

## Excel Reports for Risk Assessment

Parklane's new Excel reports are designed, formatted and print-ready. They may also be edited as the user sees fit. Below is a list of reports currently available in **Risk Assessment**. *Please read descriptions carefully.*

We recommend viewing the [video](#) provided on Parklane's Resource Page for information on the reports.

### **Special notes:**

- Each graph report contains many formats of information. Depending on your module setup, some formats may or may not present well for your organization.
- Instruction on the use of Microsoft Excel is *not* available through Parklane Support, however, many helpful tutorials can be found online.

Report Name	Report Code	Report Details
<b>Overdue/Open Controls</b>	<b>AHA</b> Risk Date Asst Type Inspector JHSC JHSC 2 Location Sub Location 1 Sub Location 2 Hazard type 1 Hazard type 2 Hazard description Hazard due date Risk level Control Recommendation Control due date Responsible Email Resolution Year End	Report pulls assessments based on date range of: <u>control due dates</u> up until current day. Will display only <b>open controls</b> that fall within that date range. <ul style="list-style-type: none"> <li>• Main Sheet: Graphs of # of overdue controls by control type, # of overdue controls by risk, # of overdue controls by hazard type-1, pie chart of overdue controls divided into person responsible.</li> <li>• Sheet 2: Table of overdue control counts by person responsible, date, hazard types 1&amp;2, and any responses recieved.</li> <li>• Sheet 3: Table of overdue control counts by assessment date including - location, hazards description and recommendation made and due dates.</li> </ul>
<b>Overdue/Open Hazards</b>	<b>AHB</b> Risk Date Asst Type Inspector JHSC JHSC 2 Location Sub Location 1 Sub Location 2 Hazard type 1 Hazard type 2 Hazard description	Report pulls assessments based on date range of: <u>hazard due dates</u> up until current day. Will display only <b>open hazards</b> that fall within that date range. <ul style="list-style-type: none"> <li>• Main Sheet: Graphs of # of overdue hazards by hazard type, # of overdue hazards by risk, # of overdue hazards by year and month, # of overdue hazards by hazard type-2.</li> <li>• Sheet 2: Table of overdue hazard counts by Date of assessment including – location2, hazard type 1&amp;2, hazards description, risk level and # of assigned controls.</li> </ul>

	<p>Hazard due date Risk level Control Count Year End</p>	<ul style="list-style-type: none"> <li>Sheet 3: Table of overdue hazard counts and assigned control counts sorted by original assessment date and hazard type.</li> </ul>
<b>Location Status</b>	<p>AHC Risk Date Asst Type Inspector JHSC JHSC 2 Location Sub Location 1 Sub Location 2 Hazard type 1 Hazard type 2 Hazard description Hazard due date Risk level Control Recommendation Control due date Control Status Responsible Email Resolution</p>	<p>Report pulls assessments based on date range of: <u>original assessment dates</u>. Includes all elements of assessment occurring in chosen location and within date range (i.e. open and closed).</p> <ul style="list-style-type: none"> <li>Main Sheet: Graphs of open vs closed controls for that location. Graph of number of assessments for that location by assessment type. Graph of hazard types identified in that location.</li> <li>Sheet 2: Summary of assessment type numbers by location.</li> <li>Sheet 3: Table of controls for that location – includes sub loc #2, hazards description, recommendation, control due date and counts of # of controls that are open or closed. Dates will appear red if overdue.</li> </ul>
<b>Hazard Statistics</b>	<p>AHD Risk Date Asst Type Location Sub Location 1 Sub Location 2 Hazard type 1 Hazard type 2 Risk level Hazard Due Date Hazard status Control Total Controls Open Controls Closed Year End</p>	<p>Report displays up to 3 years of hazard statistics. Date range is based on assessment date.</p> <ul style="list-style-type: none"> <li>Main Sheet: Graph comparing hazard type 1 numbers by year. Graph comparing hazard type 2 numbers by year.</li> <li>Sheet 2: Hazard status numbers by Location. Hazard status numbers by hazard type 1. Pie chart displaying percentage of open vs closed hazards for date range. Graph displaying open vs closed hazard by year.</li> <li>Sheet 3: Table of hazard type 1 counts by year of occurrence and location.</li> <li>Sheet 4: Table of hazard type 2 counts by year of occurrence and location.</li> <li>Sheet 5: Table of locations and hazard type 1&amp;2 with hazard status numbers – open vs closed</li> <li>Sheet 6: Table of location, sublocation1, hazard type 1&amp;2, number of hazards with corresponding control status numbers – open vs closed</li> </ul>
<b>Risk Report</b>	<p>AHE Risk Date Asst Type Location Sub Location 1 Sub Location 2 Hazard type 1 Hazard type 2 Risk level Hazard status</p>	<p>Date range is based on assessment date and includes risk and hazard statistics. <u>Excludes No Hazard Found</u>.</p> <ul style="list-style-type: none"> <li>Main sheet: Graph of uncontrolled hazards type1 for date range. Graph of uncontrolled hazards type 2 for date range. Graph of risk levels by location sorted by most risk.</li> <li>Sheet 2: Collapsible table of all three location tiers and corresponding risk level counts.</li> <li>Sheet 3: Collapsible table of all 3 location tiers, hazard type and status (open vs closed) numbers.</li> <li>Sheet 4: Collapsible table of all three location tiers, hazard type 2 and status (open vs closed) numbers.</li> </ul>

<b>Review/Follow-Up Report</b>	<b>AHF</b> Risk Date Asst Type Location Sub Location 1 Sub Location 2 Hazard type 1 Hazard type 2 Hazard description Hazard due date Risk level Control Recommendation Control Due date Resolution Responsible Email Review follow up comments Date of comment Asst no	<p>This graph report can be pulled by Assessment date, Hazard due date or control due date. Much like the review/follow up panel in the module, it displays open records only.</p> <ul style="list-style-type: none"> <li>• Main Sheet: Graph displaying overdue and coming due hazards and controls. Graph with number of responses received by risk level. Graph of assessments conducted vs responses received to date.</li> <li>• Sheet 2: Table of subloc2 with hazards descriptions, due dates, recommendations and any resolutions received.</li> <li>• Sheet 3: Table of subloc2 with hazard descriptions, control due dates, recommendations and any resolutions received.</li> <li>• Sheet 4: Summary of outstanding hazards and controls including due dates, person responsible and recommendation.</li> </ul>
<b>Assessment Report</b>	<b>AHG</b> Risk Assessment Number Date of Assessment Assessment Type Location Sub Location 1 Inspector JHSC 1 JHSC 2 Gov Inspector Hazard Number Sub Location 2 Hazard Description Risk Level Priority Status of Hazard Control Number Responsibility Recommendation Control Desc Control Due Date Resolution Date Resolved	<p>This report will provide assessment details in table form. Can be pulled by assessment #, date and location, date and inspector, or date and JHSC.</p> <ul style="list-style-type: none"> <li>• Main Sheet: Assessment report – <i>best for <u>single</u> assessment pulled</i> – displays date, assessment number, locations, #of controls, inspector, JHSC (if applicable), Gov Inspector (if applicable), assessment type. Table sorted by sublocation 2, person responsible, hazard description, priority, recommendation, due date.</li> <li>• Sheet 2: Assessment report – <i>best for <u>multiple</u> assessments pulled</i> – Report filter contains dates, assessment numbers, assessment types and location. Includes #of controls issued and range of assessment dates. Table report includes sublocation 1 and 2, person responsible, hazard description, priority, recommendation, due date.</li> <li>• Sheet 3: Status report — Report filter contains dates, assessment numbers, assessment types, locations and responsibility. Includes #of controls issued, # of resolutions received a percentage completed. Table report includes sublocation 2, hazard description, priority, hazard status, recommendation, due date, resolution and date resolved.</li> </ul>
<b>Safety Report</b>	<b>AHH</b> Incident Date Dept/Group Dept Description YEAR Incident Last Name, First Name Classification Injury Inc Type Description Cause Correction	<p>This report will display incidents occurring in a date range and indicate whether they have a risk assessment linked to them.</p> <ul style="list-style-type: none"> <li>• Main Sheet: Pie chart of completed controls vs not completed, bar chart of #of controls issued vs closed controls by those responsible. Summary table of all incidents in date range and whether they have linked risk assessments.</li> <li>• Sheet 2: Detailed report on all incidents with linked</li> </ul>

	<p>Corr Date Assigned Corr Target Date Completion Date Person Position Action Taken Comments Date Completed Has Risk Asst Asst No Risk Date Asst Type Location Sub Location 1 Sub Location 2 Hazard No Hazard Type 1 Hazard Type 2 Hazard Description Hazard Due Date Risk Level Control Number Control Recommendation Control Due date Resolution Resolution Date Closed Responsible Email Review Follow Up Comments Date of Comment</p>	<p>assessments – including name, date, inc type, assessment number, hazard type 2, person responsible, control number, recommendation, resolution, resolution date, closed/not closed.</p> <ul style="list-style-type: none"> <li>Sheet 3: Detailed report on all incidents with <b><u>no</u></b> linked risk assessments – including name, date, inc type, classification, and <u>from TCC panel in incident reporting</u>: Correction, date assigned, target date, completion date, person, action taken</li> </ul>
<b>Review - Status Report</b>	<p>AHJ Review No Review Name Location Sub Location 1 Sub Location 2 Responsible Review Schedule Last completed Next Review Date Status Overdue Compliant Control</p>	<p>This report will display every record assigned to the person responsible chosen, or location, or if all is chosen – all records.</p> <ul style="list-style-type: none"> <li>Main sheet: Pie graph of overall review status, pie of percentage overdue reviews by those responsible. Stacked bar graph of # of compliant vs. # of overdue reviews by those responsible.</li> <li>Second sheet: Table report of location, review name, those responsible, next review date and #compliant vs. #overdue.</li> <li>Third sheet: Table report of those responsible, location, review name, next review date and #compliant vs. #overdue.</li> <li>Fourth sheet: Table of location, review name, review#, those responsible, control, last completed, next review date, status: overdue vs compliant.</li> <li>Fifth sheet: Table of location, sublocation 2, review name, review#, those responsible, control, last completed, next review date, status: overdue vs compliant.</li> </ul>
<b>Review - Reviews Report</b>	<p>AHK Review No</p>	<p>This report will display details of every record reviewed that was assigned to the person responsible chosen, or location,</p>

	Review Name Last Reviewed Date Next Review Date Location Sub Location 1 Sub Location 2 Responsible Closed Response From Closed Date Response Text	or if all is chosen – all records. <ul style="list-style-type: none"> <li>Main sheet: Table of reviews grouped by responsibility. Includes Review name, next review date, closed date, response submitted by and comments submitted with the response and count.</li> <li>Second sheet: Table of reviews grouped by Location. Includes Review name, who is responsible, next review date, past submission dates, response comments and count.</li> </ul>
<b>Review – Review Record (on RA51 panel)</b>	<b>AHL</b> Review No Review Name Last Reviewed Next Review Date Location Sub Location 1 Sub Location 2 Responsible Control Response From Response Text Closed Date Received Date Closed	This report will display details a single review record. Report is located on the RA51 panel (an open record). <ul style="list-style-type: none"> <li>Main sheet: Table of review record details including name, next review, last reviewed, responsible, review #, control, locations, date response received, date closed, status, response from, response comments.</li> </ul>
<b>Assessment Status Report</b>	<b>AHM</b> Assessment Type Location Sublocation1 Sublocation2 Date of Assessment Date Last Assessed Never Assessed Assessed in Range Num of times assessed in range Assessment # Inspector Additional Inspectors JHSC JHSC Name 1 JHSC Name 2 Date Range Chosen	This report will display which locations have been assessed or have not been assessed within a date range. <ul style="list-style-type: none"> <li>Main sheet: Bar chart those areas not assessed in the range and those never assessed. Bar chart of areas that were assessed in the range.</li> <li>Sheet 2: Table of areas assessed in the date range by location, sublocation 1 and 2, date of assessment, assessment number and totals.</li> <li>Sheet 3: Table of areas <b>not</b> assessed in the date range by location, sublocation 1 and 2, date last assessed, whether they were never assessed and totals.</li> <li>Sheet 4: Table of all locations, whether they were assessed in range, date of assessment, assessment number, number of times assessed in range, date last assessed, whether they were never assessed and totals by location.</li> </ul>