# Create a Hazard Action Plan (Supervisor)

As a Supervisor or assigned Responsible ECU staff member, reported hazards will be assigned to you to review and to create action plans to eliminate or reduce the hazard.

For further details on hazard reporting and resolution please refer to the *Hazard Resolution Procedure* available from the [Health and Safety website](#).

> **It is the Assigned Person/Supervisor's role to enter the Action Plan in Riskware. The Hazard will not close unless the Action Plan has been entered and all tasks on the action plan are completed.**
>
> **Reminder notifications will be sent to prompt completion of the Action Plan.**

### If you are assigned a Hazard:

1. You will receive an email notification advising that you have been assigned a hazard to manage. The email will provide details of the reported hazard, the person who reported the hazard and a link directly to the hazard within Riskware.

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Dear **Paige NEWTON,**

A new **Hazard** report ref # **14952** has been lodged by **Paige NEWTON.**

**Report date:** 16/12/2022

**Person affected:** Paige NEWTON

**Description:** There is a loose brick near one of the outside tables, roughly 10 meters from the external lift of level 1, building 34.

**Location:** Joondalup, Outside level 1, building 34.

The **Hazard** has been assigned to **Paige NEWTON** to investigate and take appropriate actions.

The responsibility for following up hazard reports and providing feedback to the hazard reporter on actions taken is the responsibility of the hazard report's Supervisor or ECU responsible person.
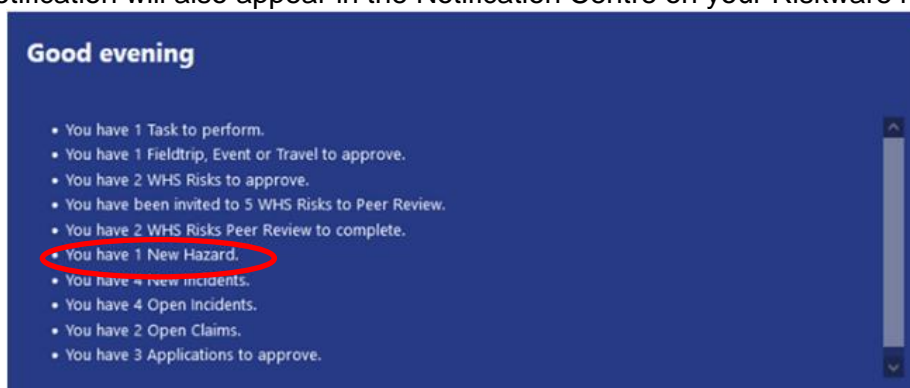
Please click here as soon as possible to review the hazard report and assign actions to address the hazard.

If the hazard report has been assigned to you in error, please contact the Safety and Employment Relations Team.

Regards,

**Safety and Employment Relations Team | Human Resources Services Centre | ECU |**
**Phone: + 61 8 6304 2302 | Email: whs@ecu.edu.au | Web: http:// work health and safety**

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2. A notification will also appear in the Notification Centre on your Riskware home page.

**Good evening**

- You have 1 Task to perform.
- You have 1 Fieldtrip, Event or Travel to approve.
- You have 2 WHS Risks to approve.
- You have been invited to 5 WHS Risks to Peer Review.
- You have 2 WHS Risks Peer Review to complete.
- You have 1 New Hazard.
- You have 4 New Incidents.
- You have 4 Open Incidents.
- You have 2 Open Claims.
- You have 3 Applications to approve.

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3. To view the hazard report and manage it by creating an Action Plan either:
   a. Click on the link in the email notification which will open the hazard report details in Riskware.
   b. Click on the link in the Notifications Centre on your Riskware home page which will open the 'Assigned Incidents/Hazards' tab of the Incident/Hazard Register.
   c. Navigate directly to the 'Assigned Incidents/Hazards' tab of the Incident/Hazard Register.

   To navigate to the 'Assigned Incidents/Hazards tab', from the Riskware home screen choose **Incident/Hazard Register** in the My Tools section.
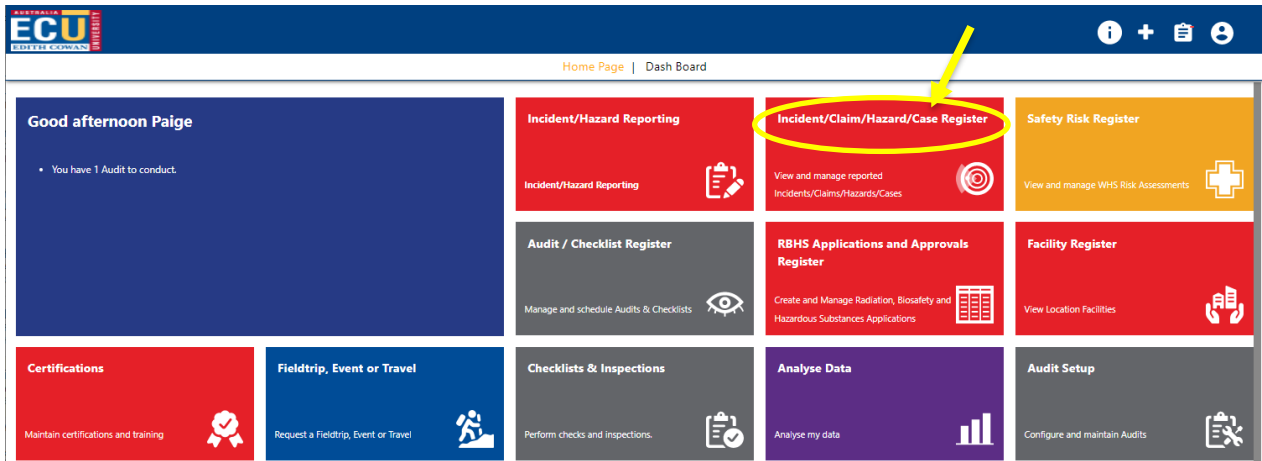


This will open the Incident/Hazard Register. Your view of the items within the register will depend on your level or security and your position in the organisational hierarchy.
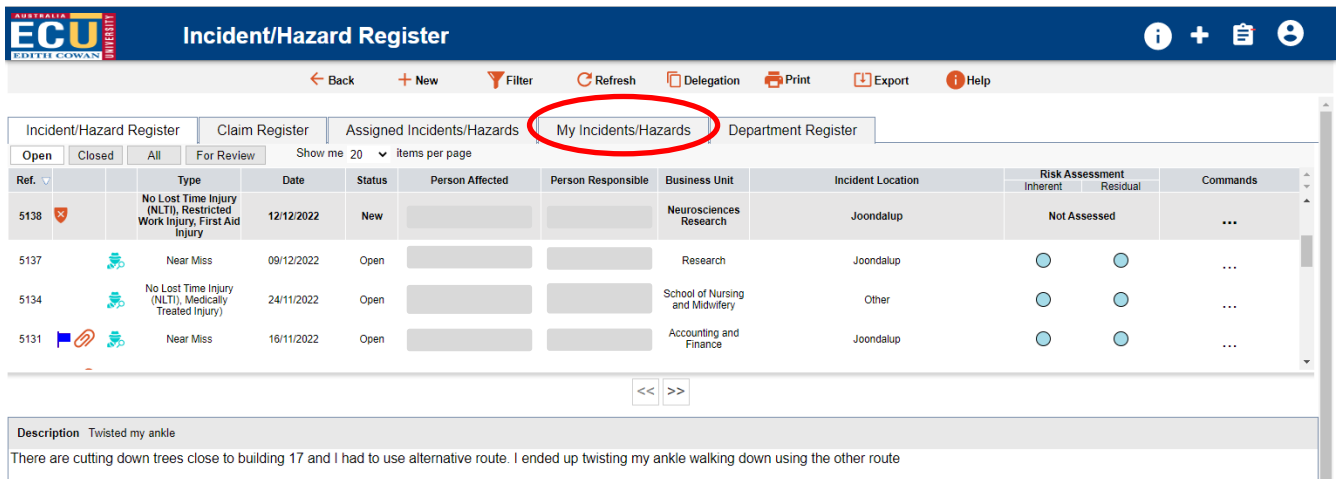
Select the "Assigned Incidents/Hazards" tab from the top of the screen. This will display a list view of all incidents and hazards that you are responsible to manage.

For each Hazard you have the option to:

- 'View Details' which will open up the information on the reported hazard
- Enter the Action plan of tasks to address the reported hazard by selecting 'Enter Action Plan'.
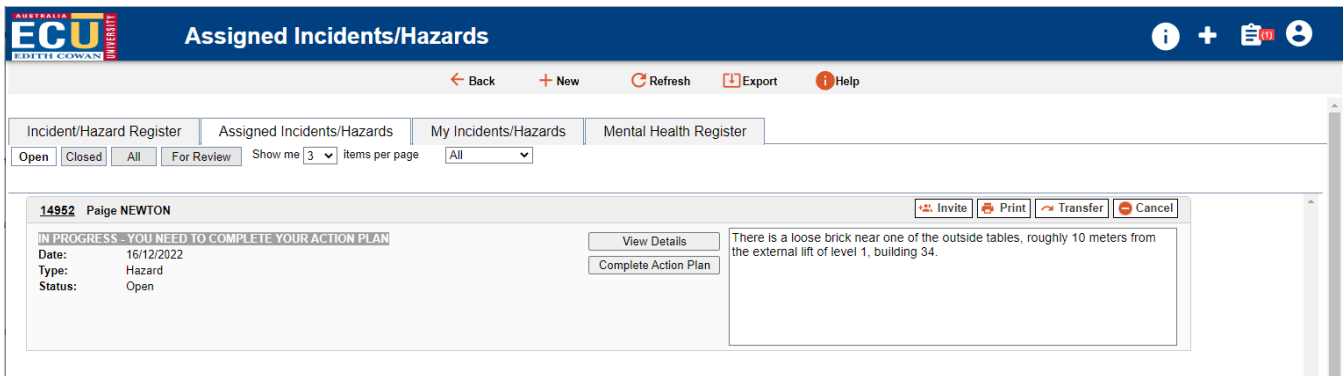


> **It is recommended to View Details before entering the Action Plan to understand the nature of the reported hazard and view any attachments.**
> **The Action Plan can also be entered from the Hazard Details screen.**

**View Hazard Details:**

1. When you select the View Details the hazard report will open

   Attachments, such as photographs or documents, and any notes that have been made can be viewed by selecting the 'Attachment' or 'Note' tabs of the Hazard report.
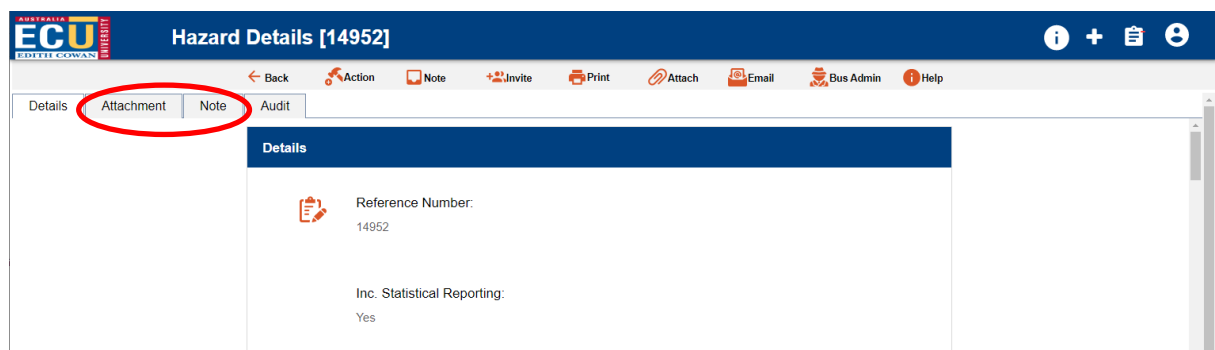


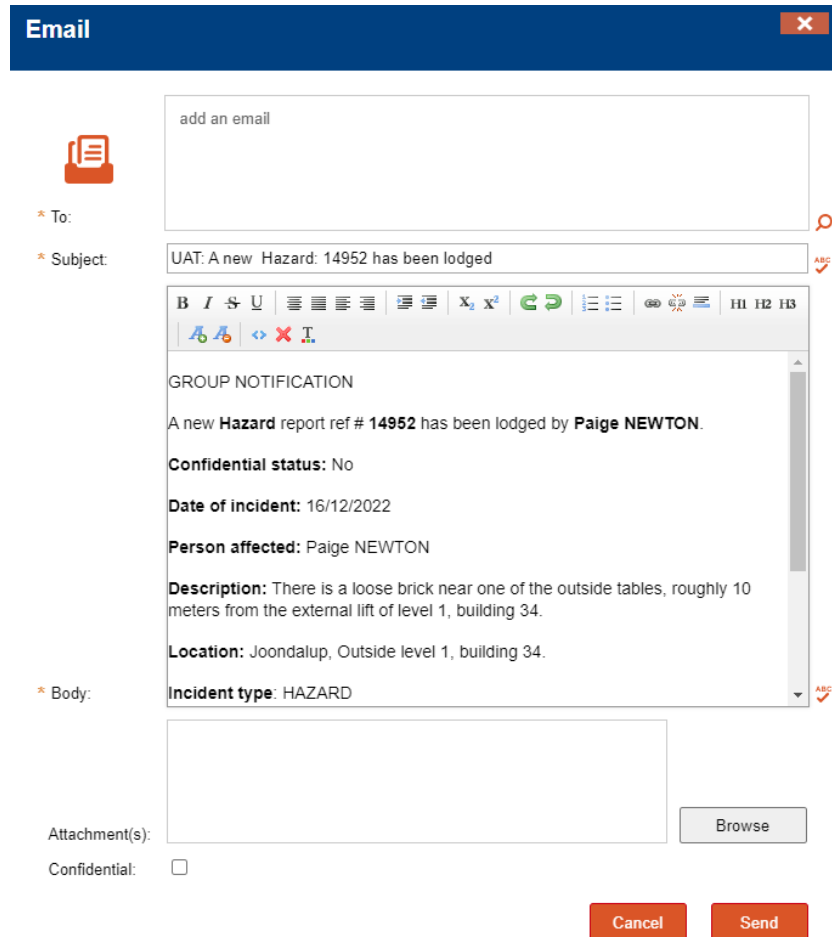2. As a Supervisor you are also able to use the icons at the top of the screen to:

- Add a note or comment on the hazard report by selecting the Note [Note] icon and following the prompts.

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- Use the Edit [Edit] icon to amend details of the hazard report if required. An audit trail of edits is kept and can be viewed by employees with the OHS Coordinator or System Administrator roles.

- Invite other staff to view the hazard report and assist you with creating the action plan to manage the hazard by selecting the Invite [Invite] icon and following the prompts to search for the staff member, add them to the invitation and add a comment about the assistance you are seeking.



The staff member you invite to view the hazard will receive an email notification including your comment and a link to the hazard report in Riskware.

- Add an attachment such as a photo or document using the Attach [Attach] icon.

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- Generate an email including the hazard details and send it to an email recipient by using the email ⬛ Email icon and following the prompts. You can add details to the report and attachments.



## Enter an Action Plan:

Email reminders will be generated if an Action Plan is not entered for the Hazard within 5 days of it being reported and assigned to you.

1. To enter the Action Plan, from the Hazard Details page, select the Action 🔧 Action icon at the top of the page. This will open the Action Plan screen.
   *Note: You can also navigate directly to the Action Plan screen from the Hazard Report within the Assigned Incidents/Hazards tab*

2. The Action Plan screen will open with questions to complete

   - The * icon indicates where a field is mandatory.
   - The blue information bubbles provide guidance on the required information for each section.

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- The FAQ have commonly asked questions relevant to each page of the hazard report.

Once you have completed the required information, select the Next [Next] icon at the top of the page to progress to the next page.
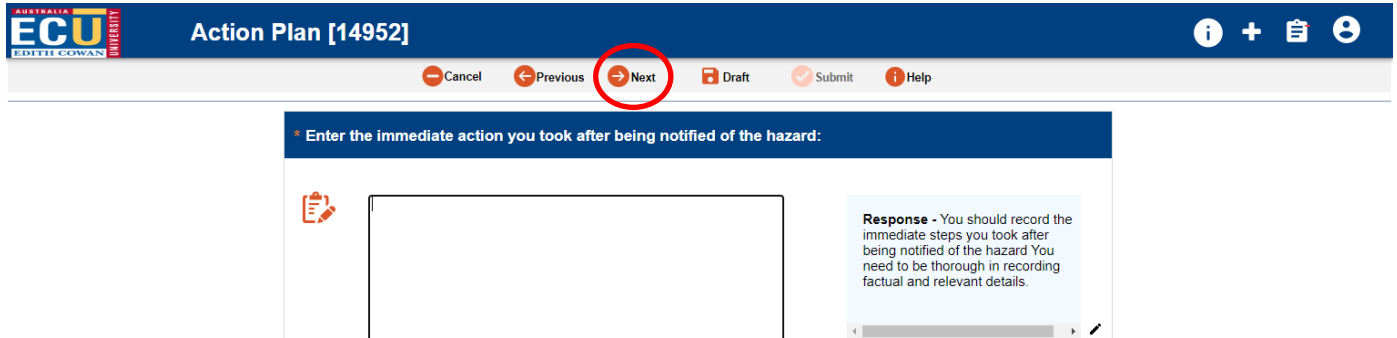


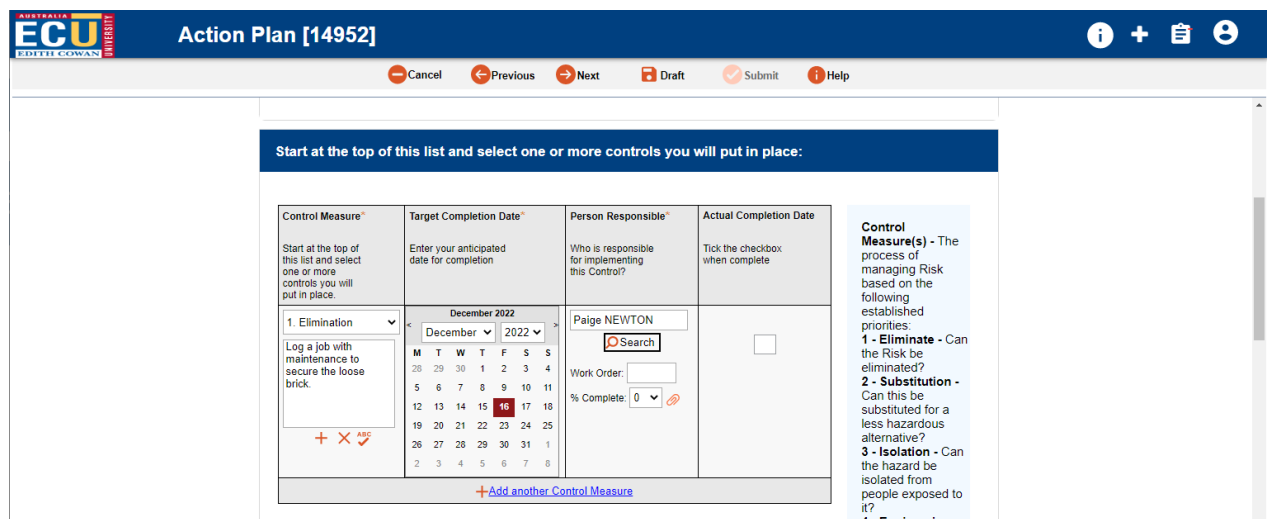3. Follow the prompts as you complete all pages of the Action Plan.

Use the Next [Next] and Previous [Previous] icons to navigate between pages.

The Draft [Draft] icon can be used to save the report to complete later.

If you wish to cancel the Action Plan without saving a draft, use the Cancel [Cancel] icon.

4. You can allocate tasks to eliminate or address the hazard from within the Action Plan.

- Select the control measure, enter details of the action, target date and search to select the person who is responsible for implementing the control.

- Additional control measures and actions can be added by using the Plus icon.

- Where a maintenance request has been logged, enter the reference number in the Work Order section.

- If the Action has already been completed, tick the checkbox.

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5. Once all pages have been completed, the Submit icon will become available ✔ Submit and can be selected to submit the Action Plan for completion.

   Once the Action Plan is submitted any persons who have been allocated a task to complete will receive an email notification advising them of this.

Dear **Paige NEWTON,**

You have been allocated the following task:

**Log a job with maintenance to secure the loose brick.** From **Hazard** report ref # **14952**. The task has a due date of **16/12/2022**.

The details of the report are:

**Date:** 16/12/2022

**Person affected:** Paige NEWTON

**Description:** There is a loose brick near one of the outside tables, roughly 10 meters from the external lift of level 1, building 34.

**Location:** Joondalup, Outside level 1, building 34.

Please click here to view the **Hazard** and update task progress and completion.

Regards,

**Safety and Employment Relations Team | Human Resources Services Centre | ECU |**
**Phone: + 61 8 6304 2302 | Email: whs@ecu.edu.au | Web: http:// work health and safety**

6. The Hazard status will change form 'New' to 'Open' in the Incident/Hazard Register and the Assigned Incident/Hazards tab indicate that an Action Plan has been completed but tasks are still open.



   Once all tasks are marked as complete, both the Action Plan and Hazard Report will automatically close.