Step 1 – Mapping your Area

The simplest way for areas to this is to use UniSpace. This website will allow you access to

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Note: on average, one technician can test between 200 and 300 items per day. The technician
access to each workstation for between 10 and 5 minutes. Computers must be shut down and turned off.

Step 3 – Raising an official work order

Once you have worked out the details with eSafe, you will have the information required to raise
Request requisition, so a Purchase order can be sent. Staff with access to eProcurement are able to raise
a requisition. Click on EPRO on the Finance & Procurement homepage. If you require assistance, please
contact Finance and Procurement Services on 8313 3414 or hp.support@adelaide.edu.au

Step 4 – Understanding the [E]SAFE Report

Contractors from eSafe should have been inducted to the University through Infrastructure and
University ID as evidence the induction has been completed.

At the end of testing and tagging your area, the technician will advise you of any items that fa
and have been tagged out. These items cannot be put back into service. The local area will ne
whether they repair the item or organise its disposal.

The eSafe summary report is set out below. Where the:

- x Client – is the local area booking the testing. This is a name identifier that eSafe will use to store
  your areas records
- x Job details – will be the building name that can include floor or level number
- x Location – will be the room or workstation number

The asset description is a free text description, so if there are particular description terms or i
want to track, you need to organise this with the technician before he commences. The report can be
supplied in Excel or PDF form.

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