit* 
Tap here to select

Inspection Checklist*

 Continue

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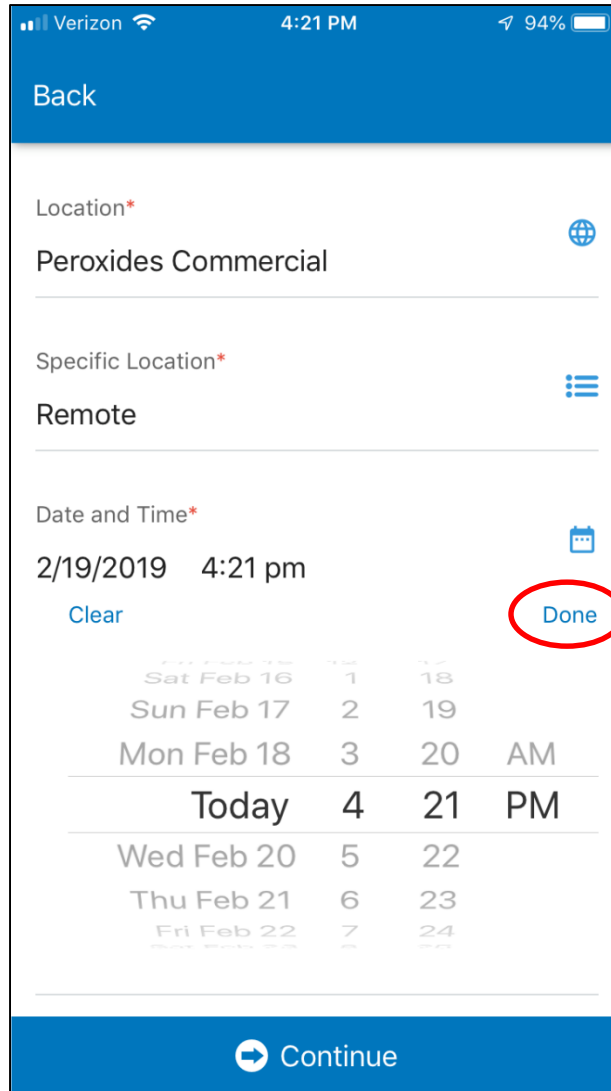
Done Clear

 Search

Remote


Step 3:

- Tap the Date and Time section and it will auto fill with the current date and time.
- Select “Done”




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Location* 

Peroxides Commercial

Specific Location* 


Remote

Date and Time* 

2/19/2019 4:21 pm

Clear Done

Sat Feb 16	1	18	
Sun Feb 17	2	19	
Mon Feb 18	3	20	AM
Today	4	21	PM
Wed Feb 20	5	22	
Thu Feb 21	6	23	
Fri Feb 22	7	24	

 Continue

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Location*
Peroxydes Commercial

Specific Location*
Remote

Date and Time*
2/21/2019 4:21 pm

Type of Observation/Audit*
Tap here to select

Inspection Checklist*

Activity
Tap here to select

Continue

Step 4:
Tap under "Type of Observation/Audit" and select "Commercial Team Checklists"

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- Done Clear
- Search
- Behavioral Based Safety
 - Commercial Team Checklists
 - Environmental Audits
 - Field Services Audits
 - Fire/Life Safety Audits
 - Philadelphia Checklists
 - Process Safety Audits
 - Quality Audits
 - Safety Audits

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Type of Observation/Audit*

Commercial Team Checklists

Inspection Checklist*

Customer Visit

Hotel Safety

Rental Car

Trip Preparation

Activity

Tap here to select

Number of People Observed

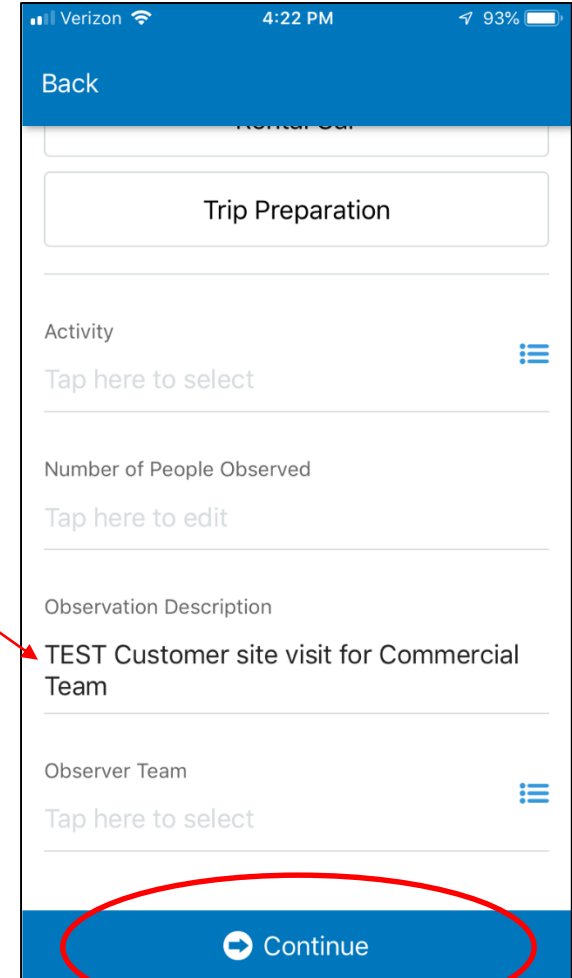
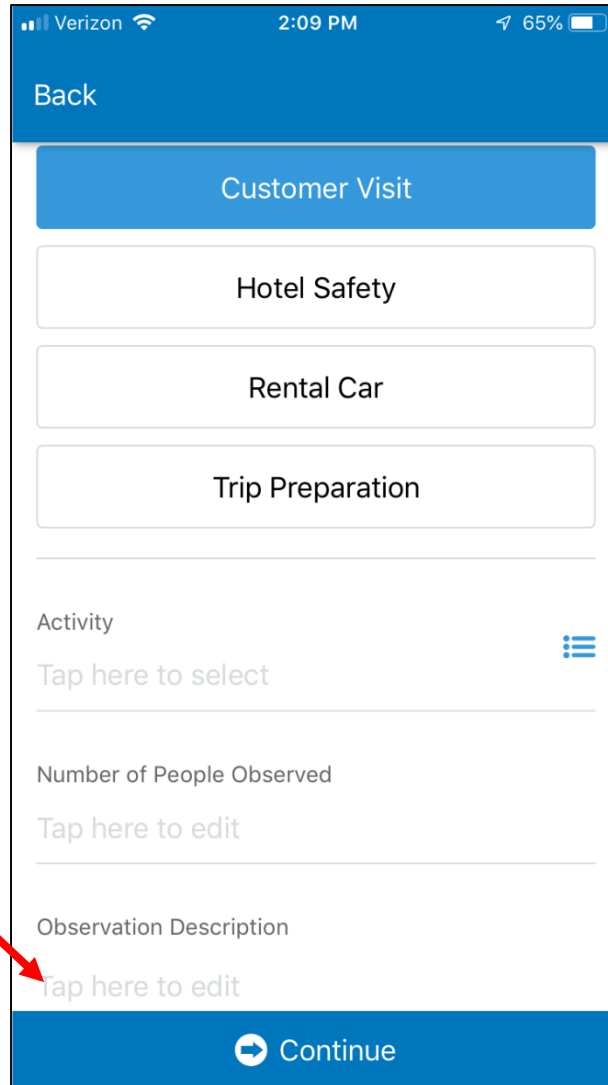
Continue

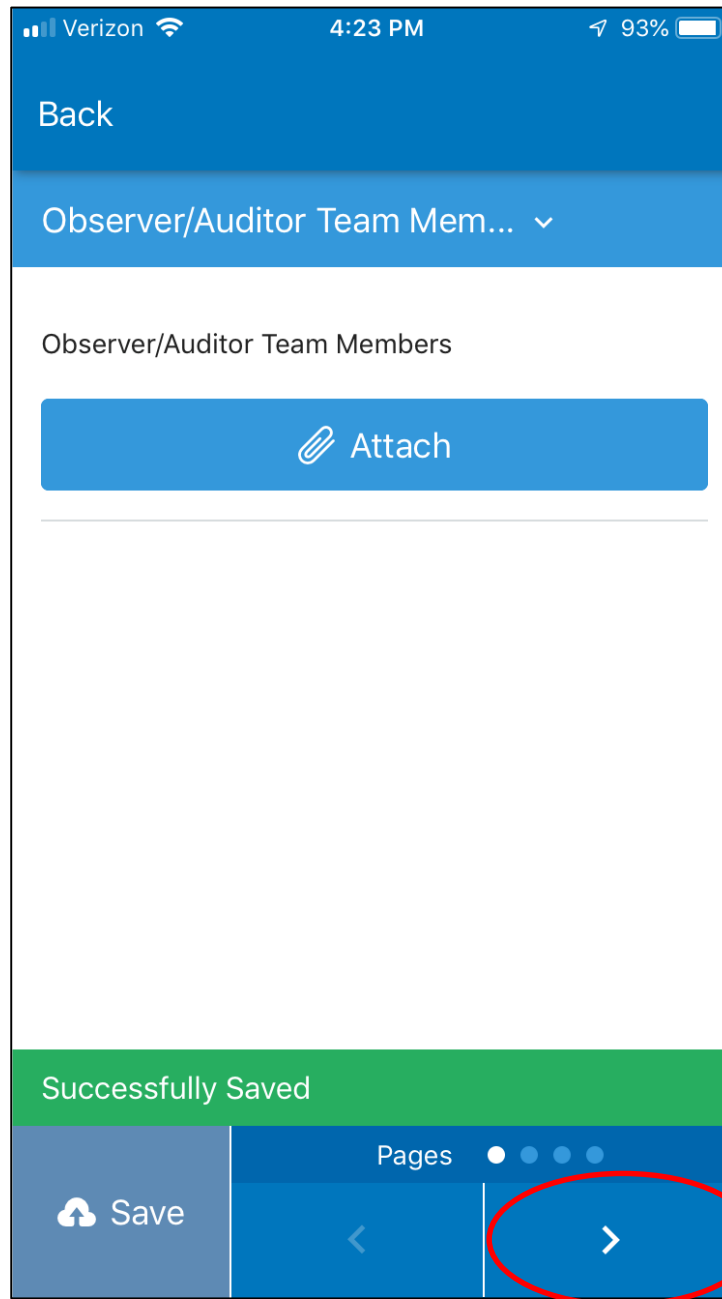
Step 5:
Select the checklist you
are planning to fill out



Step 6:

- “Activity” section can be skipped.
- “Number of People Observed” can be skipped.
- Enter a description of the audit being performed under “Observation Description”
- Select “Continue”



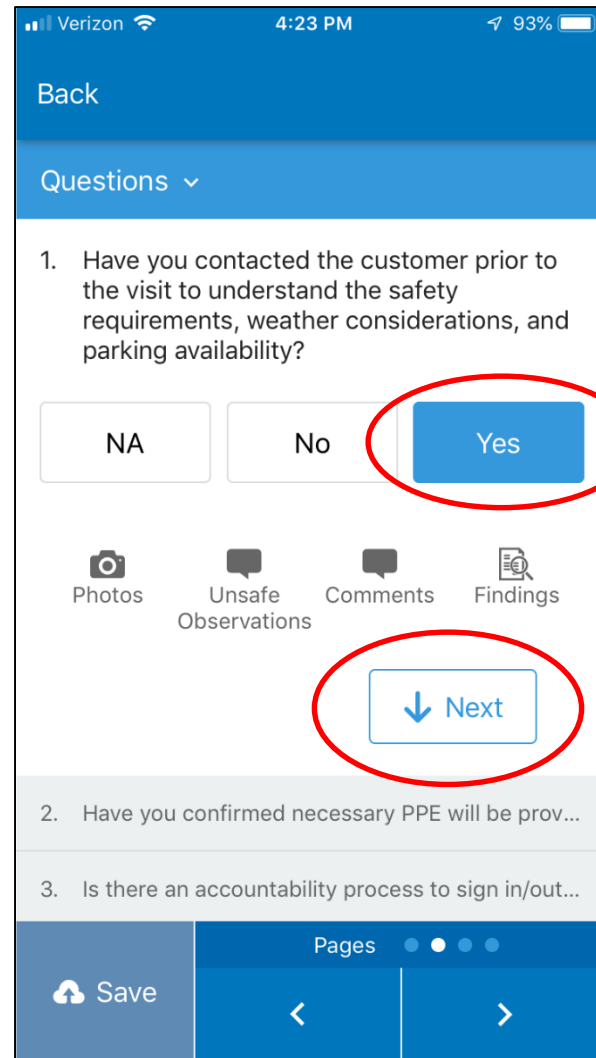


Step 7:

If there are other PeroxyChem employees involved in your audit, you can attach them here. Otherwise, this step can be skipped by selecting the right arrow at the bottom of the page.

Step 8:

- The checklist will appear on the next page.
- Select your answer
- Then select the “Next” button



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Questions ▾

1. Have you contacted the customer prior to the visit to understand the safety requirements, weather considerations, and parking availability?

NA No Yes

Photos Unsafe Observations Comments Findings

↓ Next

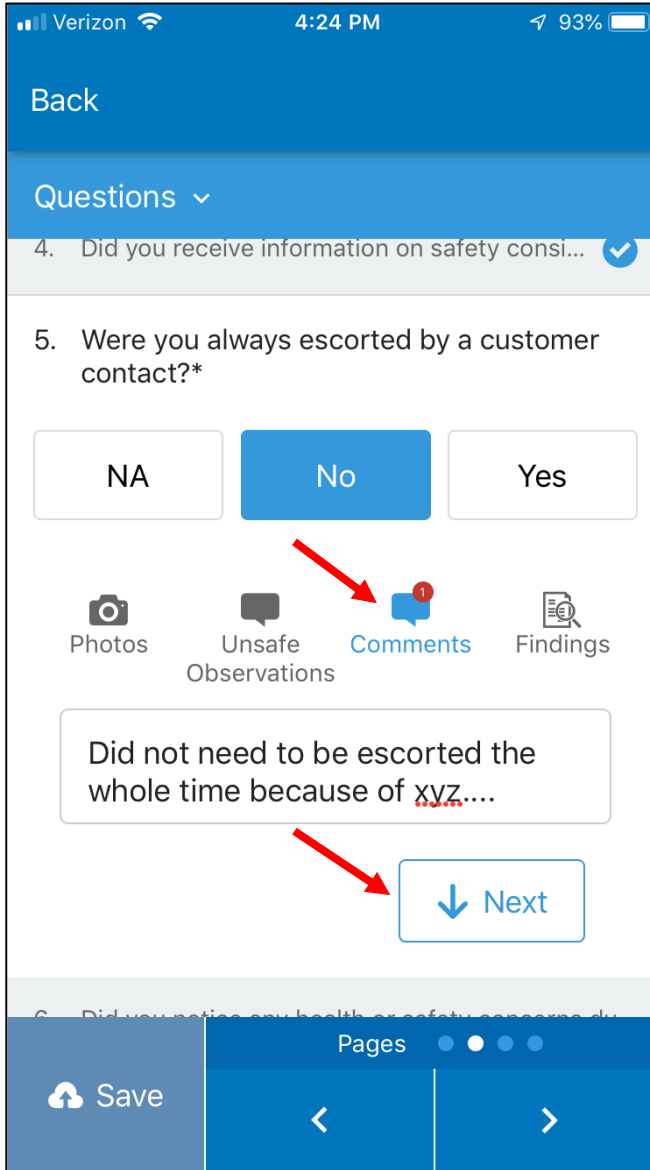
2. Have you confirmed necessary PPE will be prov...

3. Is there an accountability process to sign in/out...

Save Pages < >

Step 9:

- If a comment needs to be added, select the “Comment” button and enter description.
- Select “Next” button when done



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Questions ▾

4. Did you receive information on safety consi... ✓

5. Were you always escorted by a customer contact?*

NA No Yes

Photos Unsafe Observations Comments Findings

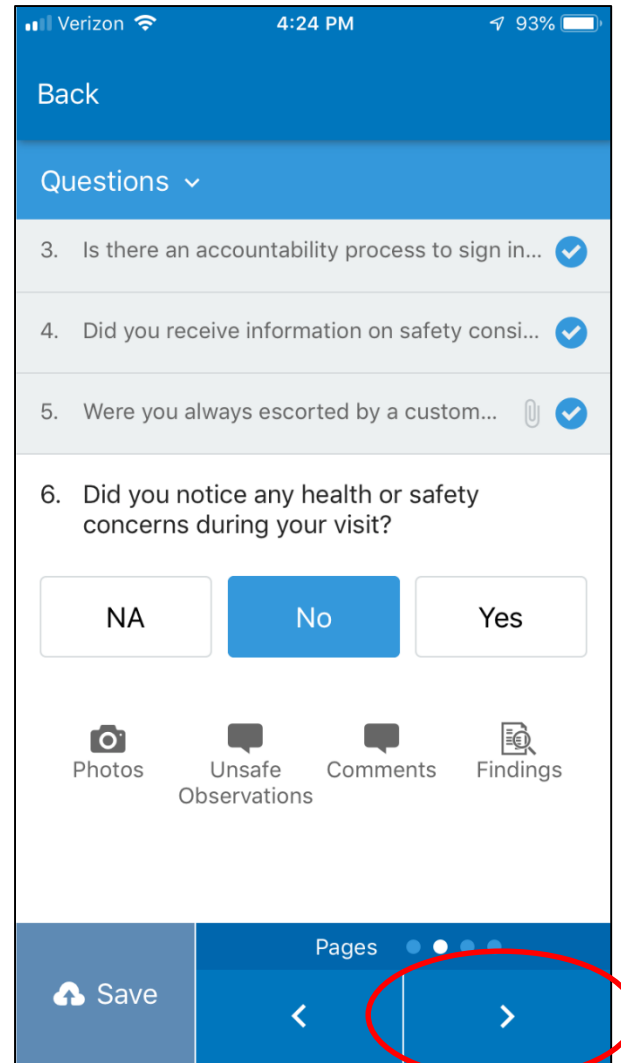
Did not need to be escorted the whole time because of xyz....

Next

Pages

Save

Step 10:
 Select the right arrow at the bottom of the page when all questions have been answered



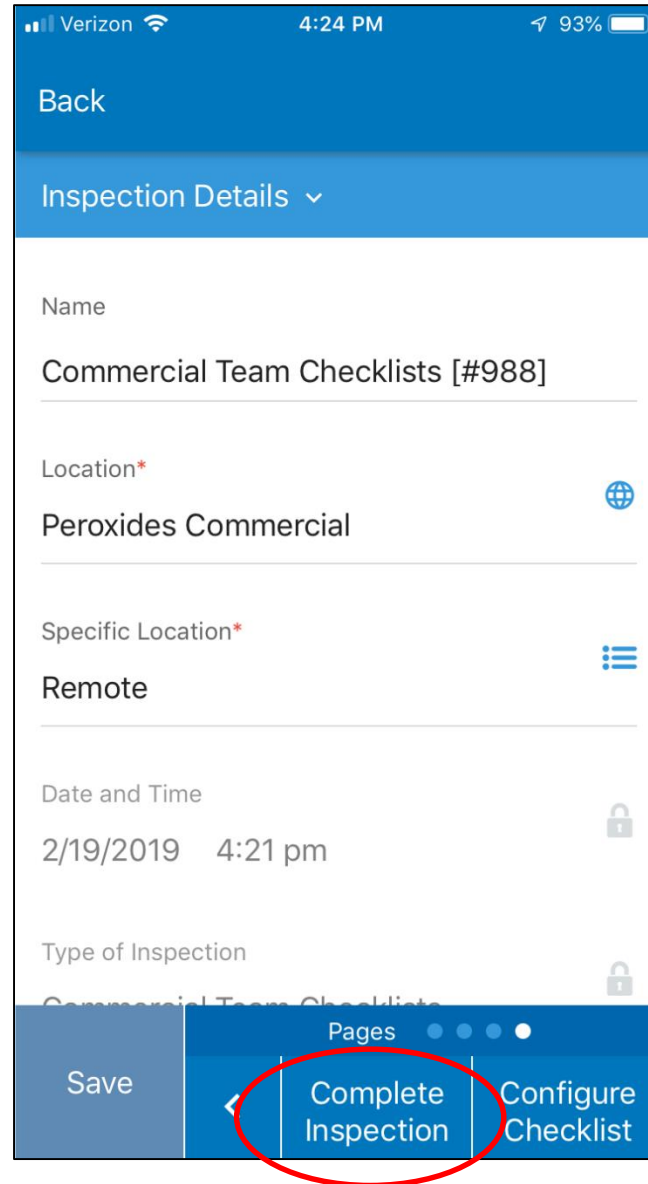
Step 11:

- The Findings Summary page can be skipped
- Select the right arrow at the bottom of the page to continue

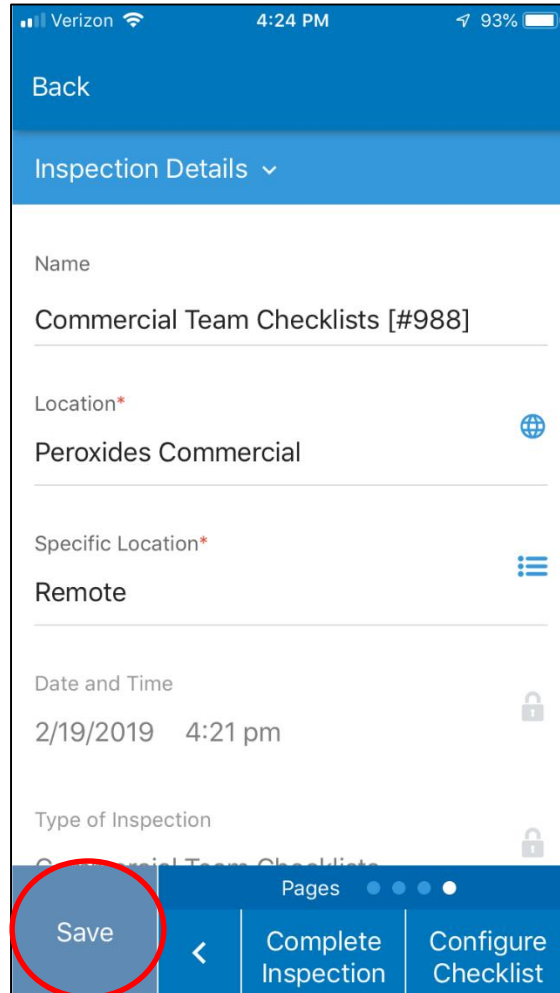


Step 12:

- If you are done with the checklist, select “Complete Inspection”



- If at anytime you need to save and come back to a checklist, select “Save” in the bottom left hand corner.
- When you log back into the app, select “My Inspections” and continue filling out the checklist





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Inspection Details ▾

Name
Commercial Team Checklists [#988]

Location* 
Peroxides Commercial

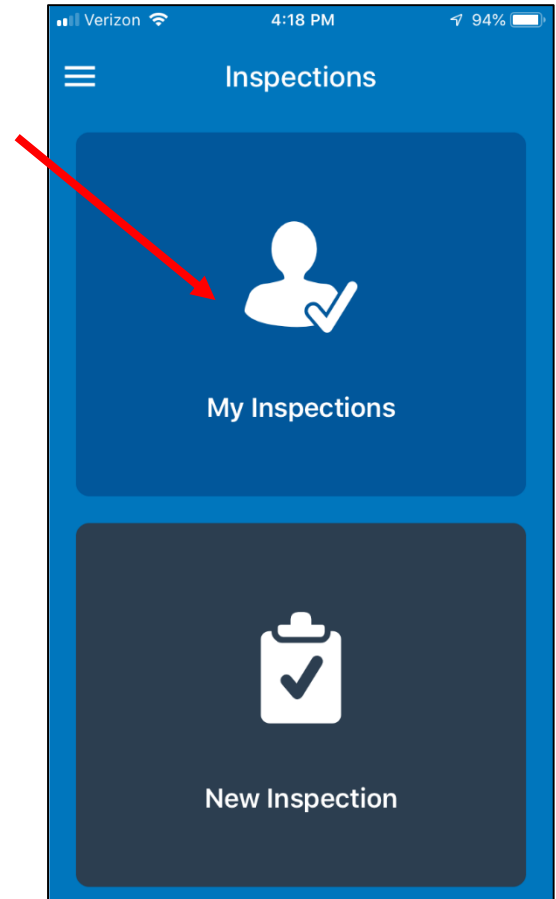
Specific Location* 
Remote

Date and Time 
2/19/2019 4:21 pm


Type of Inspection 
Commercial Team Checklists

Pages ● ● ● ● ●

Save < Complete Inspection Configure Checklist



Data Collection

Select a Dashboard: 



Customer Visit

