



UNISAFE TIP OF THE WEEK #15

Actions in UniSafe

It's important to remember *who* you are writing the actions for in UniSafe, they are:

- *The person receiving the action.* This person should have already received a phone call from the HSWO to explain and get agreement on the action. UniSafe will send them an email alerting them to let the HSWO know when the action is completed. So the action should be clearly written to reinforce what was discussed.
- *Your line supervisor and Senior HSW Advisors.* These roles are looking to see that actions address key factors and/or are sufficient to prevent a further occurrence.
- *HSW Committees, Audit and Risk, University Council.* These committees will be made aware of actions where they fall overdue or are related to incidents that needed to be notified to SafeWork SA.

There is an art to writing an action in UniSafe. They should not be rushed as they can rarely be written well in one sentence. Remember, guidance has been produced to assist HSWOs write [SMART Actions](#).

Things to try and capture in your Action

An action that is commonly assigned by HSWOs is for a "review" to be conducted. Some examples of reviews currently listed in UniSafe are reviews of

- Induction processes
- Local area protocols
- Hazard Management processes
- Documentation
- Chemical storage and waste disposal

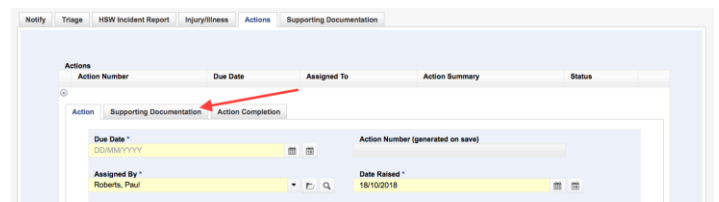
It's important to ensure, when a review is assigned as an action, that the purpose of the review is included in the action description. See the difference it makes when you write the same reviews and include a purpose. A review of

- Induction processes to ensure information is provided to casual tutors on the security escort service
- Local area protocols to ensure a process is in place to inform building occupants of planned works during refurbishments that will cause disruptions or alert the conditions of entry/exit.
- Hazard Management processes to ensure consultation with workers who will be performing the task/activity is planned and occurs
- Documentation to ensure version controls are in place and obsolete versions are no longer available on the website.
- Chemical storage and waste disposal to ensure that Supervisors and users in Laboratory X are aware of labelling and segregation requirements and disposal procedures.

Uploading evidence of an action

One of the major advantages of UniSafe is that incidents can be closed while actions remain open.

However there are some actions where it is important for the evidence or outcome of the action are uploaded to UniSafe so that they can be retrieved easily.



HSWO's, before closing an action, should always ask themselves

- "Should I upload the evidence from that action?"
- "Will it be relevant to an individual who is reviewing this incident?"

Using the same 5 actions what follows is an example of the evidence that should be uploaded to UniSafe

- Induction processes to ensure information is provided to casual tutors on the security escort service.
Evidence: Copy of a new local induction
- Local area protocols to ensure a process is in place to inform building occupants of planned works during refurbishments that will cause disruptions or alert the conditions of entry/exit.
Evidence: copy of the new protocol
- Hazard Management processes to ensure consultation with workers who will be performing the task/activity is planned and occurs
Evidence: Email outlining the planned consultation process.
- Documentation to ensure version controls are in place and obsolete are versions are no longer available on the website.
Evidence: Document with version control added
- Chemical storage and waste disposal to ensure that Supervisors and users in Laboratory X are aware of labelling and segregation requirements and disposal procedures.



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