

Edit an Investigation or Action Plan (Supervisor)

To Edit an Investigation:



You can only modify an Incident Investigation for an incident with a status of Open

1. To modify an incident investigation, navigate to the incident in the 'Assigned Incidents/Hazards' tab and click the 'Investigate' button or icon.

Assigned Incidents/Hazards

Incident/Hazard Register Assigned Incidents/Hazards My Incidents/Hazards Mental Health Register

Open Closed All For Review Show me 3 items per page All

14953 Paige NEWTON

Invite Print Investigate Worker Employer Transfer Cancel

NEW - Complete your investigation followed by entering the action plan

Date: 16/12/2022
Type: NLT
Status: New

View Details
Investigate
Enter Action Plan

I was walking up the stairs when I caught the tip of my foot on the stair, and fell to my knees.

2. The investigation form is displayed with the content that has currently been populated.

Incident Investigation

Back Save Print Help

Planning/Incident Event Timeline Contributing Factors and Analysis

Please select the investigation methodology

*Investigation Methodology Basic Select the investigation model.

Details of the Incident being investigated

Person
Paige NEWTON

3. Edit the information as required then click the Save  button to update your changes.



Note – Attachments such as witness statements or photographs must be attached from within the incident report by choosing ‘View Details’ then using the ‘Attach’ icon.

To Edit an Action Plan:



You can only modify an Action Plan for an incident or hazard that has a status of Open

1. To modify an action plan, navigate to the incident or hazard in the ‘Assigned Incidents/Hazards’ tab and click the ‘Complete Action Plan’.

The screenshot shows the 'Assigned Incidents/Hazards' page. At the top, there are navigation tabs: Incident/Hazard Register, Assigned Incidents/Hazards, My Incidents/Hazards, and Mental Health Register. Below the tabs, there are filters for 'Open', 'Closed', 'All', and 'For Review', along with 'Show me 3' and 'Items per page All'. The main content area shows incident 14953 for Paige NEWTON. It includes buttons for 'Invite', 'Print', 'Investigate', 'Worker', 'Employer', 'Transfer', and 'Cancel'. Below these buttons, there are three buttons: 'View Details', 'Investigate', and 'Complete Action Plan'. The 'Complete Action Plan' button is circled in red. To the right of these buttons, there is a text box containing the incident description: 'I was walking up the stairs when I caught the tip of my foot on the stair, and fell to my knees.'

The Action Plan will be displayed on the screen.

The screenshot shows the 'Action Plan [14953]' page. At the top, there are navigation buttons: 'Cancel', 'Save', 'Print', and 'Help'. The main content area is divided into three sections. The first section is 'Risk Rating', which has two columns: 'Before Control Measures' and 'After Control Measures', both with a 'Moderate' rating. The second section is 'Immediate action taken after being notified:', which contains a text box with the response: 'Confirmed the welfare of the affected person, they did not wish to see the doctor as they received minimal bruising.' The third section is 'Employee Assistance Program (EAP)n', which has a checkbox 'Have they been made aware of EAP services?' and a dropdown menu 'When was this offered:' set to '16/12/2022'.

2. While viewing the Action Plan, you may Delete, Modify or Add a Control Measure.
You can also edit the completion status of control measures and amend target completion dates.

Control Measure				
Contributing Factor*	Control Measure*	Target Completion Date*	Person Responsible*	Actual Completion Date
Identified Contributing Factor(s) that led to the incident	Start at the top of this list and select one or more controls you will put in place.	Enter your anticipated date for completion	Who is responsible for implementing this Control?	Tick the checkbox when complete
Human Factors <input type="checkbox"/> Caught foot on stair. + X ABC	4. Engineering <input type="checkbox"/> Add caution tape to the top of each stair of the internal stairwell. + X ABC	December 2022 December 2022 M T W T F S S 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8	Paige NEWTON Search Work Order: <input type="text"/> % Complete: 10 <input type="text"/>	<input checked="" type="checkbox"/> Date Completed: 16/12/2022 2:03 PM Change Date
Human Factors <input type="checkbox"/> + X ABC	5. Administrative <input type="checkbox"/> Email building 34 staff to remind them to take care while using the internal stairwell. + X ABC	December 2022 December 2022 M T W T F S S 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8	Paige NEWTON Search Work Order: <input type="text"/> % Complete: 0 <input type="text"/>	<input type="checkbox"/>
+ Add another Contributing Factor/Control Measure				

Control Measure(s) - The process of managing Risk based on the following established priorities:

- 1 - Eliminate** - Can the Risk be eliminated?
- 2 - Substitution** - Can this be substituted for a less hazardous alternative?
- 3 - Isolation** - Can the hazard be isolated from people exposed to it?
- 4 - Engineering Controls** - Can the provision of mechanical aids, barriers, machine guarding, ventilation or insulation isolate the Risk?
- 5 - Administrative Controls** - Can the introduction of

Click the 'Save'  button to commit your changes.