Hazard Training Guide

Using the FlinSafe Portal v1.4

WHS

Version Control

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Issue	Date	Reason for amendment
1.0	18 Sep 2013	Document Created
1.1	23 Sep 2013	Updated terms and manual text
1.2	29 Sep 2013	Added new terms, risk matrix, accessing software externally, search feature, reorganised sequence of manual contents. Updated manual contents and references.
1.3	3 Nov 2013	System updates reflected in manual including branding and images
1.31	21 Feb 2014	Updated system web links to reflect final web sites
1.4	22 Aug 2014	Updated forms and text according to new form designs.

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Terms used in this guide

For the purpose of this guide and use of the forms, the below table outlines terms and abbreviations used throughout the FlinSafe Portal.

Attachments Any document or file such as a photo, Word document or scanned document. Title is a meaningful description of what the attachment is. Company / School / Is the School / Division area of the University or company the Reported By Person works for (i.e. a contractor). Corrective Actions Actions taken to correct the issues relating to a hazard. Actions may include cleaning up spills, moving boxes away from an area where people may trip over them or may be more complex involving a number of steps and / or actions. Faculty / Portfolio The main administrative unit that manages the area where the hazard is located (if known). There are 4 main Faculties and a number of Portfolios within the University. FAN Flinders Authentication Name is used to identify a person Further Location Extra details that provide a more specific description of the outryard. This may also be used where Site and Location are nothes, details can be entered here to more describe the location such as the North Western corner of the courtyard. This may also be used where Site and Location are noticed through a volkace inspections or general observations. Systematic – hazards that are noticed through workplace inspections or general observations. Systematic – hazards that are noticed through workplace inspections, the operation of a piece of equipment or the environment (or even a combination of the three). The hazard might be a chemica, loadogical, relation, hummo or other. Hazard The type of issue the hazard is related to in its ability to affect a person, the operation of a piece of equipment or the environment (or even a combination of the three). The hazard might be related to somet	Term / Abbreviation	Description
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	WHS Unit	
		and assistance to the University community on Work Health and Safety matters.

Hazard Overview

A hazard can be reported by anyone including staff, students, contractors, member of the public, etc. The FlinSafe Portal allows the reporting and investigating of hazards through a web form, which requires a login. This limits the number of people that can investigate a hazard to continuing and fixed-term staff only.

The web site can be accessed via https://flinsafeportal.flinders.edu.au/FlindersESSportal/.

If you do not have access to this web site, please use the Public Portal, which can be found at https://flinsafeportal.flinders.edu.au/FlindersECportal/.

Supported Web Browsers include Internet Explorer and Safari.

FlinSafe Portal

The following information provides an overview of steps required to process a hazard using the **FlinSafe Portal**:

Reporting a Hazard

- 1. Reporting a Hazard
 - a. Entering Location Details of where the hazard is located.
 - If the location relates to an area of the University (i.e. Education Building may be Faculty / Portfolio = Faculty of Education, Humanities and Law; School / Division = School of Education), then the Faculty / Portfolio and School / Division details may be entered.
 - b. Details of the hazard itself.
 - c. Details of any immediate actions taken to correct the issue (if any). If no actions were taken, please enter "None taken."
 - d. Details of corrective actions suggested / recommended to be taken.
 - e. Reported By details of the person reporting the hazard (please include contact details).
 - f. Details of the supervisor of the Reported By person.
 - g. Attaching any documents, including photos or a document with more details to help in further investigation of the hazard.
 - h. Submitting the hazard.
- 2. Investigating a Hazard
 - a. Review Hazard Details (including risk level).
 - b. Review suggested corrective actions.
 - c. Update Investigation notes.
- 3. Creating and Assigning Corrective Actions
 - a. Creating Corrective Actions.
 - b. Assigning Corrective Actions.
- 4. Action Updates and Completing Corrective Actions that have been assigned to you
 - a. Review Corrective Action.
 - b. Update Corrective Action with action updates.
 - c. Completing the Corrective Action by marking it as complete.
- 5. Reviewing and submitting the Hazard Investigation
 - a. Review Hazard to ensure corrective actions have been assigned.
 - b. Proposing a residual risk level once corrective actions have been completed.
 - c. Submitting hazard investigation once corrective actions have been completed.

Logging in Externally (i.e. from home)

The web site can be accessed via https://flinsafeportal.flinders.edu.au/FlindersESSportal/.

<u>Note:</u> To be able to access the web site externally from the Flinders University computer network, a VPN Client will likely be required. This can be obtained through Flinders University ITS Support.

When accessing the FlinSafe Portal from outside of the Flinders University network, the following window will be displayed:

Windows Security	× •
Connecting to	orbus.isd.ad.flinders.edu.au.
	isd\lind0083 Password Domain: isd Remember my credentials
	OK Cancel

In addition to the normal login details, the login should have the following:

Username (top box): isd\<FAN> Password: <FAN password>

For example:

Username: isd\lind0083

<u>Note:</u> It is suggested that you do <u>not</u> tick the remember my credentials, especially when using a publicly available computer, as this compromises the security of your login. It is also suggested that once you have finished your work in the FlinSafe Portal, that you log out via the menu and close any open browser windows.

Using Search in the FlinSafe Portal

There are a few areas where a 'Search' function is provided to allow finding a person easier and more accurate.

	Select Reported By					
First Name *		Last Name *				
Contact Phone		FAN				
21 - 21 - 22 - 25	Search	_				
Reported By *			~			

- First Name, Last Name, Contact Phone and FAN in the above figure are 'Search Criteria.'
- Type any of these details in and click **Search**.
- Click on Reported By to see the results (unless Reported By displays text indicating there are too
 many results, where you may need to refine your search criteria i.e. use First Name and Last name
 instead of First Name only).

Using the Risk Matrix to determine Risk Level

The WHS Management System at Flinders University uses the following risk matrix when determining the level of risk of hazards ¹.

Step A - Consider th	e consequences	Step B - Consider the likelihood			
For each hazard, consider the consequences if something happens. Consider what could reasonably have happened, as well as what actually happened (if there was an accident/incident). Look at the descriptions below and choose the most suitable consequence		How likely is it that something will happen as a result of the hazard? Look at the descriptions below and choose the most suitable Likelihood			
Consequence	Description	Likelihood Description			
Fatality	May cause death and/or severe irreversible disability, and/or permanent ill health	Very likely	Expected to occur in most circumstances		
Major	Severe injury or illness	Likely	Will probably occur in most circumstances		
Minor	Minor (usually reversible) injury or illness resulting in days off work	Possible	Might occur occasionally		
First Aid only	First aid level medical treatment	Unlikely Could happen at some time			
Negligible	No treatment required	Highly unlikely	May happen only in exceptional circumstances		

Step C – Calculate the Risk Level

- Take the Step A rating and select the correct line
 Take the Step B rating and select the correct column
 Circle the risk level where the two ratings cross in the matrix below

	Likelihood						
Consequence	Very likely	Likely	Possible	Unlikely	Highly unlikely		
Fatality	Extreme	High	High	High	Medium		
Major injury	High	High	High	Medium	Medium		
Minor injury	High	Medium	Medium	Medium	Medium		
First aid	Medium	Medium	Medium	Low	Low		
Negligible	Medium	Medium	Low	Low	Low		

Risk level =

As an example, if a hazard has been identified as having a consequence of 'Minor' and a likelihood of 'Possible,' then the risk level is Medium. This is determined by looking across the Minor Injury row and then then looking down the **Possible** column. Where they intersect gives the risk level of **Medium**.

¹ Reference: Work Health and Safety Risk Management Policy, Flinders University, 2013.

1. Report a Hazard

The FlinSafe Portal is available to staff with a current Continuing or Fixed-Term appointment. If you do not have access to the FlinSafe Portal please use the Public Portal form to report a hazard.

To report a Hazard via the FlinSafe Portal go to <u>https://flinsafeportal.flinders.edu.au/FlindersESSPortal</u> (see **Figure 01** below).

(Figure 01: Log in)

Flinders	Flin Saf
Welcome to the FlinSafe Portal Use this portal to: A Report Accident / Incidents and Near Misses Report Hazards Perform the Initial Investigation of Hazards and Incidents Record Corrective Actions What is a Accident / Incident? What is a Hazard2 Enter your FAN and FAN password	
Login : Password : Remember Me	
Login right Protected www.scrim.com.au	

- Enter your FAN
- Enter your FAN password (we recommend not ticking 'Remember Me')
- Click the Login link

From the top menu bar select Hazards > New Hazard (see **Figure 02** below)

(Figure 02: Menu)

er : Matt Lindner	🖉 Incident	Hazards	Corrective Actions	📝 Checklists	🎕 Risk Assessment	Log Out
		New Hazard				
Welcome to FlinSafe Po	ortal	My Investigations				
Please select a menu item to report a	hazard or incident, or	My Hazards	and create / upda	Select Hazards > New Hazard	•	

A form called **New Hazard** will open (see **Figure 03** on the next page). Please complete all sections on the form.

Helpful Hints:

Mandatory - All fields marked with a red asterisk (*) must be completed before the report can be submitted.

- Location Details If the hazard is not related to a Faculty or Portfolio leave the 'Faculty/Portfolio' and 'School/Division' fields blank. 'Further Location Details' should be used to help describe the site and location details in more detail.
- 2 Select Reported By This is usually the person entering the hazard, or you may search and select another contact name if you are reporting the hazard on behalf of another person.
- Assign Hazard Investigation This is usually the Topic Coordinator / Supervisor of the 'Reported By' person or a person who looks after hazards for a specific location. If you are the Supervisor you can assign the report to yourself to continue with the investigation process. Note the search will only display FlinSafe users. If the appropriate person cannot be found in the list, leave the 'Assigned To' field blank and the report will automatically be sent to the Moderator of the School/Division on submission. If no School/Division was selected, the report will be sent to the WHS Unit.

Attachments - Attach photos or additional documentation relating to the hazard to assist with the investigation.

Submit - A successful message will appear. This action will immediately send the hazard report to the nominated 'Assigned To' person for investigation or the School/Division Moderator, if left blank.

(Figure 03: New Hazard)

lser : Matt Lindner	🖉 Incident	A Hazards	Corrective Actions	Checklists	🍓 Risk Assessment	Log Ou
	New Ha	zard				
	Hazard Details		e).			
Hazard Reference Number	HZ000133		l.			
Hazard Description *	Hot water service is leaking	g water on the Ki	tchen floor in the staff c	ommon room.		*
Immediate Corrective	Placed "Wet Floor" signs a	round the area a	nd logged a job with Ma	intenance.		*
Action Taken						-
Suggested Corrective Actions	Request Hot Water Service	e is fixed or repla	ced.			< +
The Hazard Could Cause *	Personal Injury					•
	Hazard Notification					
Operational Activity		•	Class *	Incidental		
Hazard type *	Spill/Release/Flooding/Wa	ter Leak 🔻				
Hazard Identified on *	07/08/2014 10:00 AM	1	Reported Date *	07/08/201	4 03:20 PM	
0	Location Details			07/00/201	00.20114	
Faculty / Portfolio	Senior Vice-President (Str	ategic Financ 🔻	School / Division	Human Re	sources Division	
Site *	Bedford Park	•	Location *	Union		
Floor / Level	2	•	Room / Area	207		
Further Location Details			GPS Location			
2	Select Reported By					
First Name			Last Name	Lindner		
Contact Phone			FAN			
	Search				v the search for , please enter	
Reported By *	Matt Lindner			criteria in	one or more of	
Reported by	Assign Hazard Investigation	1			ring fields:	
First Name	ohs		Last Name	First Nan Last Nan		
Contact Phone	0115		FAN	Contact F FAN	hone	
	Sauch			1.2.2.2.2.3 1.1.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2		
Assigned To Topic	Search OHS Test 1			I nen clic	k the <u>Search</u> link	
Assigned To Topic Coordinator / Supervisor	UND TEST I					
	Risk Matrix);;======				
Likelihood *	3 - Possible 🔹	Consequence *	3 - Minor Injury	•		
	Attachments					
	File Name Hot Water Service.jpg					
4	Add Attachment					
6						
	Submit		Cano			

A message will appear confirming the report was submitted successfully (see Figure 04 below).

Note: If a message similar to Figure 04 does not appear and the hazard report is still visible, check to see if any of the mandatory fields (*) need to be filled in. There may be a message such as 'Required Field' by each (*) field that is blank

(Figure 04: Success message)

User : Matt Lindner	🔎 Incident	Hazards	Corrective Actions	Checklists	🎕 Risk Assessment	Log Out		
	Hazard (H	HZ000133)	Updated succes	sfully.				
		Click here to	see Your Hazards					
Copyright Protected www.scrim.e	com.au							

To view the saved hazard report, go to menu Hazard > My Hazards (refer to Figure 02 on page 7).

2. Investigate a Hazard & Create Corrective Actions

If a hazard report has been assigned to you, an email notification will be sent to your Flinders email account requesting your action, similar to the example in **Figure 05** below.

Click the link within the email to open the report.

(Figure 05: Email)

new hazard report HZ000133 has been submitted through FlinSafe. Please assess the hazard, complete the ri here corrective actions need to be created, assign these for action.	sk assessment and,
Click here to open the Hazard Record	
lote: This is an unmonitored email service. If you have any questions please contact the Moderator in your area	or the WHS Unit.
his e-mail and any attachments may be confidential. If you are not the intended recipient, please inform the sen elete all copies of this message.	ler by reply email and

Or, log into FlinSafe (https://flinsafeportal.flinders.edu.au/FlindersESSPortal/)

Select Hazards > My Investigations (see Figure 06 below).

(Figure 06: Menu)

		A Hazards	Correct	ive Actions	Checklists 🖉	🎕 Risk Assessment	Log Out
		New Hazard		Select H	azarde		
Welcome to FlinSafe Portal		My Investigations	-	My Inves			
Please select a menu item to report a hazard	d or incident, or	My Hazards	and create	e / update corr	ective actions.		

Click on the appropriate 'Reference Number' to open the report (see Figure 07 below).

(Figure 07: Select report)

User : Matt Lin	dner	۶	Incident	🛱 Haza	ards 🛛 🖉 Corrective Actions	Y Checklists	🎕 Risk Asses	ssment	Log Out
	ŝ	-			ard Investigations				
Reference Number	Investigation Complet-u	Click t	he link to d	open the re	Location	Likelihood	Consequence	Risk Level	Statu
RM0000136- CHK001-HZ001	No	No	Systematic	Bedford Park	Union	3 - Possible	4 - Major Injury	High	Active

The form will initially open in collapse mode displaying only the fields that require action. To view the full hazard details click this icon \boxtimes to expand the form (see **Figure 08** below).

The following steps are required:

- Assess the hazard
- Review the initial Risk Level (Risk Matrix refer to page 6 for how to determine risk level)
- Create a Corrective Action
- Propose the Residual Risk Level (refer to page 6 to determine risk level)
- Submit the Investigation (or Save the Investigation until the Corrective Action is complete)

Click the 'Add Corrective Action' link. Creating Corrective Actions are explained in **Section 2a** (pg 12). If the Hazard Investigation is not completed and needs to be saved for later, refer to **Section 4** (pg 17).

Note: Hazards where there are no corrective actions (i.e. find it is not a hazard), need to have details of why no corrective actions were created typed into the Reason No Corrective Actions Were Created box.

(Figure 08: Edit Hazard)

ser : OHS Test 1	🖉 Incident	A Hazards	Corrective Action	s 📓 Checklists	🖏 Risk Asse	ssment Log Ou
	Edit H	azard			ll hazard details expand button	
	Hazard Details					
	Assign Hazard Investigat	tion				
First Name	ohs		Last Name			
Contact Phone			FAN			
	Search					
Assigned To Topic Coordinator / Supervisor *	OHS Test 1					•
	Risk Matrix					
ikelihood *	3 - Possible	Consequence *	3 - Minor Injury		el Medium	n 👻
uggested Corrective Actions	Request Hot Water Serv	vice is fixed or repla	aced.			*
	Corrective Actions Reference ID	Action To Be Tak	Deserve iki	la Daviana Datavit	Due Dete	Actual End
	Reference ID	Action To be Tak	en Responsib	le Person Priorit	y Due Date	Actual End
	Add Corrective Action					
leason No Corrective Actions Vere Created		Selec	t 'Add Corrective	Action' link		^
						-
nvestigation Findings						^
	Residual Risk Matrix					
ikelihood		Consequence		 Risk Leve 	el	
	Attachments					
	File Name					
	File Name Hot Water Service.jpg	Cancel				Submit Investigatio

2a. New Corrective Actions (Submit as Not Complete)

A form called New Corrective Action will open in front of the hazard form (see Figure 09 below).

Helpful Hints:

Mandatory - All Fields marked with a red asterisk (*) must be completed before the report can be submitted.

- **Assigned To** The person assigned to complete the corrective action.
- Action to be taken Action required to fix the issue described in 'Corrective Action Description'.
- Control Type Select a value on the list based on the risk control hierarchy.
- Priority Select a value on the list based on the level of risk and how soon the corrective action needs to be completed.
- Submit If the corrective action is <u>not</u> complete, select Submit. This action will save the corrective action report allowing you to complete the report at a later date. On selecting Submit this form will close and return back to the hazard form. Completing a Corrective Action is covered in Section 3 (pg 13).

(Figure 09 : New Corrective Action)

er : OHS Test 1	🖉 Incident	Hazards	Corrective Actions	Checklists	Kisk Assessment	Log Out
	New Corrective Action Details	ective Ac	tion			
eference Number	HZ000141-A001		Regarding	HZ000141	_	*
	Select Responsible Person					
rst Name			Last Name	test		
ontact Phone			FAN	test		
	Search					
ssigned To *	OHS Test 1					•
anglied to						
	Location Details					
aculty / Portfolio	Senior Vice-President (Strate	gic Financ 🔻	School / Division		sources Division	*
te	Bedford Park	Ψ.	Location	Union		*
oor / Level	2	Ψ.	Room / Area	207		
urther Location Details			GPS Location			
escription *	Hot water service is leaking w	vater on the kit	chen floor in the staff con	nmon room.		*
orrective Action escription = ction to be taken =	Hot water service is leaking w			nmon room.		× + +
escription =	Replace leaking hot water ser				magement	*
escription * ction to be taken * ontrol Type *		vice due to be	ing over 10 years old.	Hazard Ma	magement	* * *
escription * ction to be taken * ontrol Type *	Replace leaking hot water ser	vice due to be	ing over 10 years old.		magement	_
escription * ction to be taken * ontrol Type * Ction Update *	Replace leaking hot water ser	vice due to be	ing over 10 years old.		nagement	_
escription * ction to be taken * ontrol Type * Ction Update *	Replace leaking hot water ser	vice due to be	ing over 10 years old.		nagement-	*
escription * ction to be taken * ction Type * ction Update * ompletion Comment *	Replace leaking hot water ser	vice due to be	ing over 10 years old.	Hazard Ma	nagement	*
escription * ction to be taken * ontrol Type * ction Update * ompletion Comment *	Replace leaking hot water ser 1. Elimination 2. High (24 hours)	vice due to be	ing over 10 years old. Category	Hazard Ma		*
escription * ction to be taken * ontrol Type * ction Update * ompletion Comment * riority * /as the Corrective Acti	Replace leaking hot water ser 1. Elimination 2. High (24 hours) Corrective Action Completion I	vice due to be	ing over 10 years old. Category	Hazard Ma		*
escription * ction to be taken * ontrol Type * ction Update * ompletion Comment * nority * /as the Corrective Acts ompleted Today?	Replace leaking hot water ser 1. Elimination 2. High (24 hours) Corrective Action Completion I @ Yes @ No	vice due to be	ing over 10 years old. Category Due Date Completion Date	[Hazard Ma 20/08/201-		*
escription * ction to be taken * ontrol Type * ction Update * ompletion Comment * iority * vas the Corrective Acts ompleted Today?	Replace leaking hot water ser 1. Elimination 2. High (24 hours) Corrective Action Completion I	vice due to be	ing over 10 years old. Category Due Date	Hazard Ma		*
escription * ction to be taken * ontrol Type * ction Update * ompletion Comment * iority * vas the Corrective Acts ompleted Today?	Replace leaking hot water ser 1. Elimination 2. High (24 hours) Corrective Action Completion I @ Yes @ No	vice due to be	ing over 10 years old. Category Due Date Completion Date	[Hazard Ma 20/08/201-		*
escription * ction to be taken * ontrol Type * ction Update * ompletion Comment * iority * vas the Corrective Acts ompleted Today?	Replace leaking hot water ser 1. Elimination 2. High (24 hours) Corrective Action Completion I @ Yes No	vice due to be	ing over 10 years old. Category Due Date Completion Date Action Status	Hazard Ma 20/08/201-		*
escription * ction to be taken * ontrol Type * ction Update * ompletion Comment * riority *	Replace leaking hot water ser 1. Elimination 2. High (24 hours) Corrective Action Completion I © Yes © No Tele Name New Hot Water Service Model.jpg	vice due to be	ing over 10 years old. Category Due Date Completion Date	Hazard Ma 20/08/201-		*
escription * ction to be taken * ontrol Type * ction Update * ompletion Comment * nority * /as the Corrective Acts ompleted Today?	Replace leaking hot water ser 1. Elimination 2. High (24 hours) Corrective Action Completion I @ Yes No Image: Attachments File Name	vice due to be	ing over 10 years old. Category Due Date Completion Date Action Status	Hazard Ma 20/08/201-		*

2b. New Corrective Actions (Submit & Mark Complete)

If you assigned yourself to the corrective action report, the 'Action Update' and 'Completion Comment' fields become active. Please be sure to enter a comment in these fields before completing the corrective action.

For the following items, please refer to Figure 10 below.

Action Update – Enter details of any actions (including dates) that were made towards completing the corrective action.

- Completion Comment Enter comments about the corrective action not included in 'Action Update'.
- Was the Corrective Action Completed Today? If the corrective action is complete on the day of submission tick 'Yes'. Or, if the corrective action was completed on a date prior to submission, tick 'No' and enter the 'Actual End' date it was complete.

Submit and Mark Complete – When the corrective action is complete, select 'Submit and Mark Complete'. This action will close the corrective action and return back to the hazard form.

(Figure 10 : Corrective Action)

	Location Details						
aculty / Portfolio	Senior Vice-President (Strategic Financ 💌	School / Division	Human Resources Division	*			
lite	Bedford Park 👻	Location	Union	Ŧ			
loor / Level	2	Room / Area	207	-			
Further Location Details		GPS Location					
Corrective Action	Hot water service is leaking water on the kite	hen floor in the staff co:	mmon room.	*			
Description *				*			
Action to be taken *	Replace leaking hot water service due to bein	ng over 10 years old.		~			
				-			
Control Type *	1. Elimination	Category	Hazard Management	v			
Action Update *	Organised BEIMs (Maintenance job) to replace the hot water service.						
	19/8 - Maintenance replaced the hot water s	ervice with a new unit.		-			
Completion Comment *	Hazard has been resolved and fixed in a time	ly manner. Need to info	orm staff of new unit.	*			
Priority *	2. High (24 hours) 👻	Due Date	20/08/2014 🗰 03:53 PM	(v)			
	Corrective Action Completion Details						
Vas the Corrective Action Completed Today?	O Yes INO	Completion Date					
Actual End	19/08/2014 11:30 AM	Action Status	Open	×			
	Attachments		prrective Action is				
	Attachments File Name	complete s	select Submit and				
	File Name New Hot Water Service Model.jpg	complete s					
	File Name	complete s	select Submit and				

3. Complete Corrective Actions

If a corrective action report was saved to complete at a later date, or the corrective action was re-assigned to another person, an email is sent to the 'Assigned To' person when the report is saved.

To open the corrective action report click the link provided in the email (see Figure 11 below).

(Figure 11: Email)

On 19/08/2014 3:42 PM, the following hazard was reported at Bedford Park, Union:	
Hazard Description: Hot water service is leaking water on the kitchen floor in the staff common room.	
Please complete the following Corrective Action by 20/08/2014 3:53 PM:	
Action to be taken: Replace leaking hot water service due to being over 10 years old.	
Please select the link below to complete the corrective action and enter the corrective action updates and complet	ion comments:
Click here to open the Corrective Action Report	
Note: This is an unmonitored email service. If you have any questions please contact the Moderator in your area	or the WHS Unit.
This e-mail and any attachments may be confidential. If you are not the intended recipient, please inform the send delete all copies of this message.	er by reply email and

Or, log into the FlinSafe portal and select menu Corrective Actions > My Open Corrective Actions (see **Figure 12** below).

(Figure 12: Menu)

		My Open Corrective	Actions	
Welcome to FlinSafe Port	tal	My Closed Correctiv		Select Corrective Actions > My Open Corrective Actions
Please select a menu item to report a haz		m an investigation and create / update	corrective actions.	

Click on the link of the appropriate Reference ID to open the report (see Figure 13 below).

(Figure 13: Select report)

User : OHS Test 1	🎤 Incident	🛱 Hazards	Corrective Actions	Checklists 🕈	🎕 Risk Assessment	Log Out
-	Click the link to ope	n Correction	ve Actions			
Reference ID	Regarding		Priority	Du	ue Date Ad	tual End
HZ000141-A002 HZ0	000141	2	2. High (24 hours)	23/08/2014		

For the following items, please refer to Figure 14 on the next page.

Action Update – Enter details of any actions (including dates) that were made towards completing the corrective action.

Completion Comment – Enter comments about the corrective action not included in 'Action Update'.

Was the Corrective Action Completed today? – If the corrective action is complete on the day of submission tick 'Yes'. Or, if the corrective action was completed on a date prior to submission, tick 'No' and enter the 'Actual End' date it was complete.

Submit & Mark Complete – When the corrective action is complete, select 'Submit and Mark Complete'

(Figure 14: Edit Corrective Action)

User : OHS Test 1	🖉 Incident 🖉 Haz	ards	Corrective Actions	Checklists	🍓 Risk Assessment	Log Out
	Edit Correctiv	e Actio	on			
Reference Number	HZ000141-A002		Regarding	HZ000141		-
	Select Responsible Person			1140002-14		
First Name			Last Name			
Contact Phone		_	FAN			
	Search					
Assigned To *	OHS Test 1					•
	Location Details					
Faculty / Portfolio	Senior Vice-President (Strategic Fin	anc 🔻	School / Division	Human Res	sources Division	×
Site	Bedford Park	*	Location	Union		*
Floor / Level	2	*	Room / Area	207		
Further Location Details			GPS Location			
	Hot water service is leaking water o	n the kitc	hen floor in the staff co	mmon room.		~
Corrective Action Description						-
Action to be taken	Replace leaking hot water service de	ue to bein	o over 10 vears old.			*
						-
Control Type	1. Elimination	Ŧ	Category	Hazard Ma	nagement	-
Action Update *	Organised BEIMs (Maintenance job)	to replac	e the hot water service			*
U	22/8 - Maintenance replaced the ho					*
Completion Comment *	Need to inform staff who use the an	ea.				*
Completion Comment *						*
Priority	2. High (24 hours)	*	Due Date	23/08/2014	10:36 AM	
	Corrective Action Completion Details					
Was the Corrective Action Completed Today?	O Yes 🖲 No		Completion Date			
Actual End 3	21/08/2014 10:30 AM		Action Status	Open	,	-
	Construction of the fourth operation of the					
	Attachments			Corrective Acti te select Subm		
	File Name		N	lark Complete		
	Add Attachment					
	Save		Cancel		Submit and Ma	ark Complete
					-	
Copyright Protected www.scrim	.com.au					

A message will appear confirming the report was submitted successfully (see Figure 15 below).

(Figure 15: Success)

User : OHS Test 1	🔎 Incident	🛱 Hazards	Corrective Actions	谢 Checklists	🍓 Risk Assessment	Log Out
Corrective Action	(HZ000141-	A003) Upd	ated and marked	l as Comple	ted successfull	у.
		Click here to see Yo	ur Open Corrective Actions			
Copyright Protected www.scrim.com.au						

To view the completed corrective action report go to menu Corrective Actions > My Closed Corrective Actions (see **Figure 12** on page 14 for an example of the menu).

4. Saving / Completing the Hazard Investigation

When all corrective actions have been completed, the hazard investigation can be closed by following Items 1, 2 and 4 below, which feature on **Figure 16**.

If the hazard investigation needs to be saved for later, refer to Item 1, 2 and 3 which feature on Figure 16 below.

Investigation Findings – Enter details of any issues identified and suggestion of further actions.



Residual Risk Matrix – Select the 'Likelihood' and 'Consequence' levels now that the corrective action(s) are in place.

3 Save – If the corrective action is not complete select save.

Submit Investigation – If the corrective action is complete the hazard investigation can be submitted.

(Figure 16: Submit Hazard)

ser : OHS Test 1	🔎 Incident	🛱 Hazards	Corrective Ac	tions 🕑 Checklists	s 🖏 Risk	Assessment	Log Out
	Edit H	azard					
	Hazard Details						[
	Assign Hazard Investigat	tion					
First Name	ohs		Last Name				
Contact Phone			FAN				
	Search						
Assigned Topic Coordinator / Supervsior *	OHS Test 1						•
	Risk Matrix						
Likelihood *	3 - Possible	Consequence *	3 - Minor Injur	y 👻 Risk Lev	rel 🛛	ledium	*
Suggested Corrective Actions	Request Hot Water Serv	ico is fixed or real:	rod				
	Request not water serv	ice is fixed of repla	iceu.				
	Corrective Actions						122
	Reference ID	Action To Be Tak	en	Responsible Person	Priority	Due Date E	ctual
	HZ000141-A001		water service due to		2. High (24 hours)	20/08/2014 1	
	Add Corrective Action						
Reason No Corrective Actions Were Created			re-open the Corr n record click or				*
		1640		rule mit			-
Investigation Findings	Hot water service was r	usted.					~
1							
-							-
	Residual Risk Matrix						
Likelihood	1 - Highly Unlikely	Consequence	1 - Negligible	▼ Risk Lev	rel 🔲		*
					-		
	Attachments			Submit the H			
	File Name Hot Water Service leak.jpg				mplete)	
	Add Attachment					~	
3	Save	Cancel				() Submit	Investigation

A message will appear confirming the report was submitted successfully (see Figure 17 below).

(Figure 17: Success)

User : OHS Test 1	incident 🥕	🎘 Hazards	Corrective Actions	🖹 Checklists	🍓 Risk Assessment	Log Out
Hazard (HZ000141) Updated successfully.						
		Click here to see Yo	our Hazard Investigations			
Copyright Protected www.scrim.co	om.au					

To view the completed hazard report go to menu Hazard > My Hazards

Note: If a message similar to Figure 17 does not appear and the hazard investigation report is still visible, check to see if any of the mandatory fields (*) need to be filled in. There may be a message such as 'Required Field' by each (*) field that is blank.