

Reviewing an Incident or Hazard Report as a Line Manager or Supervisor

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Overview



As a line manager or supervisor, you can review all Incident and Hazard Reports, Investigations, and Tasks assigned to your team. This allows you to stay informed about hazards affecting your team, including direct or indirect reports and reports being investigated by any of your reports.

To access Keep Safe Dashboard follow this link –

- [Keep Safe Dashboard](#)

Notifications Centre

The Notification Centre, located in the top left side of the Dashboard, displays any actions you are responsible for completing. These may include managing (investigating) an Incident or Hazard Report or Tasks assigned to you.

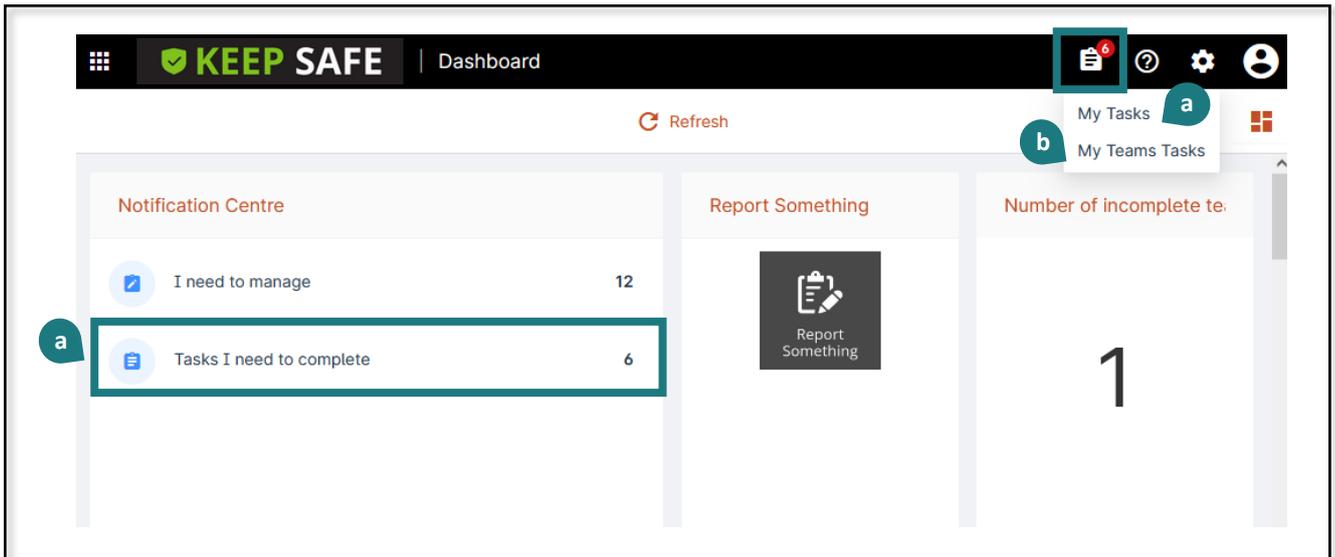
Clicking on the task will open a new window for you to complete it.

A screenshot of the Keep Safe Dashboard. The top navigation bar is black with the 'KEEP SAFE' logo on the left, the word 'Dashboard' in the center, and icons for notifications (with a red '6' badge), help, settings, and user profile on the right. Below the navigation bar is a 'Refresh' button. The main content area is divided into three columns. The left column, titled 'Notification Centre', is highlighted with a teal border and contains two items: 'I need to manage' with a count of 12, and 'Tasks I need to complete' with a count of 6. The middle column, titled 'Report Something', features a dark grey button with a white clipboard icon and the text 'Report Something'. The right column, titled 'Number of incomplete te.', displays a large number '1'.

Viewing Tasks

1. Access [Keep Safe Dashboard](#)
2. Complete the Single-Sign-On process using your standard UNE email address, password and authentication method.
You will land on the Keep Safe Dashboard.
3. Access Task Management Page as required;
 - a. **My Tasks**
In the notification centre click *Tasks I need to complete*
OR
Click the *Tasks icon*  in the top right corner
Select *My Tasks*
 - b. **My Teams Tasks**
Click the *Tasks icon*  in the top right corner
Select *My Teams Tasks*

 The number displayed in the Task Icon indicates how many personal tasks are pending.



The screenshot shows the Keep Safe Dashboard interface. At the top, there is a navigation bar with the 'KEEP SAFE' logo and 'Dashboard' text. A 'Refresh' button is visible. On the right side of the dashboard, there are two task management options: 'My Tasks' (with a red notification badge 'a') and 'My Teams Tasks' (with a red notification badge 'b'). The 'My Tasks' option is highlighted with a red box. Below the navigation bar, the 'Notification Centre' is visible, showing two items: 'I need to manage' with a count of 12, and 'Tasks I need to complete' with a count of 6. The 'Tasks I need to complete' item is highlighted with a red box and a red notification badge 'a'. To the right of the Notification Centre, there is a 'Report Something' button with a red notification badge 'b'. Further right, there is a 'Number of incomplete te.' section with a large red '1'.

 Overdue tasks will be highlighted in red.

Reviewing My Teams Tasks

The **My Teams Tasks** view will show Tasks assigned to you and all your direct and indirect reports. You may need to use the filter or search function to locate specific Tasks.

The screenshot shows the 'My Teams Tasks' view in the KEEP SAFE system. The interface includes a header with the KEEP SAFE logo, 'Task Management', and 'My Teams Tasks'. Below the header, there are navigation options: '1 - 21 of 21', 'Refresh', 'Print', 'Export', and a search bar. A table of tasks is displayed with columns for 'ID', 'Task Description', and 'Assigned To'. A status filter dropdown is open, showing options for 'To Do', 'Doing', and 'Done'. The search bar is labeled 'a' and the filter icon is labeled 'b'.

ID ↓	Task Description	Assigned To
182	Please instakkl guard	Peter Hosking
181	Manufacture a guard to prevent contact with gear/chain ...	Peter Hosking

- Filter** - Use the righthand filter icon to filter by *To Do*, *Doing* and/or *Done*. This view will show tasks assigned to you and all your direct and indirect reports.
- Search** - Use the Search bar to display specific Tasks by utilising the built-in search fields.
 - Place cursor in the search box
 - Press the down arrow
 - Select the search field you want to search by
 - Start typing and select once it appears.

Note: Filters will apply to Search results based on the selected options: **To Do**, **Doing**, and/or **Done**. Apply or remove filters before searching if required.

Example – Search for Tasks assigned to a specific person

- Place cursor in the search box
- Select Assigned to
- Select the equals (=) or contains (:*) option
- Start typing the name of the person and select once it appears.
If no name shows up the person does not have a Task to complete.

Searching by Business Unit
You can search by Business Unit, but will only have access to tasks assigned to your direct and indirect reports. The available business units will be limited to those related to tasks you have authority to access.

Reviewing Teams Incident and Hazard Reports and Investigations

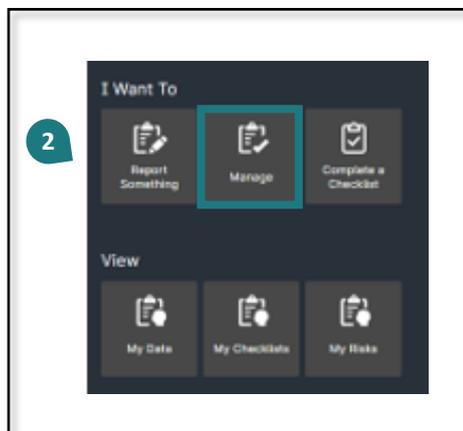
The following section covers reviewing reports that are being investigated by your direct or indirect employees.

Reports assigned to you for investigation will appear in the Notification Centre. For more details on this process, please refer to the Reviewing & Investigating Incident or Hazard Reports guide.

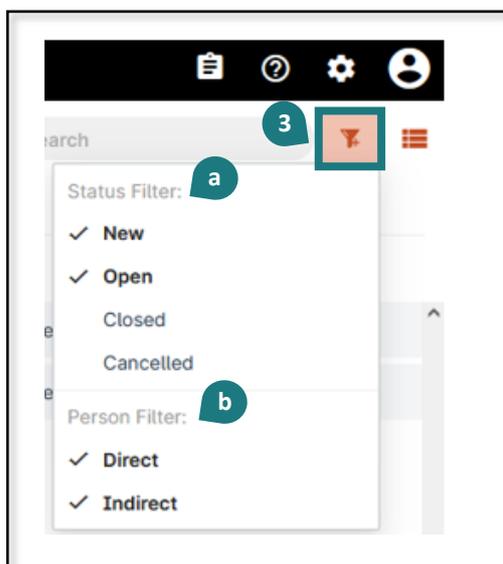
1. From the dashboard, click the System Menu (grid icon ) in the top left corner



2. Select *I want to Manage*



3. If required, click the filter icon and select appropriate filters



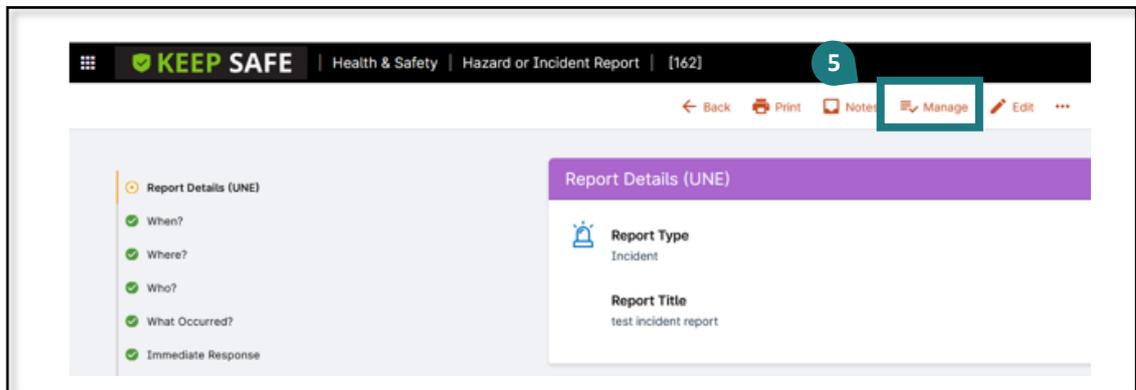
a. Status Filter Overview

- **New** = investigation has not been completed and submitted.
- **Open** = investigation has been completed, however there are one or more Tasks not yet completed.
- **Closed** = investigation has been completed and all Tasks have been completed.

b. Person Filter Overview

- **Direct** = assigned to you.
- **Indirect** = assigned to your team members.

4. Click the report you would like to view
5. You can scroll down to review the Report, or to **review the Investigation**, click **Manage** at the top centre of the screen



6. Scroll down to review the full investigation