



D A M S T R A

Corrective Actions:
Manage/Sign Off
[My Assignments]

Safety



[DISCLAIMER]

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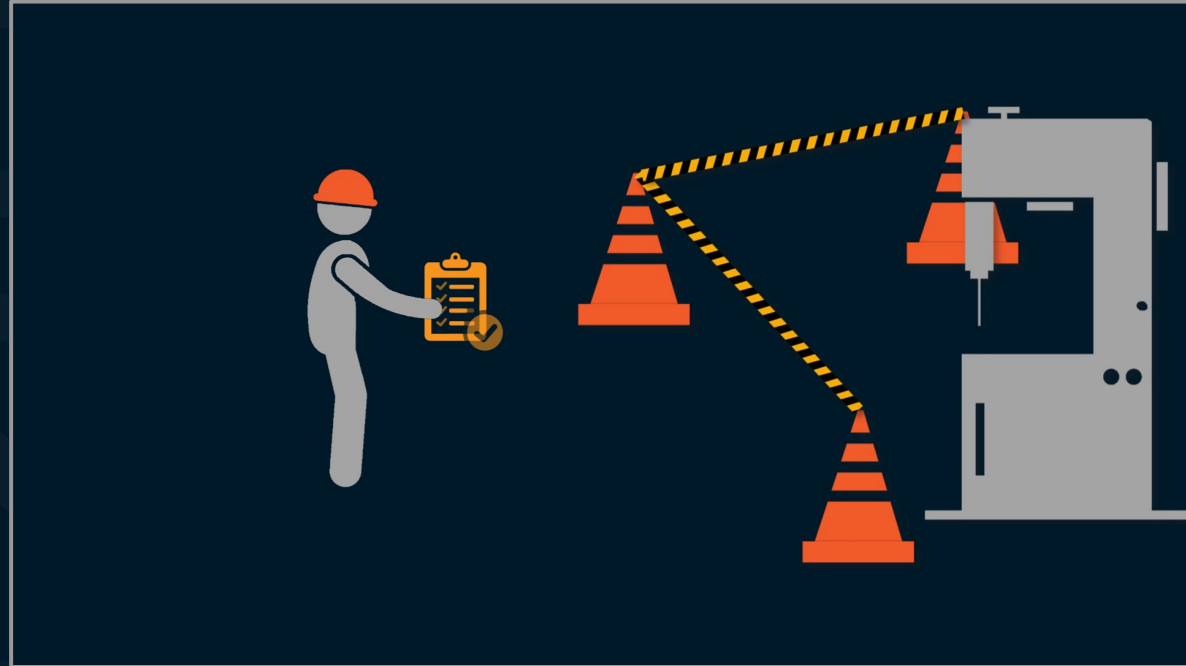
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Standard Investigations

Corrective Actions

Corrective actions in Damstra Safety, are any action that has been taken to address a 'potential issue' before it occurs and to 'remedy the underlying root causes' for any event that has occurred.

Best practice is to record all corrective actions. Those that have already been completed and those that require assignment to an individual to carry out, before signing off once the corrective task is complete.

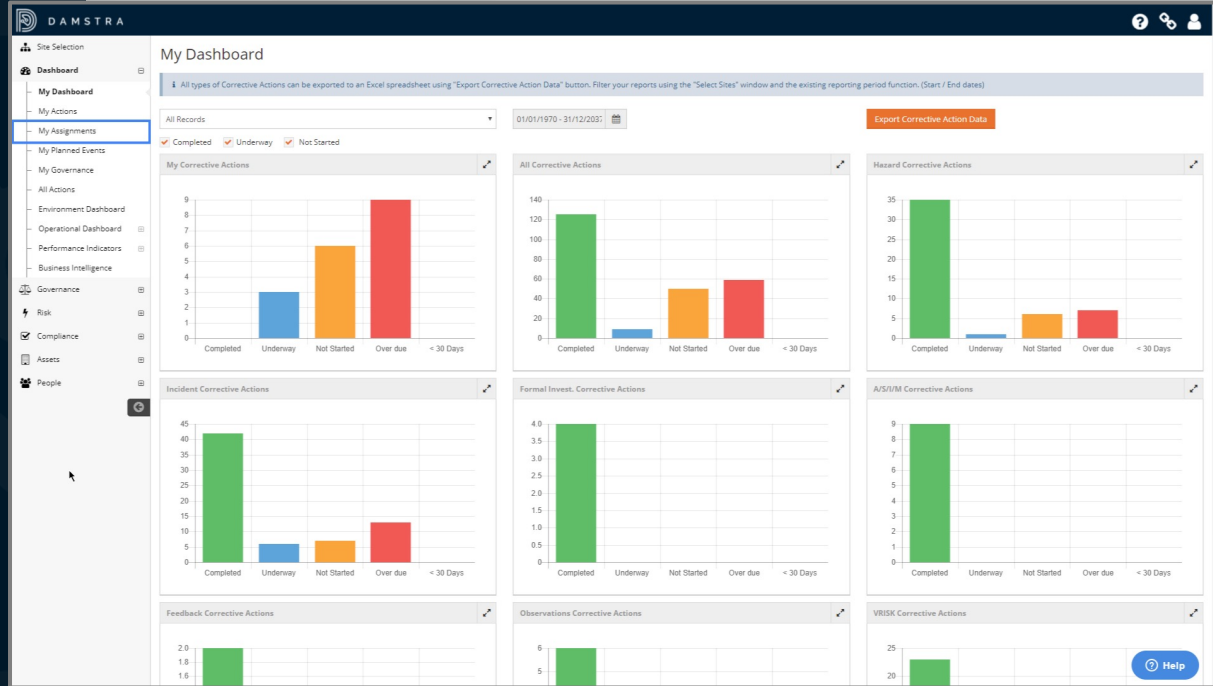


Corrective Actions

My Assignments

Accessing the Standard Investigations Corrective Actions is done via the My Assignments module within Damstra Safety.

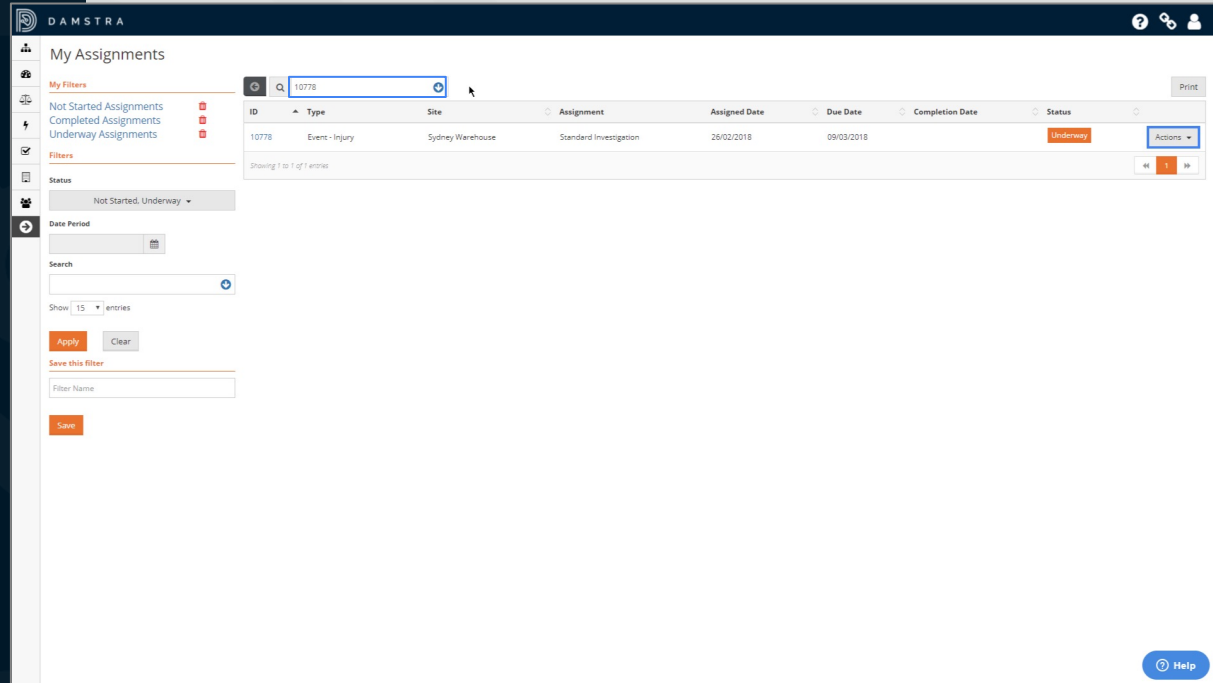
This is Located under Dashboard in the menu bar.



Corrective Actions

My Assignments cont.

Locate the required event either via the filter and register functionalities or by searching directly for the event ID.



The screenshot displays the 'My Assignments' page in the DAMSTRA system. On the left, there is a sidebar with navigation icons and a 'My Filters' section. The main area features a search bar with '10778' entered, a table of assignments, and filter controls for status and date period.

ID	Type	Site	Assignment	Assigned Date	Due Date	Completion Date	Status	Actions
10778	Event - Injury	Sydney Warehouse	Standard Investigation	26/02/2018	09/03/2018		Underway	Actions

Showing 1 to 1 of 1 entries

Filters:

- My Filters
- Not Started Assignments
- Completed Assignments
- Underway Assignments

Status: Not Started, Underway

Date Period: [Calendar Icon]

Search: [Search Bar]

Show 15 entries

Apply Clear

Save this Filter

Filter Name: [Text Field]

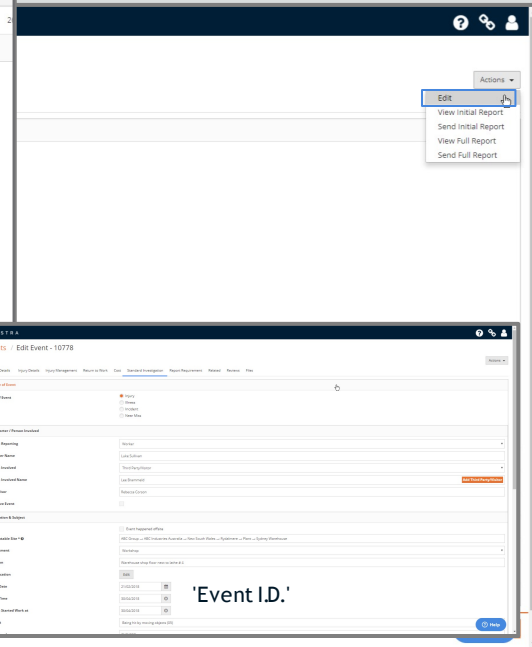
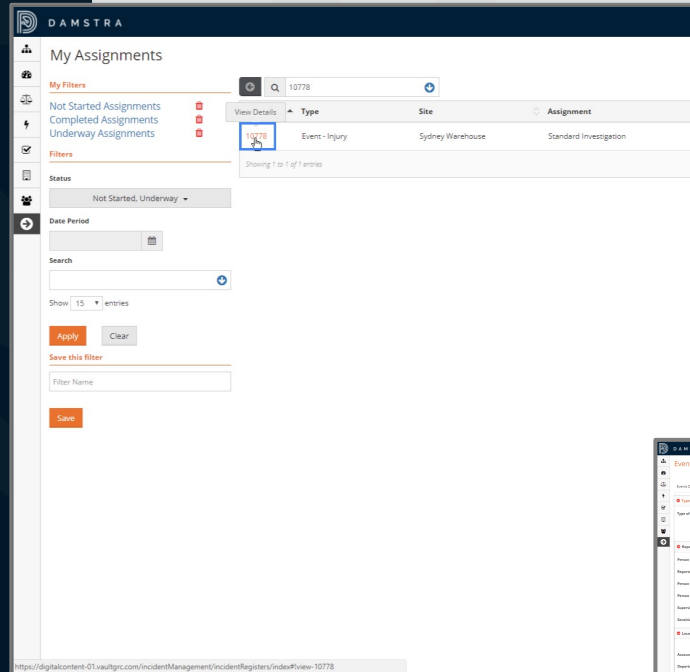
Save

Corrective Actions

Edit Event

Edit the event to action the required changes.

Initiating the edit - either by:
Clicking the Event ID to view the record,
then **click** 'Actions' and 'Edit'.



Corrective Actions

Edit Event cont.

OR
Clicking 'Actions' then Edit'

The screenshot displays the DAMSTRA 'My Assignments' page. On the left, there is a sidebar with navigation icons and filters for 'My Filters' (Not Started Assignments, Completed Assignments, Underway Assignments), 'Status' (Not Started, Underway), and 'Date Period'. The main area features a search bar with '10778' and a table of assignments. The table has columns for ID, Type, Site, Assignment, Assigned Date, Due Date, Completion Date, Status, and Actions. The first row shows ID 10778, Type Event - Injury, Site Sydney Warehouse, Assignment Standard Investigation, Assigned Date 26/02/2018, Due Date 09/03/2018, and Status Underway. An 'Actions' dropdown menu is open for this row, showing 'View' and 'Edit' options. An inset window titled 'DAMSTRA - Edit Event - 10778' shows the 'Event Details' form, which includes fields for Event Name, Location, Assigned Date, Due Date, and Completion Date. The 'Event ID' field is highlighted with a red box and labeled 'Event I.D.'

ID	Type	Site	Assignment	Assigned Date	Due Date	Completion Date	Status	Actions
10778	Event - Injury	Sydney Warehouse	Standard Investigation	26/02/2018	09/03/2018		Underway	View Edit

Corrective Actions

Standard Investigation

Click the Standard Investigation tab.

DAMSTRA Events / Edit Event - 10778

Events Details Injury Details Injury Management Return to Work Cost **Standard Investigation** Report Requirement Related Reviews Files

Type of Event

Type of Event ☒ Injury ☐ Illness ☐ Incident ☐ Near Miss

Reporter / Person Involved

Person Reporting Worker

Reporter Name Luke Sullivan

Person Involved Third Party/Visitor

Person Involved Name Lee Brammfield

Supervisor Rebecca Carson

Sensitive Event ☐

Location & Subject

Event happened offsite ☐

Accountable Site * ABC Group → ABC Industries Australia → New South Wales → Rydalmere

Department Workshop

Location Warehouse shop floor next to lathe # 4

GPS Location

Event Date 21/02/2018

Event Time 30/04/2018

Person Started Work at 30/04/2018

Subject Being hit by moving objects (05)

Corrective Actions

Corrective Action	By	Status	Reviewed By	Completed Date
1. Report to supervisor and to the affected person.	Person Involved	Completed	21/02/2018	21/02/2018
2. Report to the affected person and to the affected person.	Person Involved	Completed	21/02/2018	21/02/2018

Corrective Actions

Corrective Action Section

The 'Corrective Actions' section will display any existing corrective actions. Displaying key information about each:

ID#, 'Action', 'Person Responsible', 'Status', 'Status as at' and 'Completion Due'.

The screenshot shows a software interface for managing corrective actions. At the top, there is a table with columns for Classification, Group, Factor, and Underlying Cause. Below this, a 'Corrective Actions' section is displayed, featuring a search bar and a table with columns for ID, Action, Person Responsible, Status, Status as at, and Completion Due. The table contains two entries: ID 4012 with Action 'Paint in no go areas needs to be refreshed', Person Responsible 'William Tell', Status 'Underway', Status as at '07/03/2018', and Completion Due '27/04/2018'; and ID 4013 with Action 'Warehouse shop floor latte #4 needs safety guard replaced', Person Responsible 'Kiri Hodge', Status 'Not Started', Status as at '07/03/2018', and Completion Due '31/05/2018'. Below the table, there are sections for 'Actual Event Outcome' and 'Potential Event Outcome', each with fields for Probability, Consequence, and Risk Description. At the bottom, there are buttons for 'Save to Experts', 'Cancel', and 'Help'.

Classification	Group	Factor	Underlying Cause	Actions
Environment	Building conditions	Work space	Poorly maintained area	Actions
Equipment / Design	Tools	Maintenance	Insurec fungi	Actions
Human Factors	Training	Provision	No induction training	Actions
Systems	Audits & Inspections	Application	Results not communicated	Actions
Systems	Management	Application	Poor communication	Actions

Show 10 entries | Showing 1 to 2 of 2 entries

Corrective Actions

Q

ID	Action	Person Responsible	Status	Status as at	Completion Due	Actions
4012	Paint in no go areas needs to be refreshed.	William Tell	Underway	07/03/2018	27/04/2018	Actions
4013	Warehouse shop floor latte #4 needs safety guard replaced.	Kiri Hodge	Not Started	07/03/2018	31/05/2018	Actions

Show 10 entries | Showing 1 to 2 of 2 entries

Actual Event Outcome

Probability: -- Please Select --
Consequence: -- Please Select --
Risk Description:

Potential Event Outcome

Probability: -- Please Select --
Consequence: -- Please Select --
Risk Description:

Save to Experts Cancel Help

Corrective Actions

Corrective Action Section

Select the Corrective action to be updated or signed off - then **click** 'actions' and 'edit'.

The corrective action will be displayed in full detail.

The screenshot displays the 'Corrective Actions' section of a software interface. At the top, there is a table with four columns: Systems, Management, Application, and Poor communication. Below this, a search bar and a table of corrective actions are visible. The table has columns for ID, Action, Person Responsible, Status, Status as at, and Completion Due. A dropdown menu is open for the 'Actions' column of the first row, showing 'Edit' and 'Delete' options. Below the table, there are sections for 'Actual Event Outcome' and 'Potential Event Outcome', each with fields for Probability, Consequence, and Risk Description. A 'Save to Events' button is at the bottom left. A modal window titled 'Corrective Action Details' is open, showing a detailed view of a specific action with fields for Name, Description, and Status.

Systems	Management	Application	Poor communication	Actions
Systems	Audits & Inspections	Application	Results not communicated	Actions
Environment	Building conditions	Work space	Poorly maintained area	Actions
Equipment / Design	Tools	Maintenance	Insecure fixings	Actions

Show 10 entries | Showing 1 to 5 of 5 entries

Corrective Actions

Search

ID	Action	Person Responsible	Status	Status as at	Completion Due	Actions
4012	Paint in no go areas needs to be refreshed.	William Tell	Not Started	28/03/2018	23/05/2018	Actions
4013	Warehouse shop floor lathe #4 needs safety guard replaced.	Kim Hodge	Not Started	28/03/2018	04/04/2018	Actions
4017	Evaluate/Investigate the Maintenance programme - Broken Safety Guard was reported BUT was never fixed.	Daniel Martin	Risk Stalled	24/04/2018	31/05/2018	Actions
4018	Evaluate the induction process, make recommendations.	Daniel Martin	Underway	30/04/2018	30/04/2018	Actions

Show 10 entries | Showing 1 to 4 of 4 entries

Actual Event Outcome

Probability: -- Please Select --

Consequence: -- Please Select --

Risk Description:

Potential Event Outcome

Probability: -- Please Select --

Consequence: -- Please Select --

Risk Description:

Save to Events

Corrective Action Details

Name: [Field]

Description: [Field]

Status: [Field]

Cancel

Help

Reassign Corrective Action

Corrective Actions

Reassign

If the required update - is the 'reassignment' of the corrective action to a new person:

Select the new 'worker type' that this corrective action will be responsible by.

Then **select** the 'new worker' who will be responsible for actioning it. Smart search will make this easy.

The screenshot shows the 'Corrective Actions' form. The 'Responsible By' dropdown is open, showing options: 'Worker', 'Connected Worker', and a list of users: 'Ian Streeter [Melbourne]', 'Russell Steadman [Geelong]', 'Steve Lawrence [Sydney Accounting]', 'Stewart Ryan [Geelong]', and 'Stuart Rutherford [Melbourne]'. The 'Worker' option is highlighted. Other fields visible include 'Date Assigned' (01/03/2018), 'Completion Due' (23/05/2018), 'Status' (Not Started), 'Status as at' (28/03/2018), 'Ref ID' (CA 251), 'Action Required' (Paint in no go areas), 'Comments', and 'File(s)'. A 'Save Corrective Action' button is at the bottom left.

Note:

For this selection to include workers from across all sites or to include contractors or other person types your system admin must configure these 'Global' features within

Settings > Options and Preferences:

'Global Corrective Controls'

'Contractor for controls / Corrective Actions'

'Other Person Types for Controls / Corrective Actions'

Corrective Actions

Reassign continued

If an 'assignment email' needs to be sent to this person **tick** the checkbox.

The screenshot shows a web application interface for managing corrective actions. At the top, there are tabs for 'Environment', 'Building conditions', 'Work space', and 'Poorly maintained area'. Below these are sub-tabs for 'Equipment / Design', 'Tools', 'Maintenance', and 'Insecure fixings'. A 'Show' dropdown is set to '10' entries, with a note 'Showing 1 to 5 of 5 entries'. The main section is titled 'Corrective Actions' and contains several fields: 'Responsible By *' (set to 'Worker'), 'Responsible *' (set to 'Steve Lawrence'), 'Date Assigned' (set to '07/03/2018'), 'Completion Due' (set to '23/05/2018'), 'Status *' (set to 'Not Started'), 'Status as at *' (set to '28/03/2018'), 'Ref ID' (set to 'CA 251'), and 'Action Required *' (set to 'Paint in no go areas needs to be refreshed.'). A 'Notify Responsible Person' checkbox is checked. Below these fields is a 'Comments' section with an 'Add' button. A 'Sort' dropdown is set to '28/03/2018 : Refreshed Booked for 15/4/18'. A 'Show' dropdown is set to '10' entries, with a note 'Showing 1 to 1 of 1 entries'. Below this is a 'File(s)' section with 'Add File' and 'Add URL' buttons. A 'Title' field is present, with a note 'No data available in table'. A 'Show' dropdown is set to '10' entries, with a note 'Showing 0 to 0 of 0 entries'. At the bottom, there is a 'Save Corrective Action' button, an 'Actual Event Outcome' section with a 'Probability' dropdown set to '-- Please Select --', and a 'Help' button.

Environment Building conditions Work space Poorly maintained area Actions

Equipment / Design Tools Maintenance Insecure fixings Actions

Show 10 entries Showing 1 to 5 of 5 entries

Corrective Actions

Responsible By * Worker

Responsible * Steve Lawrence

☒ Notify Responsible Person

Date Assigned 07/03/2018

Completion Due 23/05/2018

Status * Not Started

Status as at * 28/03/2018

Ref ID CA 251

Action Required * Paint in no go areas needs to be refreshed.

Comments Add

Sort 28/03/2018 : Refreshed Booked for 15/4/18

Show 10 entries Showing 1 to 1 of 1 entries

File(s) Add File Add URL

Title No data available in table

Show 10 entries Showing 0 to 0 of 0 entries

Save Corrective Action

Actual Event Outcome

Probability -- Please Select --

Help

Corrective Actions

Reassign continued

Select the Date assigned', either by entering the date directly or by selecting from the calendar.

Then **update** the 'comments field' appropriately.

And **save** comment.

Note:

Comments should be made whenever there is an update to a corrective action - these are then stored in the comments register which allows for easy tracking of all changes.

The screenshot displays a web application interface for managing corrective actions. The main form is titled "Corrective Actions" and includes several input fields: "Equipment / Design", "Responsible By *", "Responsible *", "Date Assigned" (with a calendar dropdown showing March 2018), "Completion Due", "Status *", "Status as at *", "Ref ID", and "Action Required *". Below these fields is a "Comments" section with a text area and a "Save Comment" button. A "Comments" list is visible below the text area, showing a list of comments with dates and descriptions. At the bottom of the form is a "Save Corrective Action" button. The interface also features a top navigation bar with tabs for "Equipment / Design", "Tools", "Work space", and "Poorly maintained area".

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Comments

Sort
15/06/2018: CA-reassigned to Steve
28/03/2018: Refreshed Booked for 15/4/18

Corrective Actions

Reassign continued

To finish the reassignment:

Click 'Save Corrective Action.'

The Corrective action will be reassigned and if selected, an assignment email sent.

The screenshot shows a web application interface for managing corrective actions. At the top, there are four tabs: 'Environment', 'Building conditions', 'Work space', and 'Poorly maintained area'. Below these are four sub-tabs: 'Equipment / Design', 'Tools', 'Maintenance', and 'Insecure fixings'. A 'Show' dropdown is set to '10' entries, with a note 'Showing 1 to 5 of 5 entries'. The main section is titled 'Corrective Actions' and contains several fields: 'Responsible By *' (set to 'Worker'), 'Responsible *' (set to 'Steve Lawrence'), 'Date Assigned' (07/03/2018), 'Completion Due' (23/05/2018), 'Status *' (set to 'Not Started'), 'Status as at *' (28/03/2018), 'Ref ID' (CA 251), and 'Action Required *' (Paint in no go areas needs to be refreshed). There is a 'Comments' section with an 'Add' button. Below this is a 'Sort' dropdown menu showing two entries: '15/06/2018 : CA reassigned to Steve' and '28/03/2018 : Refreshed Booked for 15/4/18'. A 'Show' dropdown is set to '10' entries, with a note 'Showing 1 to 2 of 2 entries'. At the bottom left, there is a 'File(s)' section with 'Add File' and 'Add URL' buttons. A 'Save Corrective Action' button is highlighted in orange. At the bottom right, there is a 'Cancel' button and a 'Help' button.

Environment Building conditions Work space Poorly maintained area Actions

Equipment / Design Tools Maintenance Insecure fixings Actions

Show 10 entries Showing 1 to 5 of 5 entries

Corrective Actions

Responsible By * Worker

Responsible * Steve Lawrence

☒ Notify Responsible Person

Date Assigned 07/03/2018

Completion Due 23/05/2018

Status * Not Started

Status as at * 28/03/2018

Ref ID CA 251

Action Required * Paint in no go areas needs to be refreshed.

Comments Add

Sort

15/06/2018 : CA reassigned to Steve

28/03/2018 : Refreshed Booked for 15/4/18

Show 10 entries Showing 1 to 2 of 2 entries

File(s) Add File Add URL

Save Corrective Action

Cancel

Help

Mark as Underway

Corrective Actions

Mark as Underway

When commencing the work on a corrective action, it's Best Practice to change the status of the record to reflect this:

Click the status dropdown and select 'Underway'.

Choose the Status as at date from the calendar.

The screenshot displays the 'Corrective Actions' form with the following fields and values:

- Responsible By ***: Worker
- Responsible ***: Steve Lawrence
- Date Assigned**: 07/03/2018
- Completion Due**: 23/05/2018
- Status ***: Underway (selected from a dropdown menu showing: Not Started, Not Started, Underway, Completed)
- Status as at ***: 28/03/2018 (selected from a calendar for June 2018)
- Ref ID**: CA 251
- Action Required ***: Paint in no go areas needs to be refreshed.
- Comments**: 15/06/2018 : CA reassigned to Steve
28/03/2018 : Refreshed Booked for 15/4/18
- Files(s)**: No data available in table

The calendar for June 2018 shows the date 28/03/2018 selected. The form also includes a 'Sort' section with a dropdown menu and a 'Show' section with a dropdown menu.

Corrective Actions

Mark as Underway cont.

Then **make** and **save** the 'comment'.

Corrective Actions

Responsible By *

Responsible *

Date Assigned

Completion Due

Status *

Status as at *

Ref ID

Action Required *

Comments ⓘ

File(s)

Save Corrective Action

Actual Event Outcome

Probability

Worker

Steve Lawrence

☐ Notify Responsible Person ⓘ

07/03/2018

23/05/2018

Underway

15/06/2018

CA-251

Paint in no go areas needs to be refreshed.

Work commenced

Save Comment

Sort

15/06/2018 : Work commenced

15/06/2018 : CA reassigned to Steve

28/03/2018 : Refreshed Booked for 15/4/18

Show 10 entries | Showing 1 to 3 of 3 entries

Add File

Add URL

No data available in table

Show 10 entries | Showing 0 to 0 of 0 entries

Cancel

Help

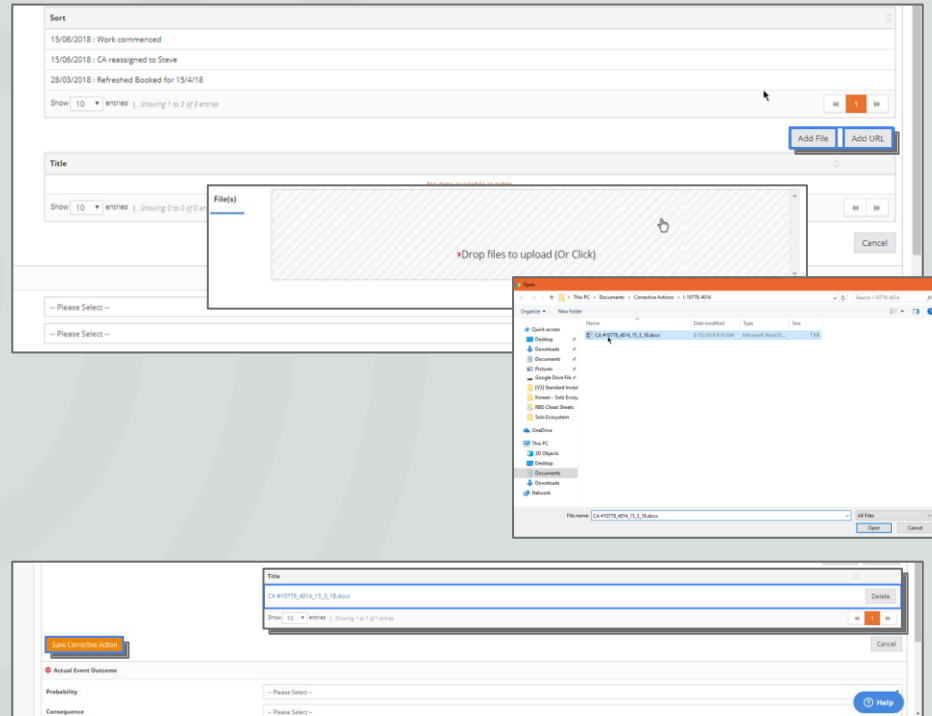
Corrective Actions

Mark as Underway cont.

Add a file if required

Click Save Corrective Action.

And these updates are recorded against the corrective action.



General Updates

Corrective Actions

General Updates

General updates, such as a brief progress report.

Are done by **making** and **saving** a 'comment'.

The screenshot displays the 'Corrective Actions' form. On the left is a sidebar with a red 'x' icon and the title 'Corrective Actions'. The main form area contains several sections: 'Responsible By *' with a dropdown menu showing 'Worker'; 'Responsible *' with a text field containing 'Steve Lawrence'; 'Date Assigned' with a date picker set to '07/03/2018'; 'Completion Due' with a date picker set to '20/07/2018'; 'Status *' with a dropdown menu showing 'Underway'; 'Status as at *' with a date picker set to '15/06/2018'; 'Ref ID' with a text field containing 'CA 251'; and 'Action Required *' with a text field containing 'Paint in no go areas needs to be refreshed.'. Below these is a 'Comments' section with a text area containing 'Incorrect paint ordered - paint reordered eta on delivery 18/6/18' and a 'Save Comment' button. A 'File(s)' section at the bottom has an 'Add File' button and a text field containing 'CA #10778_4014_15_3_18.docx'. At the bottom right is a 'Help' button. The footer of the form shows 'Actual Event Outcome'.

Corrective Actions

Responsible By *

Responsible *

Date Assigned

Completion Due

Status *

Status as at *

Ref ID

Action Required *

Comments

Incorrect paint ordered - paint reordered eta on delivery 18/6/18

Save Comment

File(s)

Add File

Add URL

Delete

Show 10 entries | Showing 1 to 1 of 1 entries

Save Corrective Action

Actual Event Outcome

Help

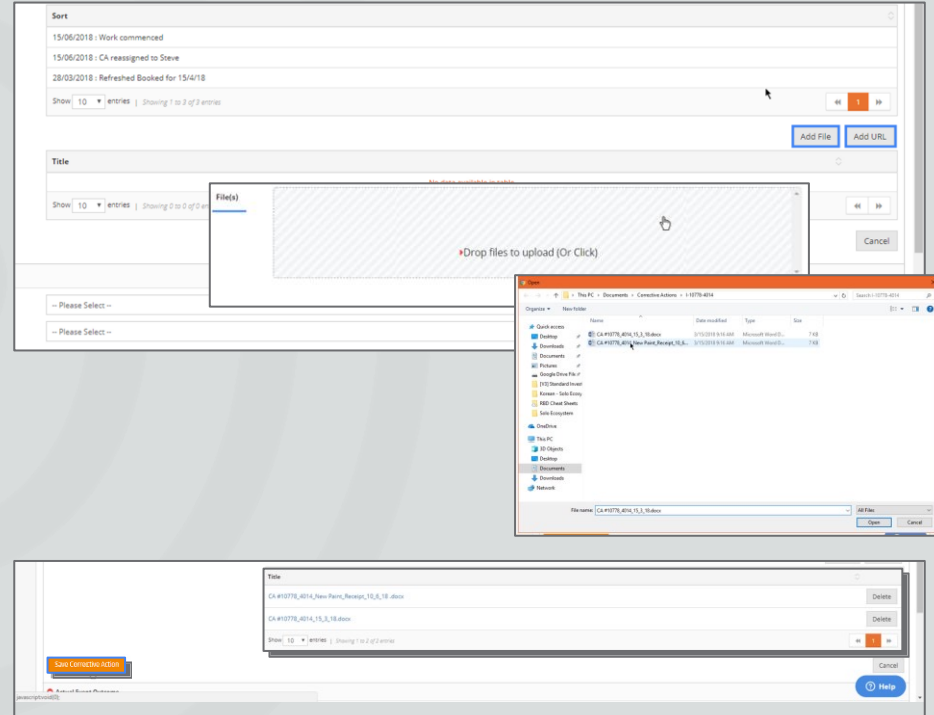
Corrective Actions

General Updates

Add a file if required.

Click Save Corrective Action.

These updates are recorded against the corrective action.



Sign off Corrective Action

Corrective Actions Sign Off

Once the corrective action has been completed it should be signed off.

This is done as another 'status update'.

Corrective Actions

Responsible By *
Worker

Responsible *
Steve Lawrence

Date Assigned
07/03/2018

Completion Due
23/05/2018

Status *
Underway
Not Started
Underway
Completed

Status as at *
28/03/2018

Ref ID
CA 251

Action Required *
Paint in no go areas needs to be refreshed.

Comments

Files

Sort
15/06/2018 : CA reassigned to Steve
28/03/2018 : Refreshed Booked for 15/4/18
Show 10 entries | Showing 1 to 2 of 2 entries

Title
No data available in table
Show 10 entries | Showing 0 to 0 of 0 entries

Corrective Actions

Sign Off cont.

With an 'appropriate comment'

Corrective Actions

Responsible By * Worker

Responsible * Steve Lawrence

Date Assigned 07/03/2018

Completion Due 20/07/2018

Status * Completed

Status as at * 15/06/2018

Ref ID CA 251

Action Required * Paint in no go areas needs to be refreshed.

Comments

All work completed and signed off

Save Comment

Add

Sort

15/06/2018 : All work completed and signed off
15/06/2018 : Incorrect paint ordered - paint reordered etc on delivery 18/6/18
15/06/2018 : Work commenced
15/06/2018 : CA reassigned to Steve
28/03/2018 : Refreshed Booked for 15/4/18

Show 10 entries Showing 1 to 3 of 3 entries

File(s)

Save Corrective Action

Title

CA #10778_4014_New Paints_Receipt_15_6_18.docx	Delete
CA #10778_4014_15_3_18.docx	Delete

Show 10 entries Showing 1 to 2 of 2 entries

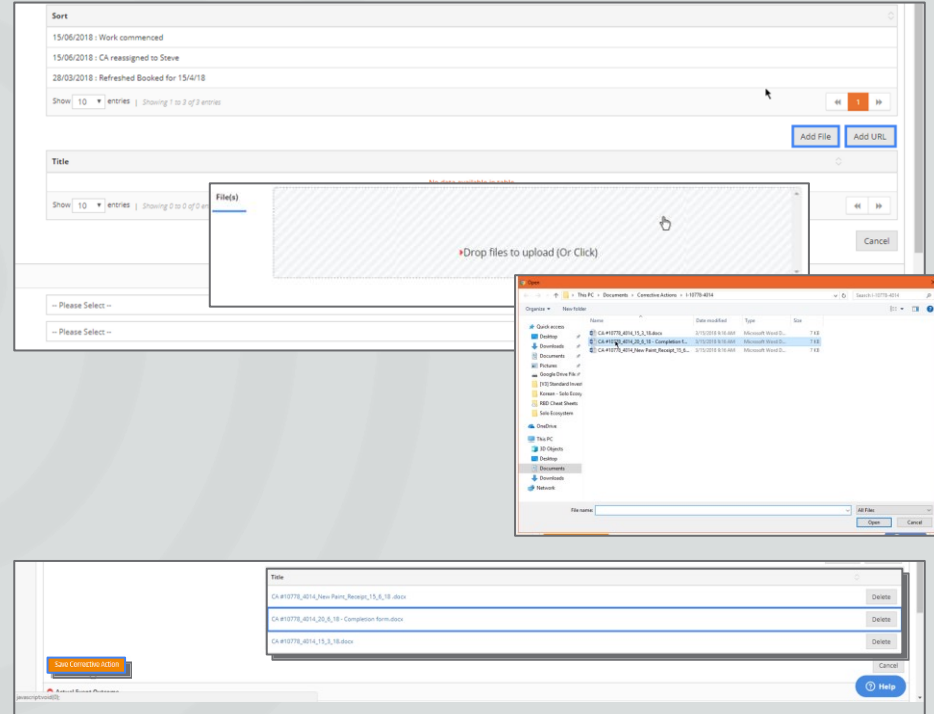
Help

Corrective Actions

Sign Off cont.

Add a file if required.

Click 'Save Corrective Action'.



Corrective Actions

Sign Off cont.

The Corrective action is now signed off as completed in the Damstra Safety system.

