
Hazard Training Guide

Using the Main
Application v1.5

WHS

Version Control

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1.0	Sep 2013	Document Created
1.1	29/9/2013	Added terms, external login, summary / overview of hazard process, updated processes and text.
1.2	30/9/2013	Review of changes and added overview of sections of the hazard form. Correcting figure labels and references.
1.3	24/10/2013	Review changes to document and removal of irrelevant text.
1.4	4/11/2013	Update URL links and system screens.
1.5	12/8/2014	Updated screens and email templates. Reported by mandatory and supervisor label change.

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Terms used in this guide

For the purpose of this guide and use of the forms, the below table outlines terms and abbreviations used throughout the Main Application.

Term / Abbreviation	Description
Attachments	Any document or file such as a photo, Word document or scanned document. Title is a meaningful description of what the attachment is.
Company / School / Division	Is the School / Division area of the University or company the Reported By Person works for (i.e. a contractor).
Corrective Actions	Actions taken to correct the issues relating to a hazard. Actions may include cleaning up spills, moving boxes away from an area where people may trip over them or may be more complex involving a number of steps and / or actions.
Entity	An item on the left side list of the Main Application that stores records of the same type such as Hazard, Incident and Audit. Like a container full of one type of candy.
Faculty / Portfolio	The main administrative unit that manages the area where the hazard is located (if known). There are 4 main Faculties and a number of Portfolios within the University.
FAN	Flinders Authentication Name is used to identify a person
Further Location Details	Extra details that provide a more specific description of the where the hazard is located. Even if a Site and Location are chosen, details can be entered here to more describe the location such as 'the North Western corner of the courtyard.' This may also be used where Site and Location are not listed such as "10Kms south east of Alice Springs."
Hazard	A situation or thing which has the potential to harm a person. An example might be boxes left in a corridor where someone may trip over them.
Hazard Class	Incidental – for hazards that are noticed through workplace inspections or general observations. Systematic – hazards that have already been identified through a process of activity such as a Safe operating Procedure or Risk Assessment.
Hazard Event	A hazard report that has been reported through the Public Portal. These reports are stored 'temporarily' in the Hazard Events Entity and need to be approved before becoming a record on the system for reporting and follow up action.
Hazard Type	The type of issue the hazard is related to in its ability to affect a person, the operation of a piece of equipment or the environment (or even a combination of the three). The hazard might be related to something more physical such as a piece of equipment or might be a chemical, biological, radiation, human or other.
Location	Is a building or area outside that relates to the Site chosen. If a Location cannot be found then choose 'Not Listed.' If 'Not Listed' is chosen then Further Location Details will need to be entered to help identify where the hazard is located.
Moderator Team	Is a person or team that looks after hazards reported for their School / Division and makes sure the hazards are reported to the correct people in the University.
Operational Activity	What activity / task was being performed at the time the hazard was noticed. Some examples may include office work, working with equipment in a workshop or performing maintenance.
Red Asterisk (*)	Used to identify that a detail is mandatory (required) to be entered before submitting the hazard.
Reported By person	The person who has reported the hazard. There may be times where the person that reports the hazard is unable to do so and another person reports on their behalf.
Risk Matrix	Determines the level of risk through two factors – how likely (likelihood) and how severely (consequence) a person will be injured or become ill as a result of being exposed to the hazard.
School / Division (Location)	This is the administrative area within the Faculty / Portfolio that manages the area where the hazard is located (if known).
Site	The campus or main area the University owns or works in. If the Site cannot be found, then choose 'Not Listed.' If 'Not Listed' is chosen then Further Location Details will need to be entered to help identify where the hazard is located.
Supervisor	The Report By person's Supervisor or immediate Manager. This detail is used to notify the Supervisor / Manager of the hazard so they are aware and may be involved in the investigation and managing of the hazard.
WHS Unit	Work Health and Safety Unit is the University's central unit for providing expert advice and assistance to the University community on Work Health and Safety matters.

Hazard Overview

A hazard can be reported by anyone including staff, students, contractors, member of the public, etc. The Main Application allows the reporting, investigating, reviewing and signing off of hazards through a web interface. Access is limited Moderators, the WHS Unit and some levels of Management.

The web site can be accessed via <https://flinsafe.flinders.edu.au/SCRIM/>.

If you do not have access to this web site, please use the Public Portal, which can be found at <https://flinsafeportal.flinders.edu.au/FlindersECportal/>.

Supported Web Browsers include Internet Explorer and Safari.

Main Application

The following information provides an overview of steps required to process a hazard using the **Main Application**:

Reporting a Hazard

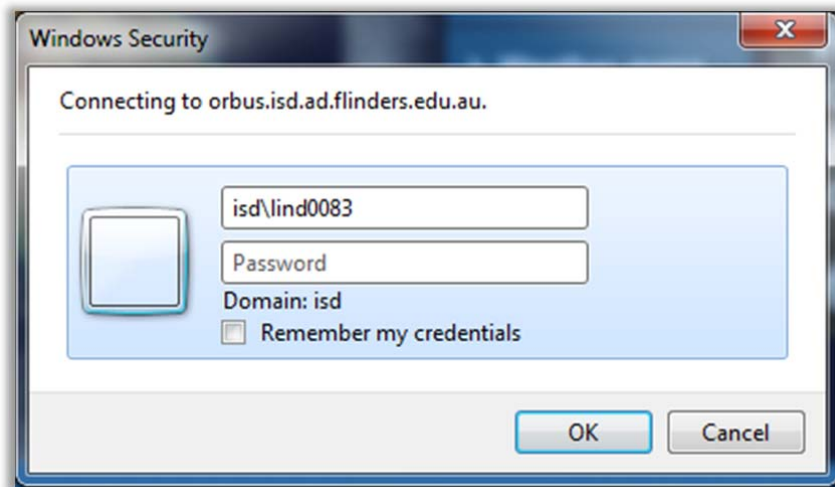
1. Reporting a Hazard
 - a. Entering Location Details of where the hazard is located
 - i. If the location relates to an area of the University (i.e. Education Building may be Faculty / Portfolio = Faculty of Education, Humanities and Law; School / Division = School of Education), then the Faculty / Portfolio and School / Division details may be entered
 - b. Details of the hazard itself
 - c. Details of any immediate actions taken to correct the issue (if any). If no actions were taken, please enter "None taken."
 - d. Details of corrective actions suggested / recommended to be taken
 - e. Reported By details of the person reporting the hazard (please include contact details)
 - f. Details of the supervisor of the Reported By person
 - g. Attaching any documents, including photos or a document with more details to help in further investigation of the hazard
 - h. Submitting the hazard
2. Reviewing and Accepting a Hazard Event (Hazard submitted through the Public Portal)
 - a. Review submitted temporary hazard record
 - b. Accept / Not Accept (with reasons why not accepted)
 - c. Creating a hazard record from a temporary hazard record
3. Investigating a Hazard
 - a. Review Hazard Details (including risk level)
 - b. Review suggested corrective actions
 - c. Update Investigation notes
4. Creating and Assigning Corrective Actions
 - a. Creating Corrective Actions
 - b. Assigning Corrective Actions
5. Action Updates and Completing Corrective Actions that have been assigned to you
 - a. Review Corrective Action
 - b. Update Corrective Action with action updates
 - c. Completing the Corrective Action by marking it as complete
6. Reviewing and submitting the Hazard Investigation
 - a. Review Hazard to ensure corrective actions have been assigned
 - b. Proposing a residual risk level once corrective actions have been completed
 - c. Submitting hazard investigation once corrective actions have been completed
7. Reviewing the Hazard Investigation and Corrective Actions
 - a. Moderator reviews Hazard Investigation
 - b. Moderator reviews completed Corrective Actions
8. Ready for Sign Off
 - a. Moderator decides if hazard is ready to be signed off
9. Sign Off
 - a. Sign Off Team decides if the hazard will be signed off giving reasons
 - b. If hazard is not signed off, the hazard is sent back to the Moderator Team for review

Logging in Externally (i.e. from home)

The web site can be accessed via <https://flinsafe.flinders.edu.au/SCRIM/>.

Note: To be able to access the web site externally from the Flinders University computer network, a VPN Client will likely be required. This can be obtained through Flinders University ITS Support.

When accessing the Main Application from outside of the Flinders University network, the following window will be displayed:



In addition to the normal login details, the login should have the following:

Username (top box): isd*FAN*>

Password: <*FAN password*>

For example:

Username: isd\test0001

Note: It is suggested that you do not tick the remember my credentials, especially when using a publicly available computer, as this compromises the security of your login. It is also suggested that once you have finished your work in the Main Application, that you close any open browser windows.

Using the Risk Matrix to determine Risk Level

The WHS Management System at Flinders University uses the following risk matrix when determining the level of risk of hazards ¹.

Step A - Consider the consequences		Step B - Consider the likelihood	
For each hazard, consider the consequences if something happens. Consider what could reasonably have happened, as well as what actually happened (if there was an accident/incident). Look at the descriptions below and choose the most suitable consequence		How likely is it that something will happen as a result of the hazard? Look at the descriptions below and choose the most suitable Likelihood	
Consequence	Description	Likelihood	Description
Fatality	May cause death and/or severe irreversible disability, and/or permanent ill health	Very likely	Expected to occur in most circumstances
Major	Severe injury or illness	Likely	Will probably occur in most circumstances
Minor	Minor (usually reversible) injury or illness resulting in days off work	Possible	Might occur occasionally
First Aid only	First aid level medical treatment	Unlikely	Could happen at some time
Negligible	No treatment required	Highly unlikely	May happen only in exceptional circumstances

Step C – Calculate the Risk Level

1. Take the Step A rating and select the correct line
2. Take the Step B rating and select the correct column
3. Circle the risk level where the two ratings cross in the matrix below

Risk level =

Consequence	Likelihood				
	Very likely	Likely	Possible	Unlikely	Highly unlikely
Fatality	Extreme	High	High	High	Medium
Major injury	High	High	High	Medium	Medium
Minor injury	High	Medium	Medium	Medium	Medium
First aid	Medium	Medium	Medium	Low	Low
Negligible	Medium	Medium	Low	Low	Low

As an example, if a hazard has been identified as having a consequence of 'Minor' and a likelihood of 'Possible,' then the risk level is **Medium**. This is determined by looking across the **Minor Injury** row and then then looking down the **Possible** column. Where they intersect gives the risk level of **Medium**.

¹ Reference: *Work Health and Safety Risk Management Policy*, Flinders University, 2013.

1. Report a Hazard

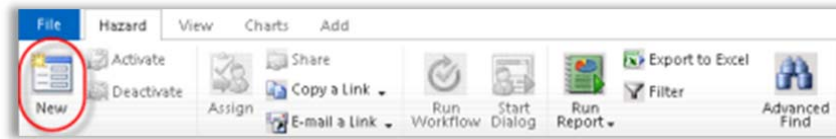
Hazard records are generally reported via the FlinSafe Portal and Public Portal, but it is possible to report a hazard via the Main Application. The following instructions show how to report a hazard through the Main Application. Please connect to the Flinders University Network then go to <https://flinsafe.flinders.edu.au/SCRIM/>

- From the left menu select SCRIM Modules > Hazard (see **Figure 01a** below)
- Select 'New' from the top menu bar (see **Figure 01b** below)

(Figure 01a: Left Menu)



(Figure 01b: Menu bar)



The **New Hazard** form in **Figure 02** will appear. Please complete section 1 and part of section 2 as explained below. **Note:** If the hazard is being created from a hazard event the form will appear with values already pre populated.

Helpful Hints:

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

Greyed-out fields: You are unable to enter anything in these fields. Note: A greyed-out field will automatically populate with a value when a report is saved or is populated from another source for example the FlinSafe or Public Portals.

- 1 **Location Details:** If the hazard is not related to a Faculty or Portfolio leave the 'Faculty/Portfolio' & 'School/Division' fields blank. 'Further Location Details' should be used to help describe the site and location details in more detail.
- 2 **Reported By:** This is usually the person entering the hazard, or you may search and select another contact name if you are reporting the hazard on behalf of another person.
- 3 **Reported to Team:** This field will be greyed out. On save, the relevant School/Division Moderator Team will be automatically entered into this field. If the School/Division field is left blank, the WHS Team will receive the hazard report and may update this field to reflect the relevant School / Division Moderator Team.

(Figure 02: New Hazard)

Hazard New

1 - General

Reference ID	<input type="text"/>	Hazard Class *	Incidental
Incident Management	<input type="text"/>	Risk Management	<input type="text"/>
Hazard Event	<input type="text"/>	Operational Activity	<input type="text"/>
Hazard Type *	Spill/Release/Flooding/Water Leak	Procedure Step	<input type="text"/>
Hazard Identified On *	12/08/2014 10:30 AM		

Location Details 1

Faculty / Portfolio	Senior Vice-President (Strategic Finance and F)	School / Division	Human Resources Division
Site *	Bedford Park	Location *	Union
Building Floor / Level	2	Building Room / Area	207
Further Location Details	<input type="text"/>	GPS Location	<input type="text"/>

Notification Details

Reported By First Name	<input type="text"/>	Reported By Last Name	<input type="text"/>
Reported By Contact Phone	<input type="text"/>	Reported By FAN	<input type="text"/>
Reported By * 2	OHS Test 1	Reported Date *	12/08/2014 11:31 AM
Reported To Team 3	<input type="text"/>		

For the following items, please refer to **Figure 03** below.

- 4 **Hazard Description:** Describe the Hazard in detail and select a value for 'The hazard could cause'. Please confirm any 'Immediate Actions were Taken' and 'Suggest Corrective Actions'.
- 5 **Risk Matrix:** The Risk Level will automatically populate based on the values you select for Likelihood and Consequence. Please refer to **page 6** for details on how to determine the risk level.
- 6 **Regulators Notified:** Only the WHS Unit can complete this section. **This section will be greyed-out for users other than the WHS Unit.** Please move to the next section.

(Figure 03: Hazard Description)

Section 2 – Hazard Investigation (Assigning to the Investigator)

Hazard reports need to be investigated and to do this, a hazard report needs to be assigned to someone to investigate it (see **Figure 04** below).

- 7 **Assigned To Topic Coordinator / Supervisor:** This is usually the Supervisor of the 'Reported By' person or a person who looks after hazards for a specific location. If the appropriate person cannot be identified the Moderator may assign the report to themselves to continue with the investigation process.

Note: If the School/Division field is left blank in 1 Location Details (see **Figure 02**), the hazard may be assigned to the WHS Unit who can reassign the hazard investigation to the appropriate person.

(Figure 04: Investigation)

(Figure 05: Save report)



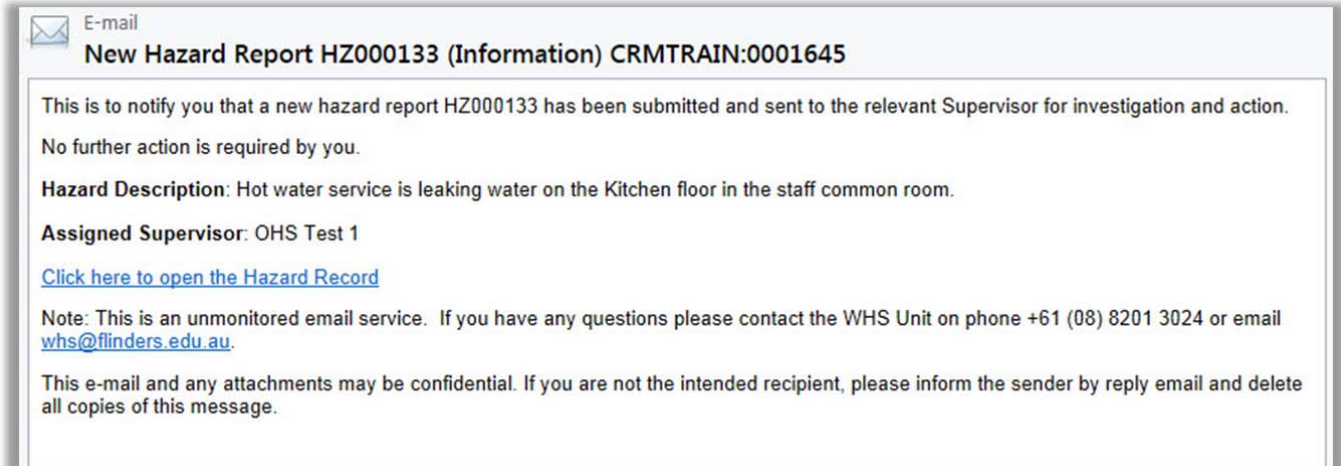
Save and Close the Hazard report at this point, the remaining sections i.e. Completion Details and sections 3 to 6 will be completed during and after the Hazard Investigation.

Email Notifications

On saving the report above, 2 email notifications will immediately be sent to:

1. The **'Assigned To Supervisor'** or nominated person, requesting to investigate and action the hazard.
2. The **'Reported To Team'**. If a 'School/Division' was selected in **1** Location Details, the appropriate School/Division Moderator Team will automatically be sent an email notification confirming a new hazard has been raised (see **Figure 06** for an example). If a 'School/Division' **is not** selected the WHS Unit will automatically be notified.

(Figure 06: Moderator Team email)



2. Sections of the Hazard form

There are 6 main sections of the Hazard form which include:

1. **General** – Information generally received from the Public or FlinSafe Portals
2. **Hazard Investigation** – Investigation carried out by an individual who is usually the Supervisor or another nominated person who investigates hazards in the area.
3. **Risk Control Measures** - are only available if an 'Operational Activity' and 'Procedure Step' are chosen. These are measures used to control and reduce the risk using the hierarchy of controls.
4. **Corrective Actions** – actions assigned, taken and completed to correct the hazard
5. **Residual Risk Level** – the remaining risk after the corrective actions have been completed. Some risks cannot be completely eliminated and the residual risk indicates the risk level
6. **Sign Off** – When the hazard investigation and corrective actions are complete, the record is presented for sign off.

During the course of this manual sections may be referred to when explaining processing the different areas of a hazard.

3. Create a Hazard from a Hazard Event

A Hazard Event is a temporary record reported via the Public Portal. The temporary record must be reviewed to determine if it is a legitimate record before being accepted and created as a genuine hazard report.

The School/Division Moderator Team or WHS Team will be notified by email to review the hazard event (see **Figure 07** below).

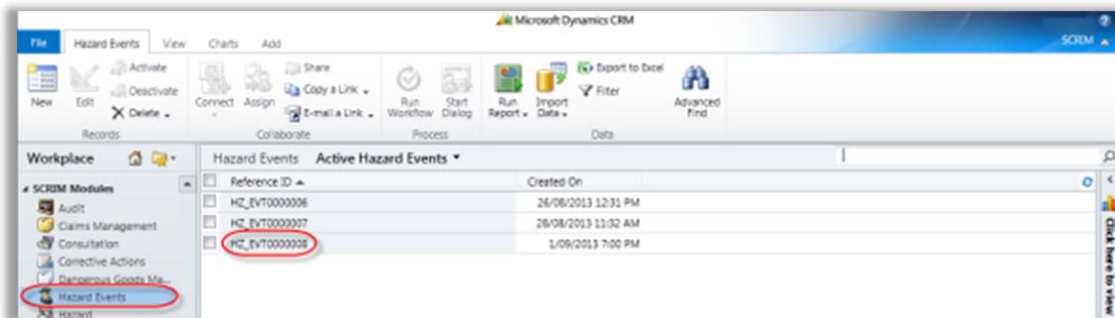
(Figure 07: Email)



Please log into the Main Application via <https://flinsafe.flinders.edu.au/SCRIM/>

- From the left menu select SCRIM Modules > Hazard Events (see **Figure 08** below)
- Click on the relevant Hazard Reference ID to open the record

(Figure 08: Event ID)



3a. Accept a Hazard Event (temporary record)

Open the **Hazard Event**.

Please review, update and fill in blank fields where possible (see **Figure 09** for an example of a hazard event record).

Helpful Hints:

Mandatory: All Fields marked with a red asterisk (*) must be completed before the record may be saved.

(Figure 09: Open Event)

The screenshot shows the "Hazard Event" form for record HZ_EVT0000095. The form includes the following fields:

- Reference ID ***: HZ_EVT0000095
- Hazard Identified On ***: 22/07/2014 8:00 AM
- Hazard Type**: Spill/Release/Flooding/Water Leak
- Hazard Class**: Incidental
- Operational Activity**: (blank)
- The Hazard Could Cause**: Personal Injury
- Reported To Team**: Human Resources - Notification
- Hazard Description**: Hot water service is leaking water on the floor in the kitchen area.
- Immediate Corrective Actions Taken**: Placed "Wet Floor" signs around the area and logged a job with Maintenance. Used mop to clean up as much excess water as possible.

For the following items, please refer to **Figure 10** and **11**.

- 1 Reported By:** Select the 'Reported By' person based on the details provided by the Public Portal user.

(Figure 10: Event record)

Location Details			
Faculty / Portfolio	Senior Vice-President (Strategic Finance a	School / Division	Human Resources Division
Site *	Bedford Park	Location *	Union
Building Floor / Level	2	Building Room / Area	207
Further Location Details	FlinSafe Project Office	GPS Location	
Reported By			
Reported By *		Reported Date *	22/07/2014 8:04 AM
First Name	OHS	Last Name	Test
Contact Phone	8201 8201	Reported By Email	test0031@finders.edu.au
FAN	test0031	Time In Role / Course	
Relationship Type		Company / School / Division	Human Resources

Note: Reported By has a (+) which indicates the record can be saved without it, however will need to be saved later.

- 2 Assigned to Topic Coordinator / Supervisor:** Select the nominated supervisor /person based on the details provided by the Public Portal user. Or, if no supervisor was provided, please choose the appropriate supervisor or person.
- 3 Event Status:** Select 'Accepted' if the record is legitimate (if you believe the record is spam please see **Section 3c** 'Non Accepted Hazard Event' on page 12).

(Figure 11: Acceptance)

Hazard Investigation			
Assigned to Topic Coordinator / Supervisor	OHS Test 1		
Topic Coordinator / Supervisor First Name	OHS	Topic Coordinator / Supervisor Last Name	Test 1
Event Acceptance			
Event Status	Accepted	Hazard Created	<input checked="" type="radio"/> No <input type="radio"/> Yes
Reason Event Was Not Accepted			
Reference ID	Hazard Description	Site	Signed Off
<div style="display: flex; justify-content: space-between;"> < > </div>			
Page 1			
<ul style="list-style-type: none"> Administration Notes 			

(Figure 12: Save record)



Save the Hazard Event record at this point. This action will check all mandatory fields are complete.

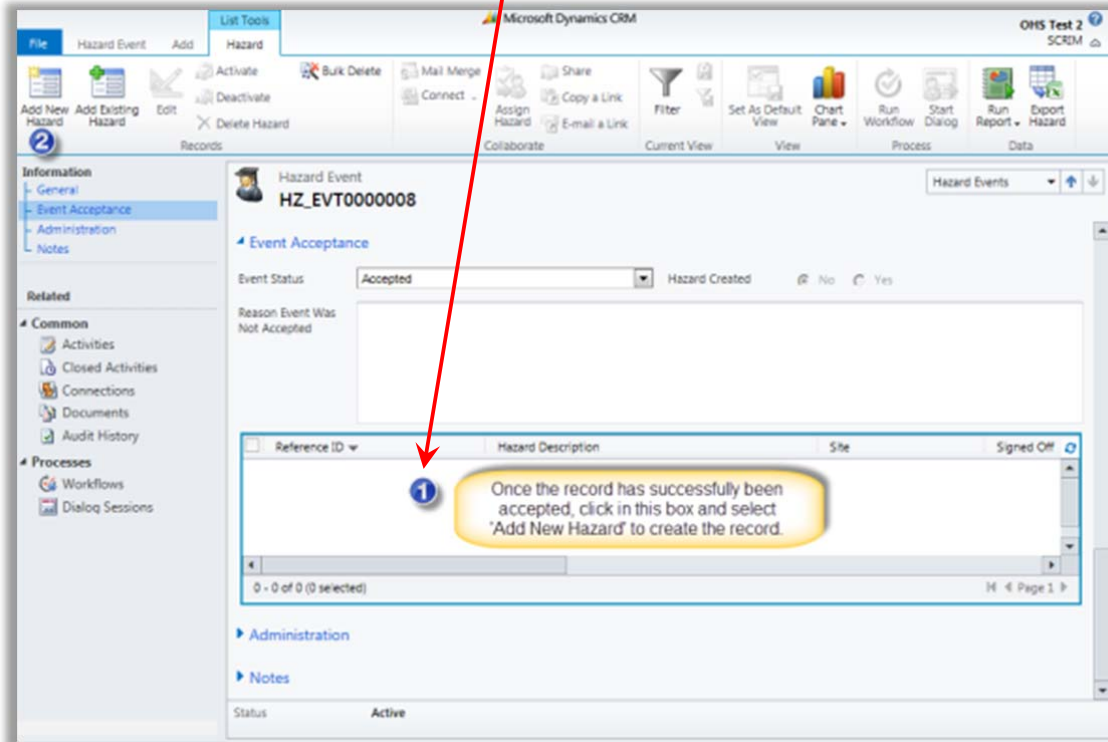
See **Section 3b** 'Create a Hazard' on page 12 to continue.

3b. Create a Hazard Report (from a temporary record)

The temporary record must be accepted and saved before the hazard may be created (see **Figure 13** below).

- 1 To create a hazard report click in this box.
- 2 Select **'Add New Hazard'**.

(Figure 13: Add Hazard)



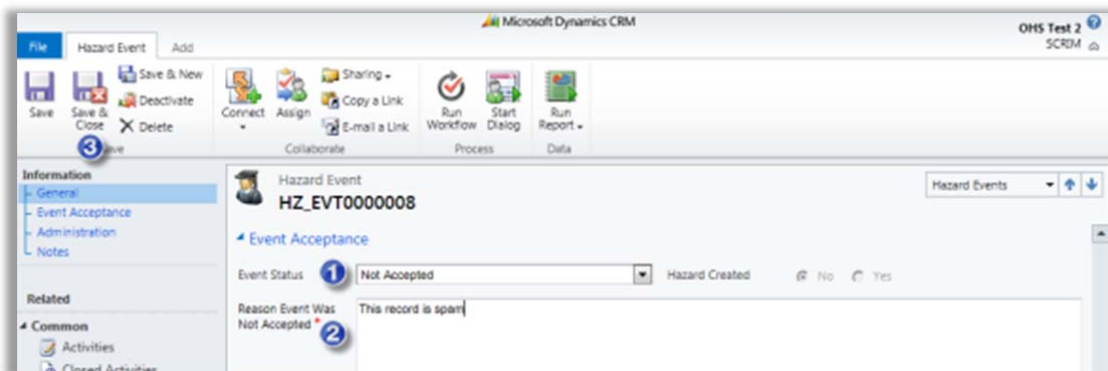
A **New Hazard** form will appear with values automatically entered from the temporary record. For information on how to create a new hazard, please go to **Section 1 'Report a Hazard'** on page 7.

3c. Non Accepted Hazard Event (temporary record)

If you believe the hazard event is spam, do not accept the temporary record.

- 1 Select **'Not Accepted'**.
- 2 Enter a reason why the record is not accepted.
- 3 Select **Save & Close**.

(Figure 14: Not Accepted)

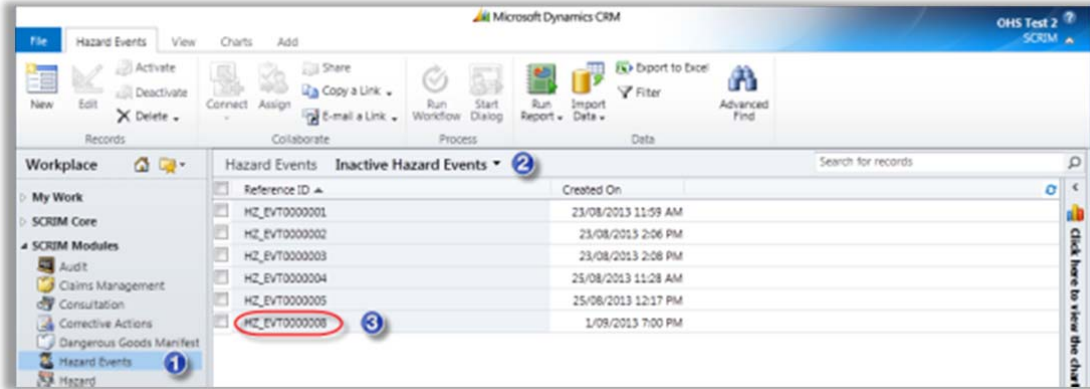


3d. Retrieve a Non Accepted Hazard Event (temporary record)

A 'Non Accepted' record will move to the **Inactive Hazard Events** list as shown in the **Figure 15** below.

- 1 Select '**Hazard Events**' from the left menu.
- 2 Click the drop down arrow and select '**Inactive Hazard Events**'.

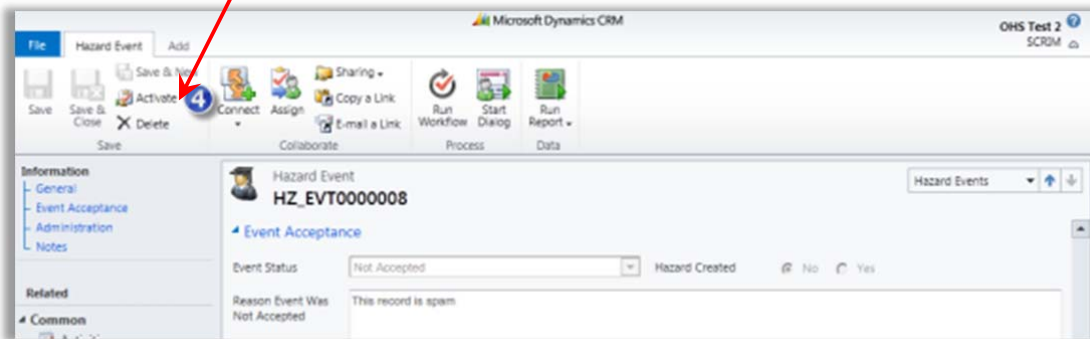
(Figure 15: Inactive Event)



If a temporary record is mistakenly marked as '**Not Accepted**' the record may still be retrieved and processed.

- 3 Open the hazard event by clicking the appropriate '**Reference ID**'. (see **Figure 15** above)
- 4 Select the '**Activate**' icon (from the top menu bar) to enable the record for editing (see **Figure 16** below).

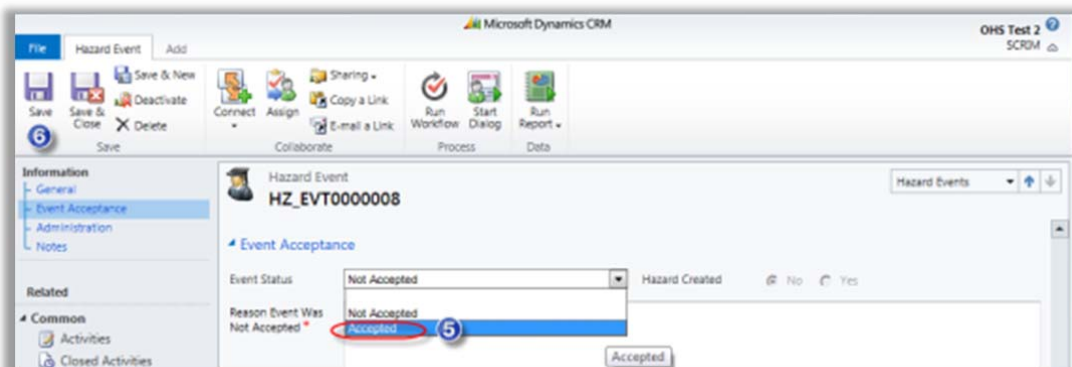
(Figure 16: Activate)



Note: When updating the status from 'Not Accepted' to 'Accepted' the field called 'Reason Event was Not Accepted' will immediately grey out. If you wish add another comment to this box please do so before updating the status.

- 5 Change the 'Event Status' value from 'Not Accepted' to '**Accepted**' (see **Figure 17** below).
- 6 **Save** the record and continue with creating a new hazard report (see **Section 3b**). Alternatively, **Save & Close** the record, this will move the record to the 'Active Hazard Events' list, to process at a later time.

(Figure 17: Acceptance)



4. Assign the Hazard Investigation

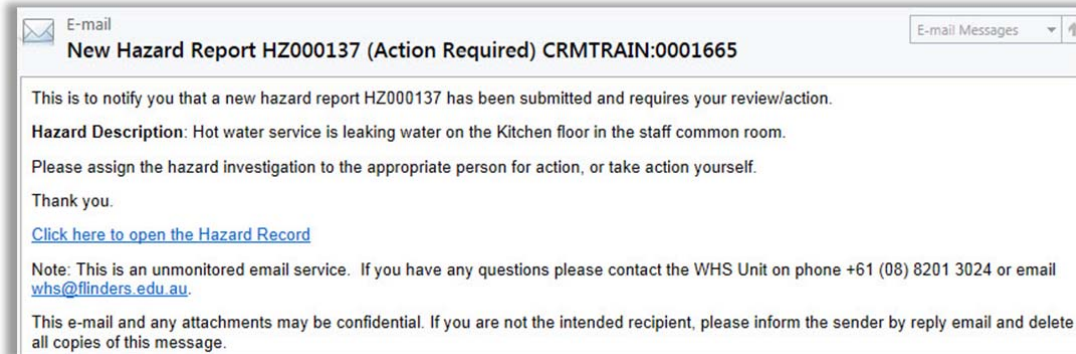
If a hazard is reported via the FlinSafe Portal and the user does not select an 'Assigned To' person to investigate the hazard, the report will automatically be sent to the School/Division Moderator Team to assign the report to an appropriate person or themselves to the investigation.

The Moderator's role in this section is to:

- Review and update the report.
- Assign the report to an appropriate person to investigate the hazard and create corrective actions.

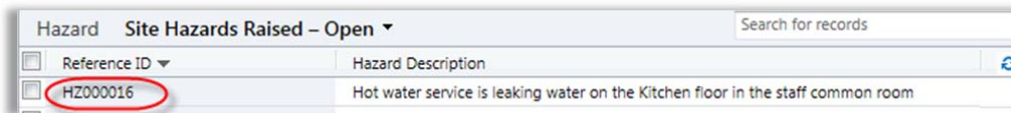
The School/Division Moderator Team or WHS Team will be notified to review the hazard report. Click on the link provided in the email to open the report (see **Figure 18** below for an example).

(Figure 18: Email)



- Or, log into the Main Application via <https://flinsafe.flinders.edu.au/SCRIM/>
- From the left menu select SCRIM Modules > Hazard
- Click on the relevant Hazard Reference ID to open the report (see **Figure 19** below)

(Figure 19: Hazard ID)



Review and update the hazard details if required (see **Figure 20** below).

(Figure 20: Review Hazard)

The screenshot shows the "Hazard" review form for HZ000137. The form is divided into several sections:

- Hazard Identification:** Hazard Identified On: 12/08/2014, 10:30 AM.
- Location Details:**
 - Faculty / Portfolio: Senior Vice-President (Strategic Finance a)
 - School / Division: Human Resources Division
 - Site: Bedford Park
 - Location: Union
 - Building Floor / Level: 2
 - Building Room / Area: 207
 - Further Location Details: (empty)
 - GPS Location: (empty)
- Notification Details:**
 - Reported By First Name: (empty)
 - Reported By Last Name: (empty)
 - Reported By Contact Phone: (empty)
 - Reported By FAN: (empty)
 - Reported By: OHS Test 1
 - Reported Date: 12/08/2014, 1:30 PM
 - Reported To Team: Human Resources - Notification
- Hazard Description:**
 - Hazard Description: Hot water service is leaking water on the Kitchen floor in the staff common room.
 - The hazard could cause: Personal Injury

Review and update the 'Risk Matrix' if required (see **Figure 21** below). For more details on the determining the risk level with the risk matrix, please refer to **page 6**.

(Figure 21: Review Hazard continued)

The screenshot shows a web form with the following sections:

- Immediate Actions Taken:** A text box containing "Placed 'Wet Floor' signs around the area and logged a job with Maintenance".
- Suggested Corrective Actions:** A text box containing "Request Hot Water Service is fixed or replaced".
- Risk Matrix:** A section with dropdown menus for "Likelihood*" (set to "3 - Possible"), "Consequence*" (set to "3 - Minor Inj"), and "Risk Level" (set to "Medium").
- Regulator Notified:** A table with columns for "Regulator Name", "Regulator Reference Number", and "Notification Date". The table is currently empty, with a message "No Regulator records are available in this view." below it.

Note: The 'Regulator Notified' section in **Figure 21** will be greyed-out and only the WHS Unit can access this section.

Section 2 – Hazard Investigation

- Assigned To Topic Coordinator / Supervisor:** This is usually the Supervisor of the 'Reported By' person or a person who looks after hazards for a specific location. If the appropriate person cannot be identified, the Moderator may assign the report to themselves to continue with the investigation process.

Note: If the School/Division field is left blank in the 'Location Details' section, the hazard may be assigned to the WHS Unit, who can reassign the hazard investigation to the appropriate person.

(Figure 22: Investigation)

The screenshot shows the "2 - Hazard Investigation" form with the following fields:

- Investigator First Name
- Investigator Last Name
- Investigator Contact Phone
- Investigator FAN
- Assigned To Topic Coordinator / Supervisor: A dropdown menu showing "OHS Test 2" with a callout box pointing to it that says "Select a Supervisor or appropriate person to investigate the Hazard".

(Figure 23: Save report)



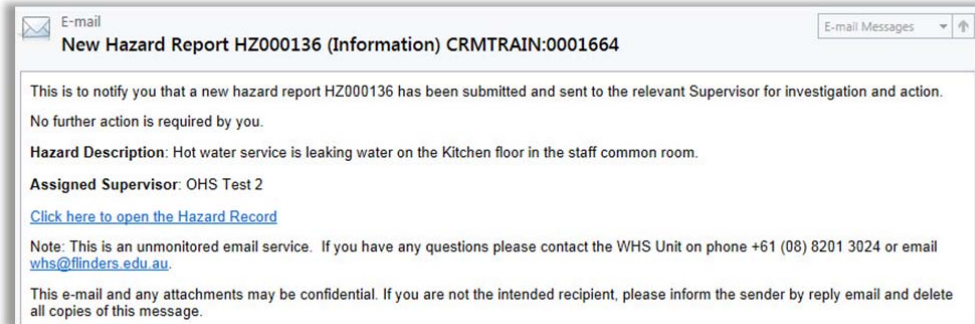
Save & Close the Hazard report at this point, the remaining sections i.e. Completion Details and sections 3 to 6 will be completed during and after the Hazard Investigation.

5. Investigate a Hazard & Create Corrective Actions

If a Moderator was unable to assign a supervisor or appropriate person to investigate the hazard, they may have assigned the hazard to themselves. If this is the case, the Moderator will be notified by email and must action the hazard and corrective actions via the Main Application.

Click on the link provided in the email to open the report (see **Figure 24** below).

(Figure 24: Email)



Or, log into the Main Application via <https://flinsafe.flinders.edu.au/SCRIM/>

- From the left menu select SCRIM Modules > Hazard
- Click on the relevant Hazard Reference ID to open the report

1 Section 2 – Hazard Investigation

- Enter your investigation findings (see **Figure 25** below).
- If section 4 is not actioned, please enter a reason why Corrective Actions were not created.
- If section 5 (see **Figure 28**) is updated, please enter a reason why the 'Risk Matrix' was changed.

2 Section 3 – Risk Control Measures

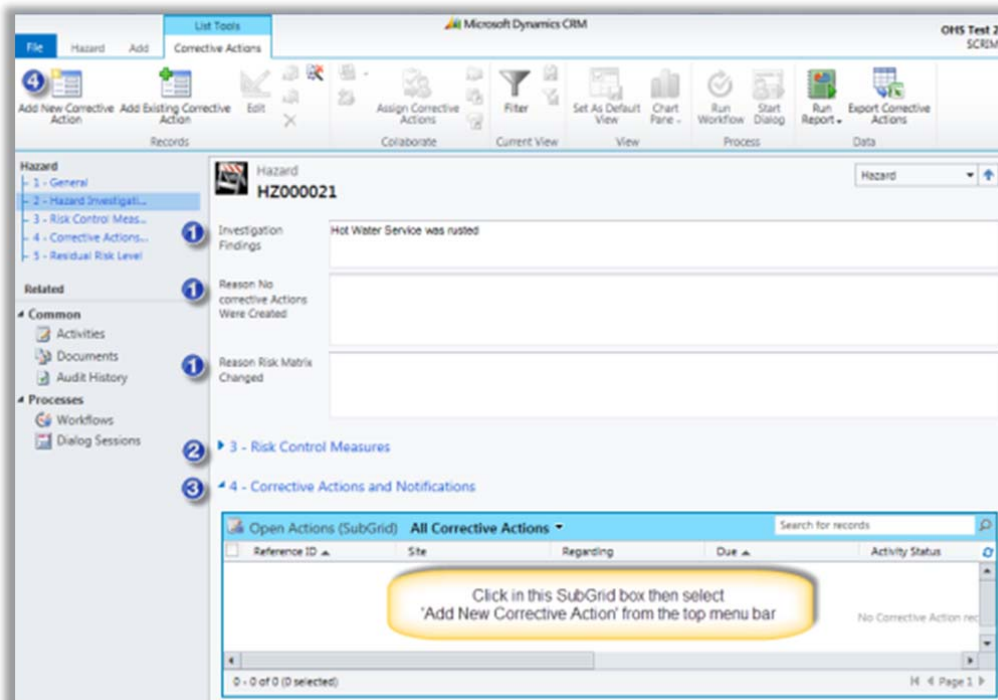
- Risk Control Measures are only available if an 'Operational Activity' and 'Procedure Step' are chosen. These are measures used to control and reduce the risk using the hierarchy of controls.

3 Section 4 – Corrective Actions and Notifications

- Click in the Sub Grid box.

4 Select 'Add New Corrective Action' from the top menu bar (see **Figure 25** below).

(Figure 25: Investigation)



5a. Create Corrective Actions

When creating a Corrective Action the form in **Figure 26** will open. Details from the hazard report will be automatically entered into the corrective action form.

By default, the Responsible Person is the person that created the Corrective Action. This is the person responsible for completing the corrective action.

Note: If required, the corrective action may be assigned to another 'Responsible Person' at this point in time.

Fill in the remaining fields, including mandatory (*) fields.

(Figure 26: New Corrective Action)

For the following items, please refer to **Figure 27** on the next page.

If the Corrective Action is complete:

- 1 **Was the Corrective Action Completed Today?:** If the corrective action is complete on the day of submission tick **'Yes'**. If the corrective action was completed on a date prior to submission (i.e. a couple of days ago), tick **'No'** and enter the **'Actual End'** date it was completed.
- 2 **'Action Update' & 'Completion Comments'** must be entered when the corrective action is completed. These details provide information about what the actual actions were and any remarks about the completion of the corrective action.
- 3 Select **'Mark as Complete'** from the top menu bar. This will close the corrective action and return back to the hazard report.

Note: If the Corrective Action is **not** complete, leave the 'Action Update' & 'Completion Comments' blank, then select **Save & Close** from the top menu bar, to return back to the hazard report. These fields must be entered at the time the corrective action is completed and should be completed by the Responsible Person, who has been assigned to complete the corrective action.

(Figure 27: Complete CA)

5b. Continue to Investigate the Hazard

For the following items, please refer to **Figure 28** below.

- 1 **Section 4** - The saved corrective action report(s) will display in the Sub Grid box within the hazard report.

Note: To complete the corrective action(s) at a later date the report may be re-opened from within the hazard report:

- Select SCRIM Modules > Hazard
- Click on the relevant 'Hazard Reference ID' to open the report.
- Go to **Section 4** – Corrective Actions and Notifications.
- Within the Sub Grid box click on the 'Reference ID' to open and action the corrective action report.

- 2 **Section 5 – Residual Risk Level**

- Select the new '**Likelihood**' and '**Consequence**' values when all corrective actions have been completed (these fields are mandatory). For details on determining risk level, please see **page 6**.

- 3 **Section 6 – Sign-off**

- If the investigation and corrective actions are complete, tick '**Yes**' for Ready to Sign-off.
- The Sign-off Team will automatically be assigned when the report is saved.
- Select **Save & Close**.

(Figure 28: Complete Hazard)

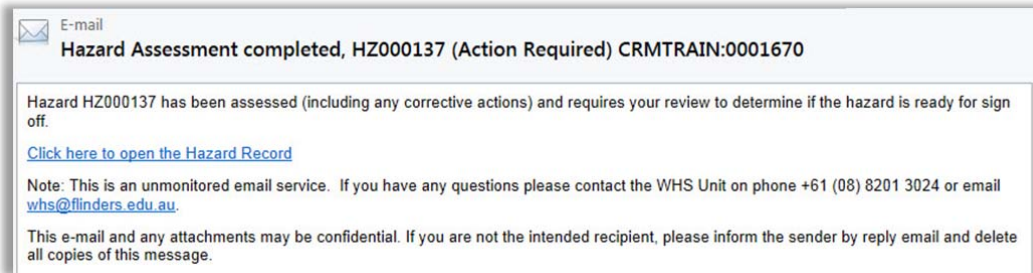
See Section 7 for '**Final Sign-off**'.

6. Review the Hazard Assessment and Corrective Action

When a supervisor completes the hazard assessment the Moderator will be notified to review the assessment and corrective actions.

Click on the link provided in the email to open the report (see **Figure 29** below).

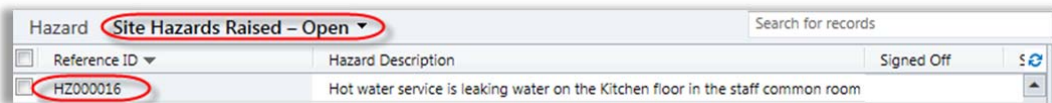
(Figure 29: Email)



Or, log into the Main Application via <https://flinsafe.flinders.edu.au/SCRIM/>

- From the left menu select SCRIM Modules > Hazard
- Select **Site Hazards Raised – Open** (see **Figure 30** below)
- Click on the relevant Hazard Reference ID to open the report to review it (see **Figure 31** below)

(Figure 30: Hazard ID)



Section 2 – Hazard Investigation

Review the Investigation details.

Section 3 – Risk Control Measures

Risk Control Measures are only available if an 'Operational Activity' and 'Procedure Step' are chosen. These are measures used to control and reduce the risk using the hierarchy of controls.

(Figure 31: Hazard Review)

The screenshot shows the "Hazard Investigation" section of the SCRIM application. It includes several input fields for "Investigator First Name", "Investigator Last Name", "Investigator Contact Phone", and "Investigator FAN". The "Assigned To Topic Coordinator / Supervisor" field is populated with "Matt Lindner". Below this is the "Completion Details" section, which includes radio buttons for "Completed" (No/Yes), a "Completion Date" field set to "12/08/2014" at "3:45 PM", and three text areas for "Investigation Findings" (containing "Hot water service was rusted."), "Reason No corrective Actions Were Created", and "Reason Risk Matrix Changed". At the bottom, there is a "Risk Control Measures" section with a table header: "Procedure Step", "Control Type", "Risk Control Measure", and "Status". A message below the table states: "No Risk Control Measure records are available in this view."

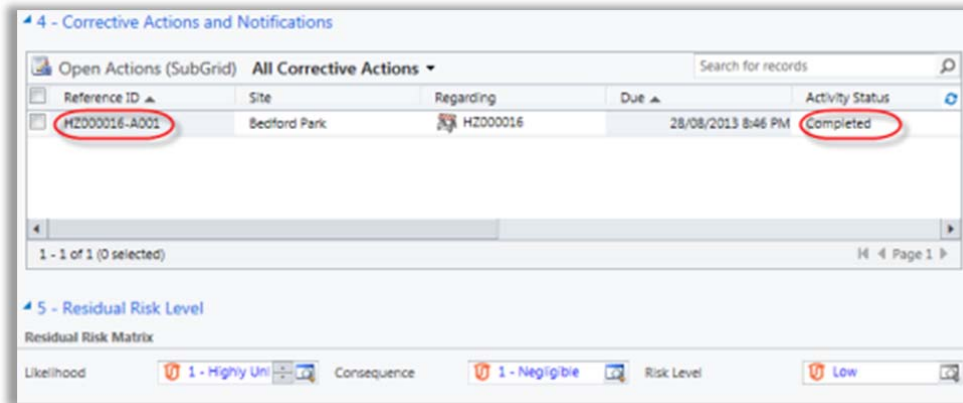
Section 4 – Corrective Actions and Notifications

- If a corrective action report has been created, it will display in the Sub Grid box (see **Figure 32** below).
- To open the corrective action report, click on the 'Reference ID'.
- Review the corrective action details (see **Section 5a Create Corrective Actions** on page 17 to view an example of a report).
- The corrective action must be completed before a Moderator can tick 'Ready for Sign-Off'. The 'Activity Status' column will confirm if the report is complete (see **Figure 32** below).

Section 5 – Residual Risk Level

- Review and update the risk level if required.

(Figure 32: Hazard Review continued)



If the report is not ready for Sign-Off, select **Save & Close** allowing you to return to the report at a later time.

If the report is ready for Sign-Off, please see the **Section 6a**.

6a. Ready for Sign-Off

Section 6 – Sign-off

- When a hazard report and corrective action has been reviewed and updated by the Moderator and the corrective action has been completed, select '**Yes**' (see **Figure 33** below).
- The Sign-off Team field will remain blank until the report is saved.
- On save, the appropriate 'School/Division Sign-off Team' will automatically be assigned the report and notified by email to action the final sign-off. You are not required to select a Sign-Off Team.

(Figure 33: Sign-Off)



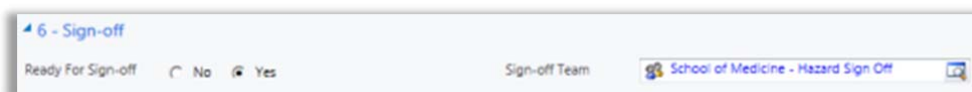
(Figure 34: Save report)



Save & Close the hazard report.

Note: If you re-open the hazard report after a few minutes, the 'School / Division Sign-Off' Team will be visible.

(Figure 35: Sign-Off)

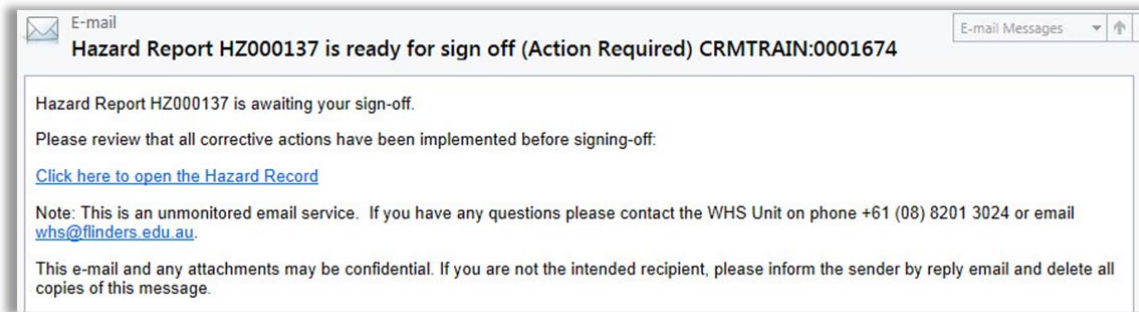


7. Final Sign-Off

When the Moderator has actioned a hazard report as 'Ready for Sign-off' the **School/Division Sign-off Team** will automatically be assigned the report and notified by email.

Click on the link provided in the email to open the report (see **Figure 36** below).

(Figure 36: Email)



Or, log into the Main Application via <https://flinsafe.flinders.edu.au/SCRIM/>

- From the left menu select SCRIM Modules > Hazard
- Click on the relevant Hazard Reference ID to open the report

Section 6 – Sign-Off

The School/Division Sign-off Team will review the full hazard report before signing off (see **Figure 37** below).

- Hazard Sign Off:**
 - If satisfied and answered '**Yes**' to both questions, go to step 2.
 - Satisfied all actions have been assigned and actioned.
 - Satisfied risk is As Low As Reasonably Practicable (eliminated or minimised)
- Signed Off By:**
 - **Signed Off:** Select '**Yes**'.
 - **Signed Off By:** Your name will automatically default into this field.
 - **Sign-off Date:** Today's date will automatically default into this field.
 - Select **Save & Close**.

Note: If either of the questions in the 'Hazard Sign Off' section were answered '**No**'

- Add a descriptive reason why you are not satisfied in the '**Comments**' field.
- Do not continue to the 'Signed Off By' section.
- Select **Save & Close** – The report will automatically be assigned back to the Moderator and notified by email to investigate further (where they can review and re-submit).

(Figure 37: Final Sign-Off)

When the hazard is signed off, an email notification will be sent to the Moderator, confirming the hazard has been finalised.