



UNISAFE TIP OF THE WEEK #10

Using UniSafe to monitor Actions

A lot of time and energy has been spent focussing on incidents and investigations. These frequently result in actions and its important to realise that UniSafe deals with actions in a completely different way to RMSS which mean we have to change the way we monitor and close them.

Describing the action

A common issue is that HSWO's are still too brief with their action description or they assume the individual will know exactly what is being talked about. When reviewing actions that arise from investigations or Review of Controls, Senior HSW Advisors are often left wondering how the action will specifically address the contributing factor/s found that caused the incident.

The Action must provide enough information so that when it is seen in insulation – as it appears in the automatically generated email below – it will make sense.

5.1 Action Emails (System generated)

This is a system generated email which occurs when a HSWOs or HSW Team assigns an action. This will go automatically to the person who has been assigned the action.



(Taken from [HSWO Manuel](#))

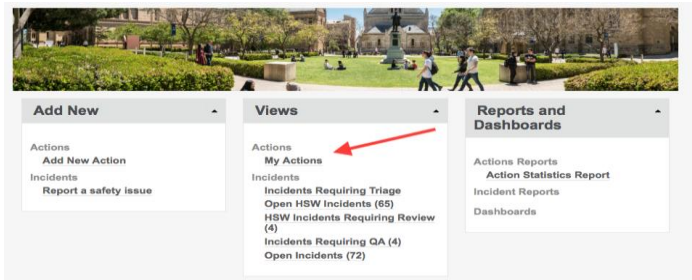
Assigning actions to non-HSW Community of Practice members.

They will receive an email, the same as above, but they will not be able to use the links to access UniSafe. They will need to let you know when the action is closed.

Monitoring open actions or closing actions

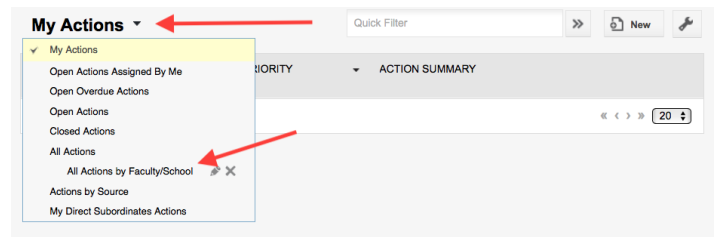
All action, whether they resulted from an incident or were a stand-alone action entered because of an audit or safety review, should be monitored by clicking on the **Views Menu > My Actions**

My Actions



Once you click on **My Actions** the first page will display **ALL** actions that have been assigned to you. To see actions that have been assigned by you to others, you will need to use the list view that you may have created to see all your incidents.

If you have not created a list view, then use the [guide to create a List view](#) of ALL actions by Faculty/School. This makes it easy to regularly find actions action's by Faculty School.



Finally – to only view open actions action's, simply type “open” in the search field on the top right of the screen.

As of 25/6/2018 we have

- 53 open actions.
- **24 overdue actions**
- Sciences - 33/DUO - 7/ECMS & Health Sci – 6/DRI - 1

Checking actions in UniSafe should be a **weekly exercise** for HSWO's if they have not had any reason check them, for any other reason.