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| **NO FURTHER INVESTIGATION TOOL FOR HSWOs** |

**Use this tool to record appropriate information in Unisafe for incidents that require no further investigation:**

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| **No** | **Criteria** | **Check if criteria met** |
| **1** | **A brief Incident Description on Triage Tab is provided that identifies the critical elements relevant to the safety issue reported.**   * *Briefly identifies what the actual safety hazard/issue is* * *Briefly describes what actually happened* * *Should use relevant key words to aid reporting and trend analysis* |  |
| **2** | **Additional location details on HSW Incident Report Tab provides enough information to identify where the safety issue is or occurred (if relevant).**   * *Enough detail to enable someone to clearly find the actual location of the incident* * *Use location details that assist trend analysis* |  |
| **3** | **The Incident details on the HSW Incident Report Tab provides enough information to evidence that an investigation has occurred.**  *That is, it should:*   * *Provide a clear description of the safety issue as a safety professional would describe it* * *Identify the factors/causes that led to the safety issue occurring* * *Is the information enough to demonstrate the UoA investigated it/followed up, address the hazard.* |  |
| **4** | **A supervisor of the Area/Activity is identified on the HSW Incident Report Tab.**   * *Line of responsibility established* * *Need to know who to contact for any further follow up, and who is responsible* * *Allows someone picking up the report to know to whom actions might need to be assigned* * *Helps identify trends about incidents from particular supervisors* |  |
| **5** | **Actions have been recorded to address all the factors/causes identified in the Incident Details section of the HSW Incident Report Tab**.   * *All actions taken prior to closing the report should be captured in the summary of completed immediate actions* * *Actions that need to be assigned with longer time frames should be entered into the Actions Tab* |  |
| **6** | **Injury details are recorded appropriately**   * *Ensure injury statistics are completed to allow trend analysis/Workers Comp reporting without rework.*   *(Note: this is on the triage tab for Student Placements and on the Injury Tab for HSW Incidents)* |  |
| **7** | **The Supporting Documentation Tab has been used to evidence information/advice that is relevant to the investigation**.   * When advice is required from a competent person e.g. electrician, plumber, service technician. A copy of the advice is attached * Other information that is referred to in the body of the incident report is attached. |  |
|  | **Ready to close when all criteria are met** |  |