

FlinSafe Hazard Sign Off Steps (Sign Off team)

Ready For Sign-off No Yes Sign-off Team Buildings and Property - Hazard Sign Off

Hazard Sign Off

I am satisfied all actions have been assigned No Yes **1**

I am satisfied the risk is ALARP No Yes

Comments **2** Guard in place and staff informed about changes.

Signed Off By

Signed Off **3** Yes

Signed Off By Matt Lindner

Sign-off Date 23/08/2013

1. Answer each question as a Yes or No.
 2. Write any comments here (especially if Signed Off is a No).
 3. Choose Signed Off = Yes or No. Questions must be answered Yes to choose Yes for Signed Off.

If Yes, sign off details automatically entered. Click Save & Close on ribbon bar. The record is closed.
 If No, type some comments at (2) and when click Save & Close. The Moderators will be notified to follow up.

FlinSafe Incident Initial Investigation Steps (as a Supervisor / Manager)

Incident Management **INC0007129** Incident Management

2 - Initial Investigation **4** Save & Close

On ribbon bar at top of window

Initial Investigator First Name _____ Initial Investigator Last Name _____

Initial Investigator Contact Phone _____ Initial Investigator FAN _____

Assigned To Supervisor Matt Lindner

Investigation Completion Details

Completed No Yes **3** Completion Date _____

Issues Identified **1**

Found foot stool was not appropriate height to allow a person not to overstretch or balance on the foot stool.

Actions Taken Or Planned **2**

Have researched a better option to replace the current set of foot stools. Sent report to Head Librarian.
 Replace old foot stools.

1. List issues identified
 2. List actions already taken or planned to be taken to correct any issues
 3. Click 'Yes' for Completed.
 4. Click 'Save & Close'