

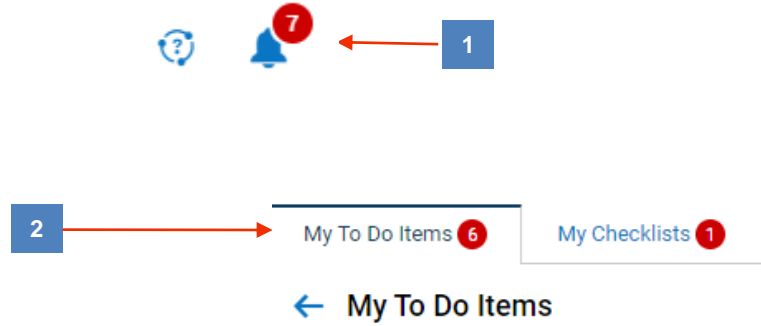
5 CHECKLISTS – HEALTH & SAFETY CHECKLIST APPROVAL

Objective

To learn how to review & approve a submitted New Employee Health & Safety Checklist.

Review & Approval Process – Health & Safety Checklist

1. Click the **Mailbox Bell** icon to open the mailbox (top right corner of screen)
2. Click the **My To Do Items** tab.
3. Click the **View Details** option to review the submitted New Employee Health & Safety Checklist.
4. Click **Approve** if details are accurate to submit form to HR.



TE Approve/Reject Custom Form
New Employee Health & Safety Checklist
Test Employee
Created Jul 7, 2021, 11:11 am

Approve/Reject Custom Form New Employee Health & Safety Checklist

TE Test Employee (4143)

[View Details](#) | [View Workflow](#)

Manager 1 [redacted] CAO Michael Duben Director [redacted]

Labor Levels Woodingford Lodge/WFLW/D/-/-/FOODSW/- Jobs (HR) [redacted]

Created Jul 7, 2021, 11:11 am

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[APPROVE](#)