HSW Advice



Supervisors guide to uploading supporting documentation and closing actions in UniSafe

Before Supervisors can close an action assigned by them in UniSafe they <u>MUST</u> upload evidence that the action has been completed. Depending on the action examples of evidence that could be uploaded are:

- photograph,
- purchase order,
- works request,
- updated risk assessment,

- updated induction processes,
- signage, or
- even an email affirming that a task or activity has been done.

new risk assessment,

Supporting Documentation Tab

Supporting Documentation needs to be uploaded for internal auditing purposes.

ŵ	Actions	
	>> <new record=""></new>	
7	Action	Supporting Documentation Action Complet

Evidence can be uploaded by clicking on the Supporting Documentation Tab and choosing from the following options

• 'Link to Supporting Documentation' - Adding supporting documentations/URL:

0	Click the	B	icon or click in the blank field
0	Complete	the	pop-up window to upload the file or add in UF

		0	Comple	ete the pop-up w	indow to uploa	ad the file or a	dd in URL, then	click 'OK' but	ton.		
ଜ	Actions								Save	× Cancel	۶
	>> New Record>										
•	Action	Supporting Documen	tation Action Completion								
40 19 49 14		Links to Supporting Do	ocumentation								
		Addit	ional data & information								
									-		

/ URL	
ick Browse to select a file, then click Add File.	
ote: Move any local files (e.g. typically C; D: or E: drives) to a shared directory before taching (or use the full file path i.e. \\po-name\folder\filename).	
Choose File No file chosen Add File	
pe or paste a web address, then click Add URL.	
Add URL	
File Selection	Delete Checked Items

• 'File Storage' - displays all your uploaded documentations in here. Can also click 'Add New' button to attach files as an alternative

File Storage					Add New 📋 Delete
DATE LOADED	✓ ATTACHED FILE	 FILE TYPE 	 FILE SIZE - KB 	 FILE UPLOADED BY 	FILE DESCRIPTION
0 - 0 of 0 results					« <> » 10 v

Complete the pop-up window for 'File Storage', then click 'OK' button

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Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.				

Actions > File Storage		
File Storage		
Accounted File Orag and drop a file or cloids to browse Bree Loaded Get 0102022 File Description Attachment will be aploaded when record is submitted.	Fis tyleaded by - tour (generated on same)	Click 'Save' button on the right top or right bottom to finalise the 'Supporting
	OK Disard	Documentation' tab
Actions >>-New Record- Action Supporting Documentation Action Completion Or		Save X Close X
» ₀		top
Action Completion Tab	Actions	

When

• 'Completion Category' – select relevant completion status from the drop-down list

Close
9 0

- 'Completed By' Click the Folder icon 🕞 to select right person who completed the action
- 'Completion Date' Click the Calendar icon 📋 to select the completion date
- 'Completion Comments' Enter any comments for the completion of action.

Click 'Save' button on the right top or right bottom to finalise the 'Action Completion' tab.

Actio	ons	
>> <new rec<="" td=""><td></td><td></td></new>		
Actio	Supporting Documentation Action Completion	
or		
» (

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