

Delegate Incident and Hazard Authority

Within Riskware, Supervisors have the ability to delegate their responsibility to another user.



The Delegation function is only available to users who have people reporting to themselves.

This becomes useful with the Supervisor is away from work due to leave or other reasons as it allows another user to perform their duties.

Dependent on the module, the person delegated the responsibility has the ability to:

- Approve WHS risk assessments
- Access incidents and hazards the Supervisor has been assigned and act upon them
- Receive email notifications of any incidents and hazards assigned to the Supervisor.

To delegate to another user, follow the below steps:

1. Go to the relevant module(s) where you wish to assign your delegation to another user.

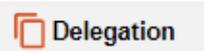
The Delegation function is available for the following modules:

- WHS Risk
- Incident and Hazard



You need to Delegate your authority for each module within Riskware separately.

2. In the 'Incident Register' or 'WHS Risk Register' select the Delegation button at the top of the register



Ref.	Type	Date	Status	Person Affected	Person Responsible	Business Unit	Incident Location	Risk Assessment	Commands
								Inherent Residual	

3. The Delegation page will be displayed

Details

Back Save Help

i You can delegate your Incident Management authority to other employee by searching and adding them to your delegation list. This should be done if you are absent for a period or wish to delegate your responsibility to others. Once delegation occurs, you can also choose not to receive emails.

Delegate my authority to other employees

First Name:
Last Name:
Search

Search result:

Delegation list:

Email

Add >>

Remove selected person(s)

4. Enter the first name and/or surname of the person you wish to Delegate to and click the Search button. A list of people matching your search criteria will be displayed.
5. Select the person you wish to Delegate to from the list.
6. Click the 'Add' button, transferring them to the 'Delegation List' text box.

 **You can Delegate your responsibility to one or more people.**

7. Click the 'Email' box under the 'Delegation List', ensuring it is ticked if you wish the person(s) to receive Email notifications of logged Incidents and Hazards.
8. Click the 'Email' box at the bottom of the page under the title 'Email me when incidents or hazards are reported by my employee', ensuring it is ticked, if you wish to continue to receive Email notifications of logged incidents and hazards during the time the Delegation is in place.

Email me when incidents or hazards are reported by my employees?

 Email?

9. Click the 'Save' button to commit your changes

10. Click the 'Back' button to display the previous page

	<p>A Delegation notice will appear in the Notification section on yours and the Delegated Person's Home page during the time the Delegation is active.</p>
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To remove Delegation:

Follow steps 1 and 2 above to return to the Delegation screen in the relevant module(s).

Within the 'Delegation List' highlight the individual and click the 'Remove Selected Person(s)' button.

Remember to click the 'Save' button save your changes.