

Creating UniSafe actions in UniSafe

Changes made to Unisafe mean that areas can now use it to manage the safety related activities required by [SPE HSW Procedure](#).

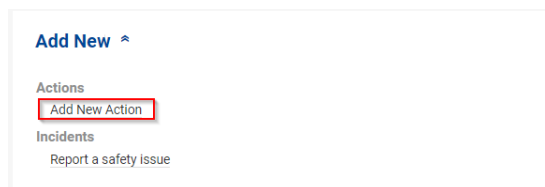
The purpose of a SPE or Safety Calendar is to ensure that

- all HSW activities are planned for and conducted in accordance with the requirements of the relevant legislation and the University's processes.
- To have in place a clear, authorised, and resourced plan of HSW activities for each Faculty/Division/Branch which enables the Executive Dean/Head of Division/Head of School/Branch to monitor progress against the plan.

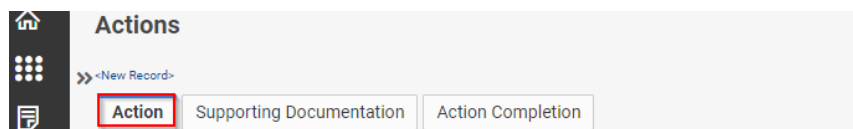
This guide will take you through the steps to assign an action that is required by the [SPE HSW Procedure](#).

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

OK
 Cancel
 View


 Full List
 Selected Items Only


Click on the required item then click OK to complete your selection.

Clear All	Faculty/Division ▲	School/Branch
<input type="radio"/>	Division of Academic and Student Engagement	Student Experience
<input type="radio"/>	Division of Academic and Student Engagement	Education Transformation
<input type="radio"/>	Division of Academic and Student Engagement	Student Learning
<input type="radio"/>	Division of Academic and Student Engagement	University Library
<input type="radio"/>	Division of Academic and Student Engagement	Office of Academic and Student Engagement
<input type="radio"/>	Division of Academic and Student Engagement	Indigenous Engagement
<input type="radio"/>	Division of External Engagement	Children's University Adelaide
<input type="radio"/>	Division of External Engagement	Global Engagement
<input type="radio"/>	Division of External Engagement	Office of External Engagement
<input type="radio"/>	Division of External Engagement	Media and Corporate Relations
<input type="radio"/>	Division of External Engagement	Advancement
<input type="radio"/>	Division of External Engagement	Marketing and Recruitment
<input type="radio"/>	Division of Research & Innovation	Adelaide Microscopy
<input type="radio"/>	Division of Research & Innovation	Adelaide Graduate Research School
<input type="radio"/>	Division of Research & Innovation	Environment Institute

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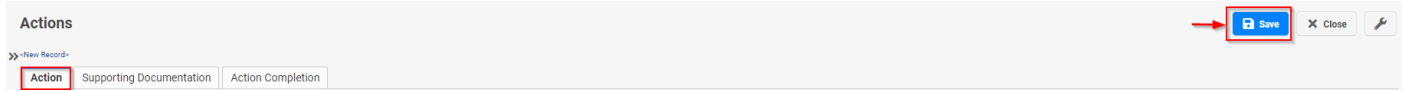
* Area



- ‘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. For SPE actions you must pick Schedule of Programmable Events (SPE).
- ‘Action Number’ – Will be generated upon saving your entry at the end.
- ‘Incident number’ – 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. In most cases the priority for an SPE action will be medium.

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?’ – no actions required by the SPE will affect the Traffic Light Report. Please select ‘No’.
- ‘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



or



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

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