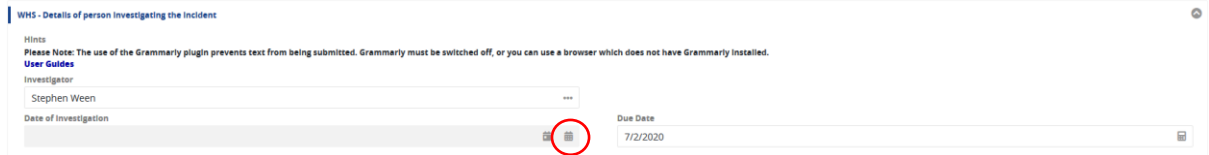


1. Click the link in the email notification.
2. Wait for the incident to load.
3. Review the incident details.
4. Click on the investigation tab.
5. Enter the date of investigation, by clicking on the calendar icon and selecting the correct date.




WHS - Details of person investigating the Incident

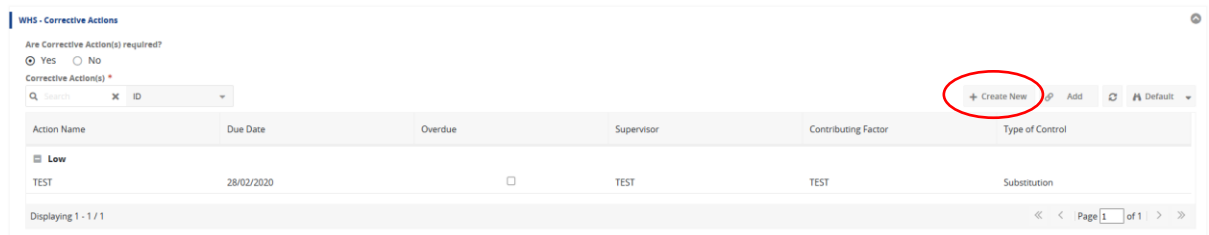
Hints
Please Note: The use of the Grammarly plugin prevents text from being submitted. Grammarly must be switched off, or you can use a browser which does not have Grammarly installed.

User Guides

Investigator
Stephen Ween

Date of Investigation  7/2/2020

6. Tick the Contributing Factors & Causes which led to the incident occurring.
7. Type the details of the investigation findings into the Full Description of Events section textbox.
8. If you have any evidence to include, such as emails, photos, videos or PDF documents, add them by drag and drop or clicking on the word “select”. If there is a risk assessment and Safe Work Procedure (SWP) related to the incident please attach these.
9. If there are any actions required to prevent a similar incident occurring, in the Corrective Actions section select yes.
Click the Create New button.



WHS - Corrective Actions

Are Corrective Action(s) required?
 Yes No

Corrective Action(s) *

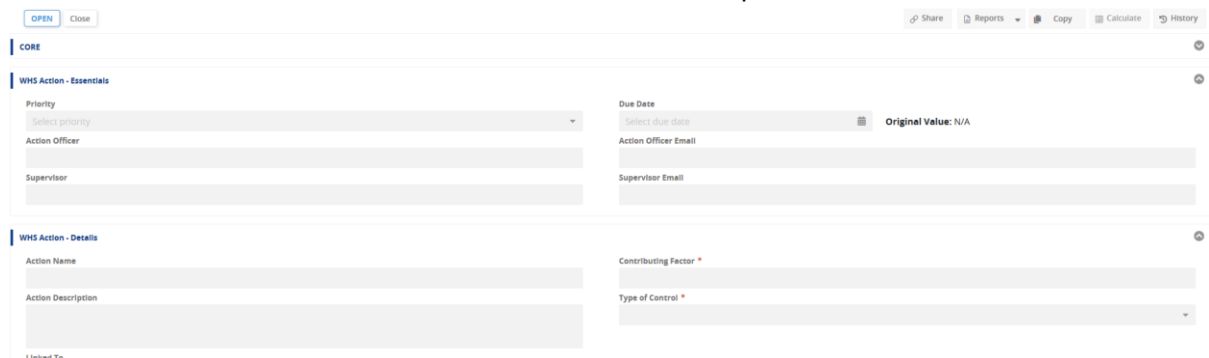
Search X ID

Action Name	Due Date	Overdue	Supervisor	Contributing Factor	Type of Control
TEST	28/02/2020	<input type="checkbox"/>	TEST	TEST	Substitution

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10. Enter details into each field and make selections from the drop down menus.



WHS Action - Essentials

Priority: Select priority

Due Date: Select due date Original Value: N/A

Action Officer

Supervisor

Action Officer Email

Supervisor Email

WHS Action - Details

Action Name

Action Description

Contributing Factor *

Type of Control *

The contributing factor for each action should match one of the contributing factors identified in the investigation.

11. If the corrective action is already completed go to [step 18](#), otherwise click the Save and Close button.
12. Repeat for as many actions as required.
13. If all corrective actions are closed and the investigation completed, please go to [step 26](#). Otherwise Click the Save and Close button and exit the window. Once you know that all corrective actions are completed, please start at step 14 below.

Closing corrective actions

14. Click the link in the email notification.
15. Wait for the incident to load.
16. Click on the investigation tab.
17. Double click the action in the table.
18. At the top of the corrective actions window click the close button.
19. Click the cancel button.
20. Click the Save and Close button.
21. If all corrective actions are closed and the investigation completed, please go to [step 26](#).

Closing an investigation

22. Click the link in the email notification.
23. Wait for the incident to load.
24. Click on the investigation tab.
25. Check that all corrective actions are closed.
26. At the top of the screen click the Review button. This submits the investigation to the WHS Unit for review.
27. Click the Save and Close button.
28. Exit the window.