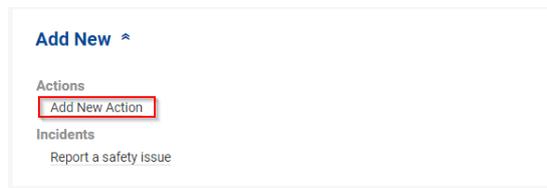


## Supervisors guide to creating an action in UniSafe

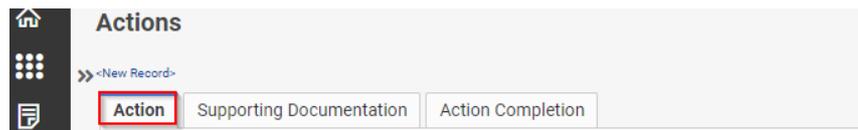
After completing your Workplace Inspection, some supervisors will need to enter an action for each of the questions they could not immediately resolve and answered “No” to. This guide helps supervisors understand the information required to create an action in UniSafe on their desktop computer.

### Step 1 – log in to UniSafe

At your home page of UniSafe, click ‘ Add New Action’ link under ‘Add New’ section



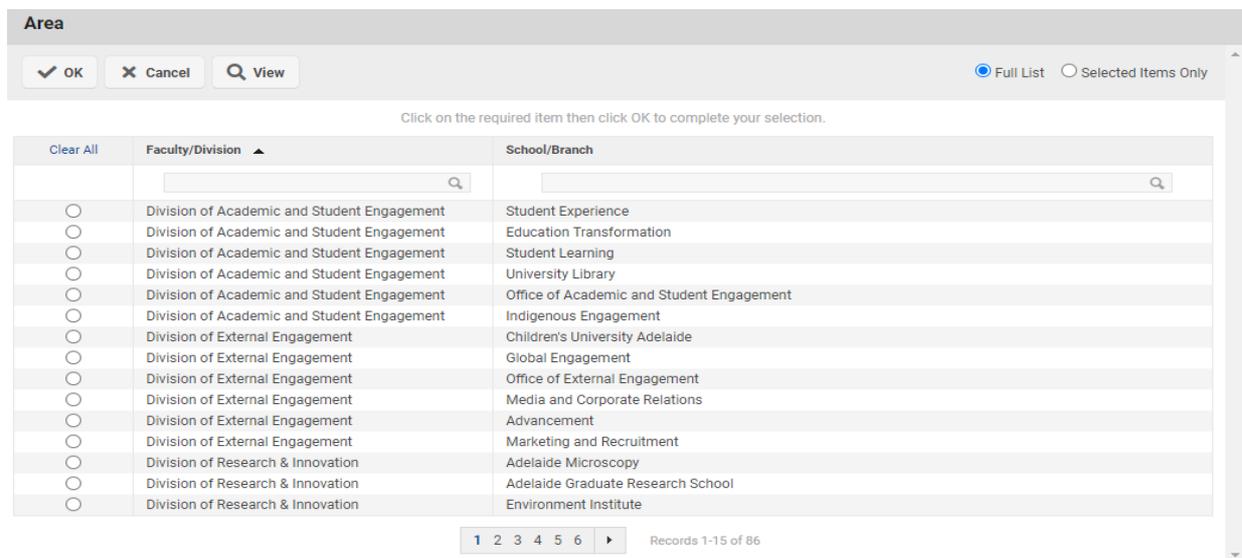
### Step 2 - Action Tab



When the Actions page has uploaded, you will need to start on the Action Tab.

Enter information in the following fields as following:

- ‘Due Date (Mandatory)’- Enter the date that you want the action to be completed by.
- ‘Assigned By’ and ‘Date Raised’ – this information will be automatically populated with your name and the time of day.
- ‘Area (Mandatory)’- Enter the relevant area the action applies to by clicking the ‘Folder’ icon  and select from the list. This area should align to the area the person assigned the action works for.



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\* Area

▼

- ‘Assigned to (Mandatory)’ - Enter the person that you need to assign this action to into ‘Assigned To’ Section by clicking the ‘Folder’ icon , search and select the person from the list.
- ‘Action Source (Mandatory)’ - Enter the source of action into ‘Action Source’ section by selecting from the drop down (e.g Workplace Monitoring).
- ‘Action Number’ – Will be generated upon saving your entry at the end.
- ‘Incident number’ – Supervisors can leave this blank as this is normally only used by HSW Advisory
- ‘Have you spoken to his person’ – If possible, you should speak to the person you are assigning the action as they will automatically receive an email when you save your entry at the end. Please select an answer from ‘Yes’ or ‘No’
- ‘Priority’ – Select one priority level from the drop-down list.

Rating	Timeframe guide	Description
Urgent	As soon as can be achieved (1-2 weeks)	Action needs to be taken to prevent a serious risk of injury or harm to operators or others. Task or activity should be ceased or access restricted while action is being completed
High	As soon as is practicable (3-6 weeks)	Action is needed to address WHS legislative compliance of compliance with HSW Handbook requirements. While there is no immediate risk to an individual continuing failure to complete the action will undermine the objectives of University HSW Policy and procedures
Medium	When planning permits (7-16 weeks)	Action is required to address industry standards or best practice norms in order to reduce the risk of injury or harm to as low as can be achieved
Low	Longer than 4 months	Action is required to address systems or processes in order to achieve continuous improvement.

- ‘Does this affect the traffic light report?’ – As a default select ‘No’. However, some actions required by a Workplace Inspection will affect the Traffic Light Report. This will be reviewed by the HSW Advisory team who will let you know if this needs to be “Yes”.
- ‘Action Summary’ – Provide a brief summary of the action in one sentence
- ‘Action Description (Mandatory)’ – Provide comprehensive details of the requested action here.
- ‘Action Notification’ – leave blank
- ‘Action Progress’ – leave blank
- Click ‘Save’ button on the right top or right bottom to finalise the ‘Action’ tab

Actions

Save
X Close

Action
Supporting Documentation
Action Completion

or

»

Save
X Close

Once you hit save an email will be sent to the person assigned the action by Unisafe with the details.

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