

## USING UNISAFE – RECORDING CORRECTIVE ACTIONS

At any stage while following up on a HSW Incident Report or during your incident investigation, you will need to determine and record appropriate corrective action(s), in consultation with the Supervisor; or Person in control of the activity/area in order to:

- prevent the recurrence of safety issue;
- address non-compliance with HSW Handbook chapter requirements;
- address any factors identified through investigations; and
- ensure safe systems of work and maintain a safe workplace.

It is important to ensure that the actions that you record in UniSafe are clearly defined, achievable and include adequate detail and context to enable the person responsible for the action to understand what is required and the timeframe for completion. If you write the action clearly then it will also assist you to determine when the action has been completed.

To assist you in formulating your action(s), a SMART tool is provided below for reference.

<b>S</b> pecific	Is the action written in such a way that anyone reading understands what will be done and by whom? Is it Clear, Concise, Tangible?
<b>M</b> easurable	Is the action written in such a way that we can measure with certainty that it has been completed or not? Is the deliverable clear?
<b>A</b> chievable	Does the person assigned the action have control/influence over its achievement? Is the action written in such a way that it fits with the individuals capabilities to achieve the action?
<b>R</b> elevant	Is the action written in such a way that it clearly addressing key factors that contributed towards the incident? Is the action written in a way that it makes sense logically as to why that action would be undertaken in relation to this incident?
<b>T</b> imely	Is the priority (due date) given to the action commensurate with the potential for others to be injured? Will the time frame support the prevention of further injuries?