

# COMPLETING THE CORRECTIVE ACTIONS DETAILS

**Incident/Hazard Report - Microsoft Internet Explorer**

Address: <https://intraweb.newcastle.edu.au/insentry/incidenttype.asp>

## Hazard and Incident Notification Form

**Corrective Actions**

**What Happened? (Immediate Cause)**

**Possible Contributing Factors (Basic Cause)**

Select all that apply:

- Lack of Knowledge (Training)
- Employee Placement
- Not Enforcing Safe Work Practices
- Engineering
- Inadequate Personal Protective Equipment (PPE)
- Inadequate Maintenance Programs
- Purchasing Inadequate/Inferior Equipment
- Inadequate Feedback Systems
- Unsafe Method

**Risk Assessment**

Consequence:  Information

Likelihood:  Information

Risk:

**Recommended Corrective Action Plan:**

For each Basic Cause identified under Possible Contribution Factors above you must provide a recommended corrective action.

Basic Cause	Action Description	Person Responsible	Target Action Date
There are no Corrective Actions. To enter a Corrective Action select the relevant control measures above.			

Add Extra Corrective Action

Submit

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First tell us what you believe happened to cause the incident, hazard or near miss.

Tell us, if you can, what you believe to be the factor that contributed to the incident, hazard or near miss.

Tell us, how serious you believe this risk to be and how likely is it that it could occur again if nothing is done to minimise the risk.

On completion, click on the Submit button to process the incident.

For every item you have selected in the Possible Contributing Factors section you must tell us what corrective action has or should be taken and who you have nominated as the person responsible for following through on this action.

The appropriate Safety Officer will receive notification of this incident and via our internal processes follow through on any actions as appropriate.

The individual you nominate as the "Person Responsible" will receive an email to notify them of their role in following through on this incident.

Details on how to add a corrective action follow.

## ADDING A CORRECTIVE ACTION

**Action -- Web Page Dialog**

**Corrective Action Details:**

Basic Cause: Lack of Knowledge (Training)

Corrective Action Description: What are the recommended corrective actions & who is the person responsible?

**Responsibilities and Timeframes:**

Person Responsible:

Email:

Target Completion Date:

Select the "Basic Cause" from the drop down list that you identified in the Basic Cause section.

Tell us what action you believe has or needs to be taken to minimise the risk.

Who is the person responsible for following through with the corrective action and what date will it be completed by?

**Person Search -- Web Page Dialog**

**Details:**

Family Name: POLITIS Given Name(s):

Name	Details
<a href="#">Politis, Lynette, Joy</a>	Safety Officer

Please click on a name to select that person.

To locate the details of the person responsible, click on the search button, enter the surname in the Family Name field and click the Search button.

From the list select the name of the person you are nominating as the person responsible and their details will be populated into the Action window.

**Action -- Web Page Dialog**

**Corrective Action Details:**

Basic Cause: Lack of Knowledge (Training)

Corrective Action Description: What are the recommended corrective actions & who is the person responsible?

**Responsibilities and Timeframes:**

Person Responsible: Lynette, Joy Politis

Email: Lyn.Politis@newcastle.edu.au

Target Completion Date:

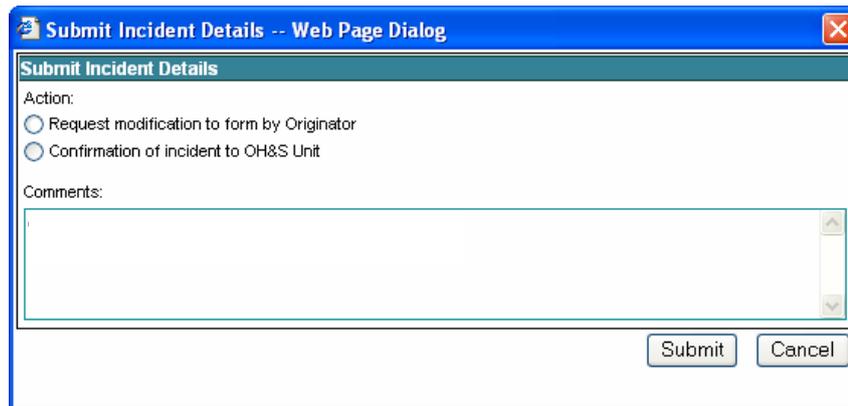
Click on the save button to confirm the action and repeat this step for each Basic Cause you have selected.

## SUBMITTING THE INCIDENT FOR PROCESSING

On submitting the incident for processing there is one more decision to make.

The system will display the following Dialogue asking you if you wish to Confirm the incident to the OHS Unit or request the originator to make some changes to the incident before returning to you for review and then submission to the OHS Unit.

Make the appropriate selection, enter some comments if appropriate and click on the Submit button.



The screenshot shows a web browser dialog box titled "Submit Incident Details -- Web Page Dialog". The dialog has a blue title bar with a close button (X) in the top right corner. The main content area is titled "Submit Incident Details" and contains the following elements:

- Action:** Two radio buttons are present:
  - Request modification to form by Originator
  - Confirmation of incident to OH&S Unit
- Comments:** A large text area with a vertical scrollbar on the right side.
- Buttons:** Two buttons are located at the bottom right: "Submit" and "Cancel".

If the form is being returned to the originator they will receive an email advising them there is something additional they need to do with the form before resubmitting to you for confirmation.

If confirmed to the OHS Unit your part in this process is now complete.