

# Notification Triggers and Email Contents: Standard Job Safety Analysis

Updated: 12.5.2024

©2024 VelocityEHS

## Contents

<b>Overview.....</b>	<b>2</b>
<b>Immediate Notifications.....</b>	<b>2</b>
Analysis scheduled .....	2
Submitted for review.....	2
Review completed.....	3
Ready for closure .....	3
Closed .....	3
Revision needed.....	4
Reverted to Review .....	4
Reverted to Pending Closure .....	4
Team Lead reassigned .....	5
Review reassigned.....	5
Closure reassigned .....	5
<b>Reminder Notifications .....</b>	<b>6</b>
Scheduling reminder .....	6

## Overview

This document lists the available VelocityEHS notification triggers for **Standard Job Safety Analysis**, along with the email content generated for each trigger. Administrators can use this document during notification setup to understand what a given notification will consist of.

Words surrounded by angular brackets (< >) are tags. Tags will be replaced with record-specific content when each notification is generated.

## Immediate Notifications

### Analysis scheduled

*Sent when a risk Analysis is scheduled.*

**Subject:** <Category> scheduled at <Location>

The following <Category> review has been completed by <ResponsiblePrevious>. <Status The following <Category> has been scheduled:

<Analysis Number Link>: <Analysis Name Link>

Location: <Location>

Team Lead: <TeamLead>

Team: <Team>

Scheduled Start: <Scheduled Start Date>

Scheduled End: <Scheduled End Date>

### Submitted for review

*Sent when the in progress stage of an Analysis is completed and the Analysis is still open (Analysis advances from in progress to a status other than Closed).*

**Subject:** <Category> at <Location> ready for review

The following <Category> has been submitted for review by <ResponsiblePrevious>. <ResponsibleCurrent> is responsible for reviewing it.

<Analysis Number Link>: <Analysis Name Link>

Location: <Location>

Team Lead: <TeamLead>

## Review completed

*Sent when the review of an Analysis is completed and the Analysis is still open (Analysis advances from Review to a status other than Closed).*

**Subject:** <Category> review at <Location> has been completed

The following <Category> review has been completed by <ResponsiblePrevious>. <Status> is the next required step, which is the responsibility of <ResponsibleCurrent>.

[<Analysis Number Link>](#): [<Analysis Name Link>](#)

Location: <Location>

Team Lead: <TeamLead>

## Ready for closure

*Sent when Analysis Closure represents the next workflow stage. (This email may be appropriate if actions need to be closed before the Analysis can be closed).*

**Subject:** <Category> #<AnalysisNumber> is ready for closure

Final closure is required by <ResponsibleCurrent>.

[<Analysis Number Link>](#): [<Analysis Name Link>](#)

Location: <Location>

Team Lead: <TeamLead>

## Closed

*Sent when an Analysis has been closed.*

**Subject:** <Category> at <Location> has been closed

The following <Category> has been closed by <ResponsiblePrevious>.

[<Analysis Number Link>](#): [<Analysis Name Link>](#)

Location: <Location>

Team Lead: <TeamLead>

## Revision needed

*Sent when an Analysis is reverted to In Progress (Revision Needed is selected).*

**Subject:** Revision needed for <Category> #<AnalysisNumber> at <Location>

<Last Reverted By> requested revisions for the following reason: <Revert Reason>. This analysis needs to be resubmitted by <ResponsibleCurrent> after revisions are made.

<Analysis Number Link>: <Analysis Name Link>

Location: <Location>

Team Lead: <TeamLead>

## Reverted to Review

*Sent when an Analysis is reverted to review.*

**Subject:** <Category> #<AnalysisNumber> at <Location> has been reverted to review

<Last Reverted By> requested revisions for the following reason: <Revert Reason>. This analysis needs to be resubmitted by <ResponsibleCurrent> after revisions are made.

<Analysis Number Link>: <Analysis Name Link>

Location: <Location>

Team Lead: <TeamLead>

## Reverted to Pending Closure

*Sent when an Analysis is reverted to pending closure.*

**Subject:** <Category> #<AnalysisNumber> at <Location> has been reverted to pending closure

The following <Category> has been reverted back to the pending closure stage, which is the responsibility of <ResponsibleCurrent>.

<Analysis Number Link>: <Analysis Name Link>

Location: <Location>

Team Lead: <TeamLead>

## Team Lead reassigned

*Sent when Analysis Team Lead is reassigned. When recipient role assigned = Analysis Team Lead, the distribution will include both to the old responsible and the new responsible persons.*

**Subject:** Team Lead of <Category> at <Location> has been reassigned

The team lead of the following <Category> has been reassigned from <PreviousTeamLead> to <CurrentTeamLead>.

<Analysis Number Link>: <Analysis Name Link>

Location: <Location>

Team Lead: <TeamLead>

## Review reassigned

*Sent when responsibility for review is reassigned while status is review. When recipient role assigned = Responsible for Review, the distribution will include both to the old responsible and the new responsible persons.*

**Subject:** Review of <Category> at <Location> has been reassigned

Responsibility for review of the following <Category> has been reassigned from <ResponsiblePrevious> to <ResponsibleCurrent>.

<Analysis Number Link>: <Analysis Name Link>

Location: <Location>

Team Lead: <TeamLead>

## Closure reassigned

*Sent when responsibility for closure is reassigned while status is pending closure. When recipient role assigned = Responsible for Closure, the distribution will include both to the old responsible and the new responsible persons.*

**Subject:** Closure of <Category> at <Location> has been reassigned

Responsibility for closure of the following <Category> has been reassigned from <OldResponsible> to <NewResponsible>.

<Analysis Number Link>: <Analysis Name Link>

Location: <Location>

Team Lead: <TeamLead>

## Reminder Notifications

### Scheduling reminder

*Sent if <Category> has not been started X days before Scheduled start.*

**Subject:** <Category> reminder

The following <Category> is scheduled:

<Analysis Number Link>: <Analysis Name Link>

Location: <Location>

Team Lead: <TeamLead>

Scheduled Start: <Scheduled Start>