



UNISAFE TIP OF THE WEEK #11

Linking UniSafe Investigations to the Traffic Light Report

The disestablishment of the UHSC and the revisions of the Terms of Reference for Faculty/Division HSW Committee's has meant that Traffic Light Reports (TLRs) will now be completed by Senior HSW Advisors for Exec Deans/Heads of Division.

To aid this and provide a clear link from incident investigations to the TLRs, HSWOs are asked that, where they have identified a non-compliance with a section of a handbook chapter, they record its effect on the TLR on the Investigation Tab in UniSafe.

This needs to be noted in the Summary of Key findings section of the Investigation Tab in UniSafe

Breaches of the Handbook Chapter that effect the Traffic Light Report

It's important that HSWOs reference the handbook chapters relevant to the incident and take a common sense approach.

An incident where a supervisor/individual failed to comply with a requirement of a handbook chapter and actions have been taken to ensure compliance in the future - SHOULD be recorded in the investigation summary as impacting the relevant handbook chapter noting that the failure has been rectified and hence would be "GREEN A" on the School/Area TLR.

Note: this action should be entered into the *Summary of completed actions* section of the *HSW Incident Report Tab*.

Where action/s have not been taken or will take time to implement, which means it will not be addressed by the end of the HSW reporting period - SHOULD be recorded in the investigation summary as impacting the relevant handbook chapter noting that the issue would be moved to Green A only when Action # (insert action number) is complete.

Note: ALL outstanding corrective action should be entered on the *Actions Tab* in UniSafe with due dates so Senior HSW Advisors can use these to determine the correct colour on the TLR. HSWOs need to make sure they note in the *Action Description* that the

"Traffic Light Report for [insert the handbook chapter] will not return to GREEN A until this action is closed"

Example

An incident investigation finds that risk assessments for plant/equipment are not being conducted in accordance with Appendix B of the [Plant/Equipment Safety Management](#) Handbook Chapter.

Clause 3.7.5.2 places this requirement on the Supervisor/Manager of areas with hazardous plant.

If the supervisor/manager takes action promptly to use Appendix B of the Handbook chapter to ensure the required risk assessments are identified and completed - then HSWOs should

- Note in the *Summary of Key findings* section that "Plant/Equipment Safety Management on the TLR should reflect GREEN A" &
- Enter the completed action to address the non-compliance with the handbook chapter in the *Summary of completed actions* sections of the *HSW Incident Report Tab*.

If it is found that the supervisor/manager will not be able to complete the action/s in a timely fashion or that the non-compliance has wider implications that cannot be resolved by the end of the current quarter - then HSWOs should

- Note in the *Summary of Key findings* section that the "Plant/Equipment Safety Management on the TLR should reflect AMBER" &
- Enter an action on the *Actions Tab* that will ensure the School/Area meets the requirement of the handbook chapter with a *due date* and reminder that the TLR will not return to GREEN A until the action is closed.