



# UNISAFE TIP OF THE WEEK #3

## Change over from RMSS

The type of investigation decision

### Type of Investigation \*

- No Further Investigation Required
- Review of Controls Required
- Full Investigation Required

Once again, this decision should not take long, and if you need advice contact your Senior HSW Advisor. Basically

- **No further Investigation** – means that it is a straight forward incident, that is not covered by a risk assessment or identified a new hazard, and where any make safe or corrective actions are simple or nil.
- **Review of Controls** – is used where a near miss or injury occurred despite having a risk assessment with controls for the task/activity and you suspect no other factors were involved.
- **Full Investigation** – is where you suspect factors, associated with systems failures, like those listed on the Incident Investigation Template, are in play. Meaning findings require analysis and an investigation report.

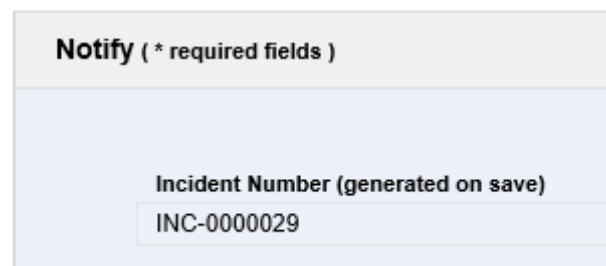
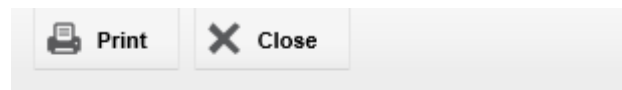
## No decision you make will limit your options down the track

This was specifically design into the system because we know that initial reports and reported facts can change.

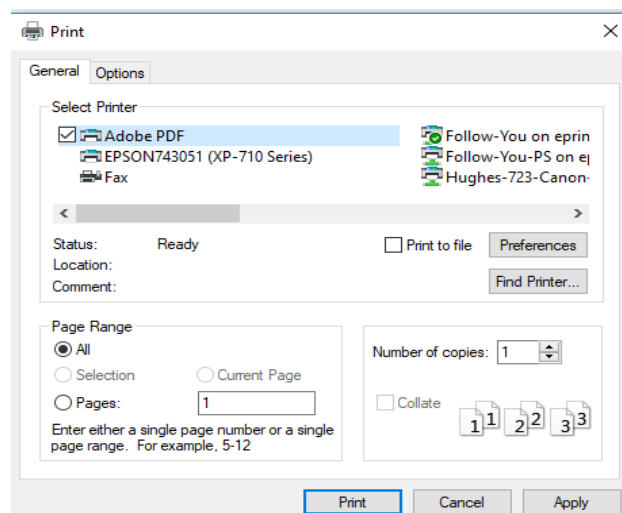
## Emailing a copy of an incident report

If you need to email a copy of the incident report, below is a handy hint on how to do it.

Select the incident you want to email, then select the print button. This will bring up all the fields that were filled in for the incident. Select the print button again as per the snip.



This will then bring up the following options. Scroll backwards as you preferred printer will come up first. Select Adobe PDF as below.



The below screen capture will appear and can be changed to the record number. Save and email.

