

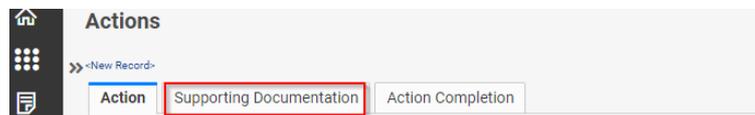
Supervisors guide to uploading supporting documentation and closing actions in UniSafe

Before Supervisors can close an action assigned by them in UniSafe they **MUST** 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,
- new risk assessment,
- updated induction processes,
- signage, or
- even an email affirming that a task or activity has been done.

Supporting Documentation needs to be uploaded for internal auditing purposes.

Supporting Documentation Tab



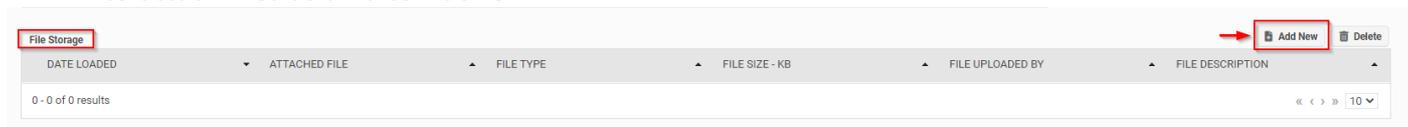
Evidence can be uploaded by clicking on the Supporting Documentation Tab and choosing from the following options

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

- Click the  icon or click in the blank field
- Complete the pop-up window to upload the file or add in URL, then click 'OK' button.

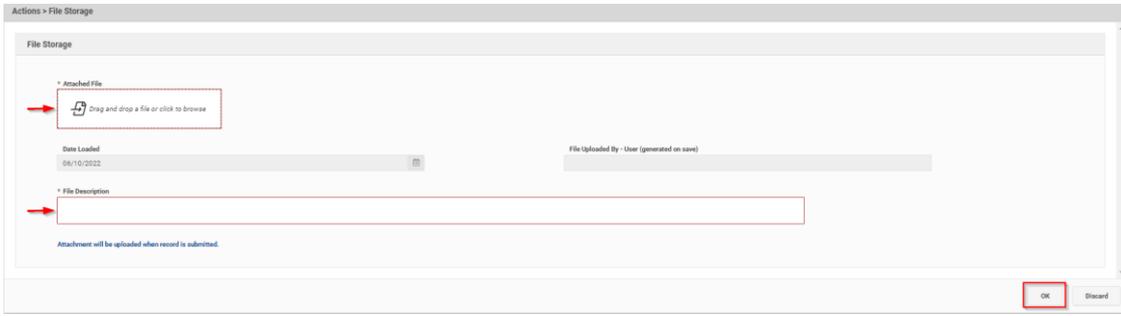


- 'File Storage' - displays all your uploaded documentations in here. Can also click 'Add New' button to attach files as an alternative



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

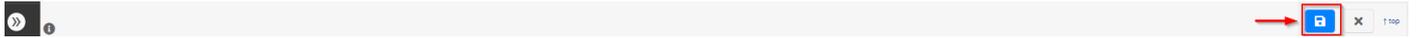
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Click 'Save' button on the right top or right bottom to finalise the 'Supporting Documentation' tab

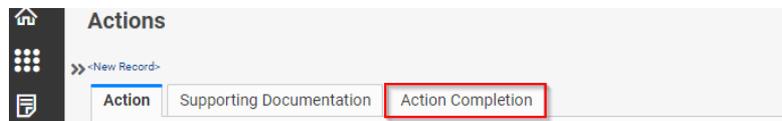


or

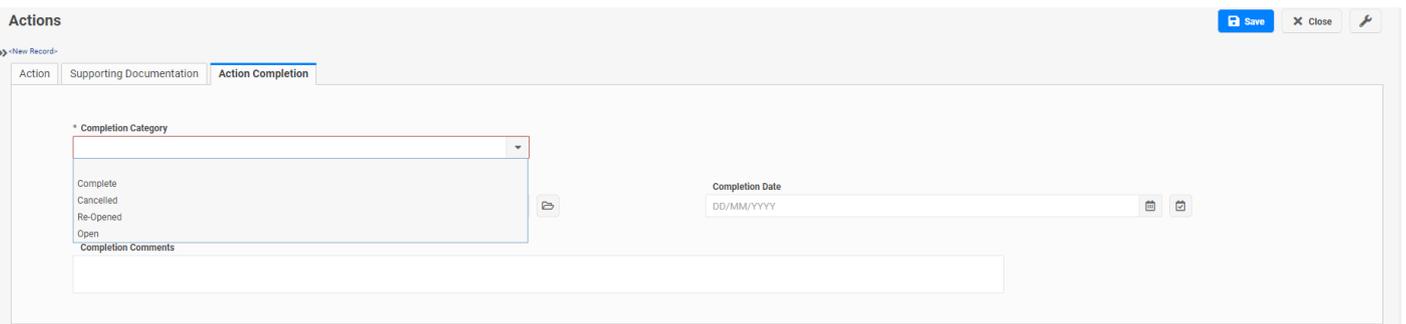


Action Completion Tab

When

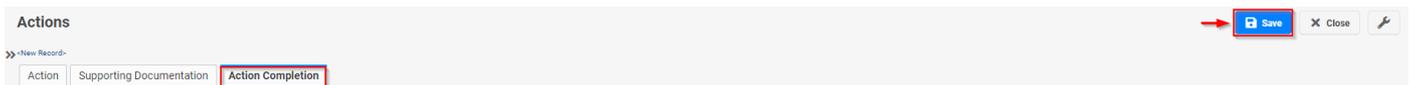


- 'Completion Category' – select relevant completion status from the drop-down list

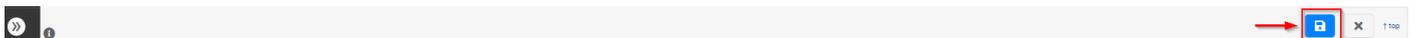


- 'Completed By' – Click the Folder icon  to select right person who completed the action
- 'Completion Date' – Click the Calendar icon  to select the completion date
- 'Completion Comments' – Enter any comments for the completion of action.

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



or



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