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

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University of New England

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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.

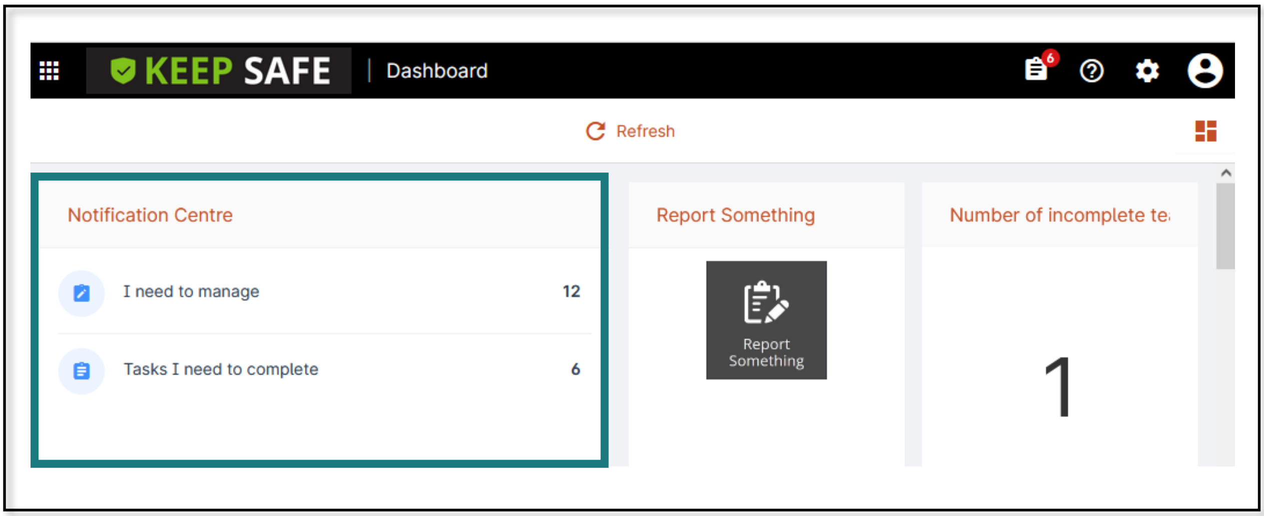
To access Keep Safe Dashboard follow this link –

- [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.



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;

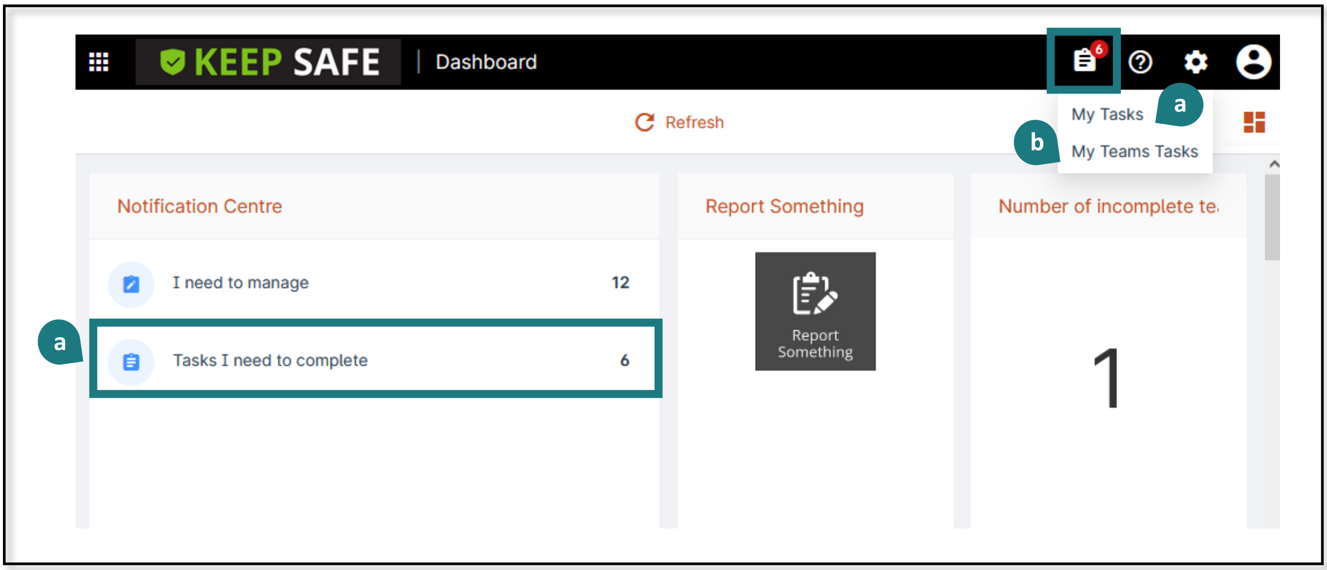
   a. **My Tasks**
      In the notification centre click ***Tasks I need to complete***

      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***

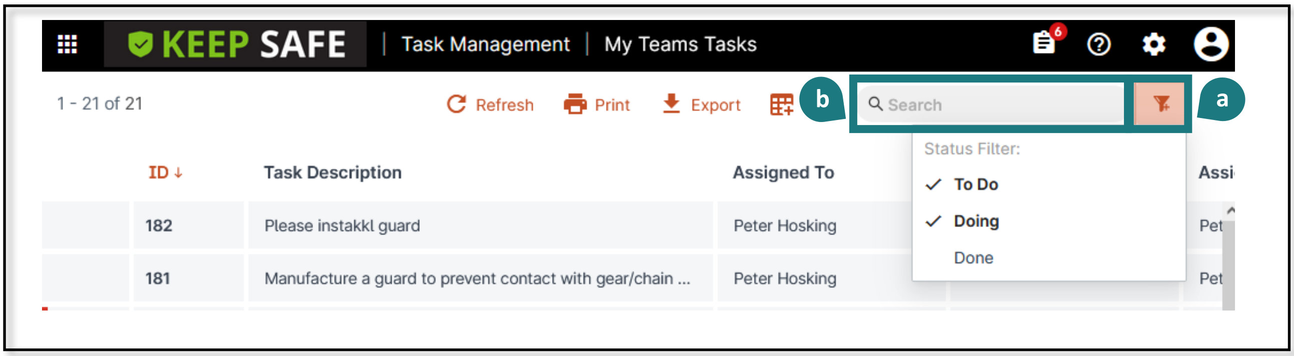
> The number displayed in the Task Icon indicates how many personal tasks are pending.



> 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.



a. **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.

b. **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

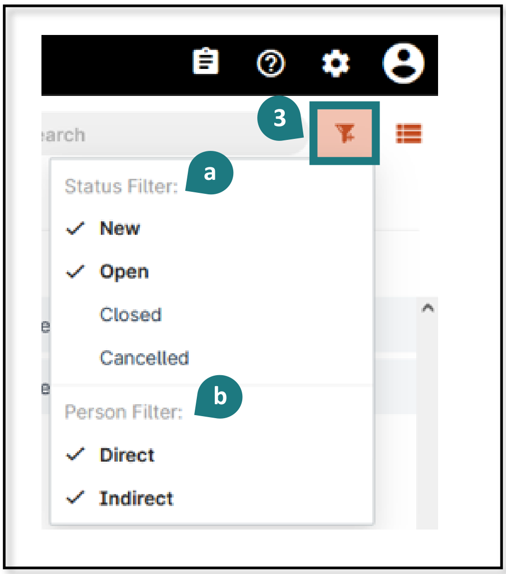
The following section covers **reviewing reports that are being investigated by your direct or indirect employees**.

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

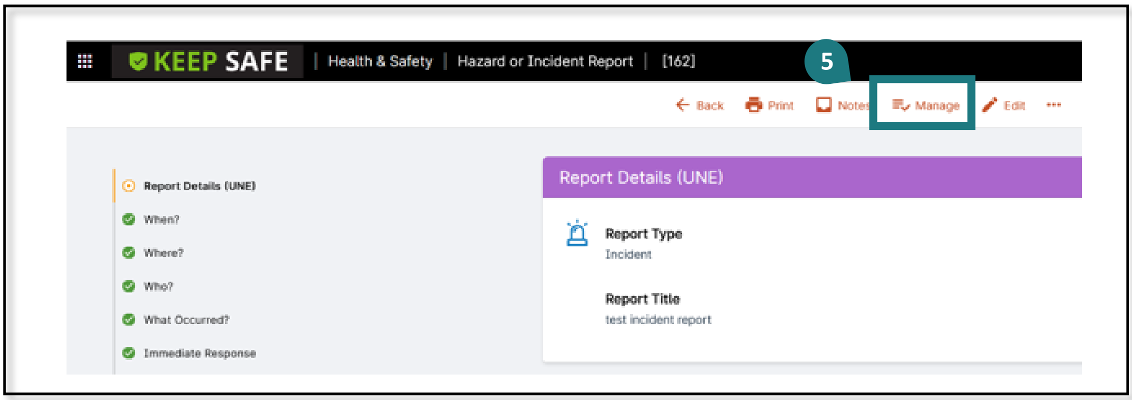


a. **Status Filter Overview**
   - **New** = investigation has not been completed and submitted.
   - **Open** = investigation has been completed, however there are one or more Tasks not yet completed.
   - **Closed** = investigation has been completed and all Tasks have been completed.

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