

Creating New Corrective Actions (Create and Assign Only) – Quick Reference

When creating a corrective action, a form called **New Corrective Action** will open (see **Figure 01** below).

Helpful Hints:

Mandatory - All Fields marked with a red asterisk (*) must be completed before the report can be submitted.

- 1 **Assigned To** – The person assigned to complete the corrective action.
- 2 **Action to be taken** – Action required to fix the issue described in ‘Corrective Action Description’.
- 3 **Control Type** – Select a value on the list based on the risk control hierarchy.
- 4 **Priority** – Select a value on the list based on the level of risk and how soon the corrective action needs to be completed.
- 5 **Submit** - If the corrective action is **not** complete, select Submit. This action will save the corrective action report allowing you to complete the report at a later date. On selecting Submit this form will close and return back to the main form, where the corrective action was created from (i.e. hazard form).

(Figure 01 : New Corrective Action)

The screenshot shows the 'New Corrective Action' form with the following fields and sections:

- Corrective Action Details:** Reference Number (HZ000141-A001), Regarding (HZ000141).
- Select Responsible Person:** First Name, Last Name (test), Contact Phone, FAN, Assigned To (OHS Test 1).
- Location Details:** Faculty / Portfolio (Senior Vice-President (Strategic Finance)), Site (Bedford Park), Floor / Level (2), School / Division (Human Resources Division), Location (Union), Room / Area (207).
- Corrective Action Description:** Hot water service is leaking water on the kitchen floor in the staff common room.
- Action to be taken:** Replace leaking hot water service due to being over 10 years old.
- Control Type:** 1. Elimination, Category (Hazard Management).
- Priority:** 2. High (24 hours), Due Date (20/08/2014 03:53 PM).
- Corrective Action Completion Details:** Was the Corrective Action Completed Today? (Yes/No), Actual End, Completion Date, Action Status (Open).
- Attachments:** File Name (New Hot Water Service Model.jpg), Add Attachment button.
- Buttons:** Submit, Cancel, Submit and Mark Complete.

A yellow callout box with a pointer to the 'Submit' button contains the text: "If Corrective Action is not complete select **Submit**".