



**D A M S T R A**

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Standard Investigation: Safety  
Update Findings



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# Standard Investigation Update Findings

The Standard Investigation findings can be used for a short summary of an investigations outcome.

An ongoing record, providing important updates and information associated with any investigation being carried, and of course a combination of both.

Best practice is to carry out a findings update whenever something new is discovered during the investigation.

Outcome Summary

Ongoing Investigation Updates

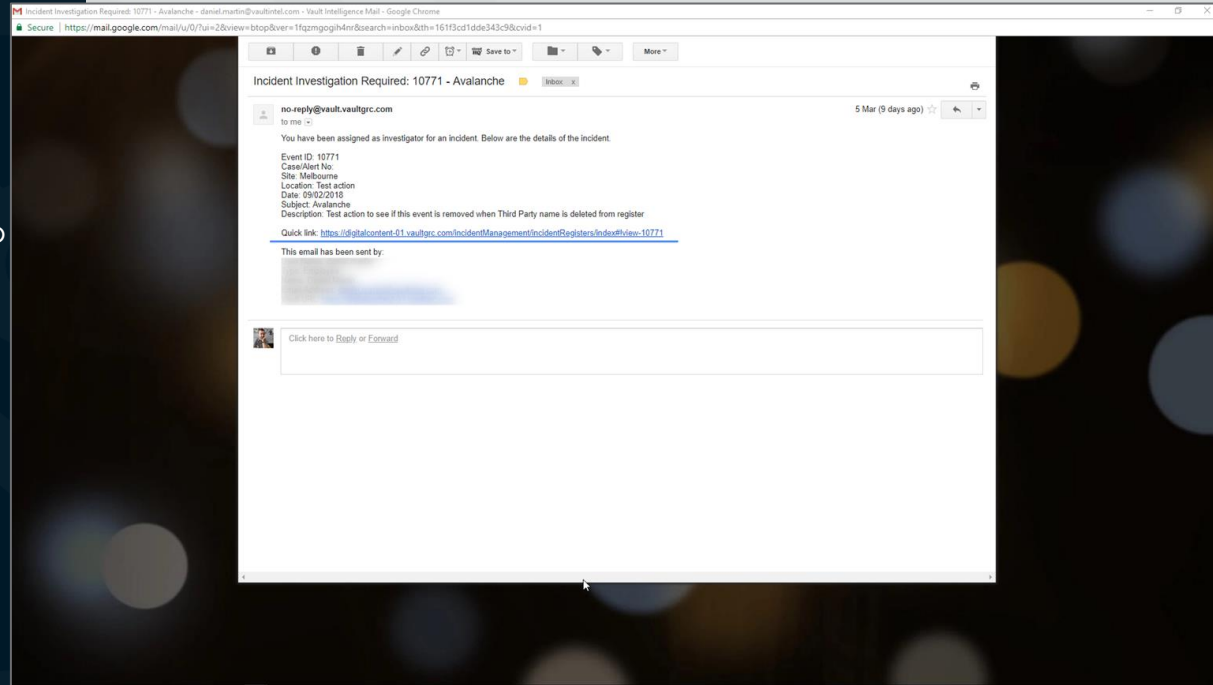
Both Ongoing & Summary

# Update Findings Assignment Email

**IF** your system has been setup to email an investigator when they are assigned to a standard investigation.

The email received will contain a 'Quick link' providing direct access to the applicable event record.

Simply **click** the link to view.



# Update Findings

## Assignment Email cont.

Edit record:

To edit this event record **click** 'Actions' and 'Edit'.

The screenshot displays the DAMSTRA web application interface. The browser address bar shows the URL: <https://digitalcontent-01.vaultgrc.com/incidentManagement/incidentRegisters/index#view-10771>. The page title is "Events / View Event - 10771". The main content area shows event details for ID 10771, including Person Type (Third Party), Name (Lamb, Mary), Subject (Avalanche), Type of Event (Incident), Event Date (09/02/2018), and Status (Not Started). The 'Event Categorisation' section lists: Notifiable Event/Incident, Fatality, Environment, and MVA (Motor Vehicle Accident). The 'Category' is Environment and 'Severity' is Major. A sidebar on the left contains navigation icons. An 'Actions' dropdown menu is open in the top right corner, with the 'Edit' option highlighted. Other options in the menu include 'View Initial Report', 'Send Initial Report', 'View Full Report', and 'Send Full Report'. A 'Help' button is visible in the bottom right corner of the application area.

# Update Findings

## My Assignments

Any assigned standard investigation can also be found in the 'My Assignments' register.

This is Located under 'Dashboard' in the menu bar.

The screenshot shows the DAMSTRA 'My Assignments' interface. The sidebar menu on the left includes 'Site Selection', 'Dashboard', 'My Dashboard', 'My Actions', 'My Assignments' (highlighted), 'My Planned Events', 'My Governance', 'All Actions', 'Environment Dashboard', 'Operational Dashboard', 'Performance Indicators', 'Business Intelligence', 'Governance', 'Risk', 'Compliance', 'Assets', and 'People'. The main content area is titled 'My Assignments' and features a search bar and a 'Print' button. Below these are filter options for 'My Filters' (All Assignments, Not Started Assignments, Underway Assignments, Completed Assignments) and 'Filters' (Status: Not Started, Underway; Date Period; Search). The table below shows 6 entries:

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		Not Started	Actions
10774	Event - Incident	Melbourne	Standard Investigation	28/02/2018			Not Started	Actions
10771	Event - Incident	Melbourne	Standard Investigation	05/03/2018	05/03/2018		Not Started	Actions
10759	Event - Near Miss	Balarat	Standard Investigation	01/09/2017	05/09/2017		Underway	Actions
10724	Event - Near Miss	Geelong	Standard Investigation	28/02/2018	23/03/2018		Underway	Actions
9688	Event - Near Miss	Melbourne	Standard Investigation	21/02/2018	29/03/2018		Underway	Actions

Below the table, there are filter options for 'Status' (Not Started, Underway), 'Date Period', and 'Search'. The 'Show' dropdown is set to 15 entries. There are 'Apply' and 'Clear' buttons. Below the table, there is a 'Save This Filter' section with a 'Filter Name' input field and a 'Save' button.

# Update Findings

## 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. The interface includes a sidebar with navigation options such as 'Dashboard', 'My Actions', 'My Assignments', 'My Planned Events', 'My Governance', 'All Actions', 'Environment Dashboard', 'Operational Dashboard', 'Performance Indicators', 'Business Intelligence', 'Governance', 'Risk', 'Compliance', 'Assets', and 'People'. The main content area is titled 'My Assignments' and features a search bar with the value '10778'. Below the search bar, there are filter options for 'Status' (set to 'Not Started, Underway') and 'Date Period'. A table lists the assignments with columns for ID, Type, Site, Assignment, Assigned Date, Due Date, Completion Date, and Status. The table contains one entry with ID 10778, Type 'Event - injury', Site 'Sydney Warehouse', Assignment 'Standard Investigation', Assigned Date '26/02/2018', Due Date '09/03/2018', and Status 'Not Started'. An 'Actions' dropdown menu is visible next to the entry. At the bottom of the filter section, there are 'Apply' and 'Clear' buttons, a 'Save This Filter' section with a 'Filter Name' input field, and a 'Save' button. A 'Help' button is located in the bottom right corner of the interface.

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		Not Started	Actions

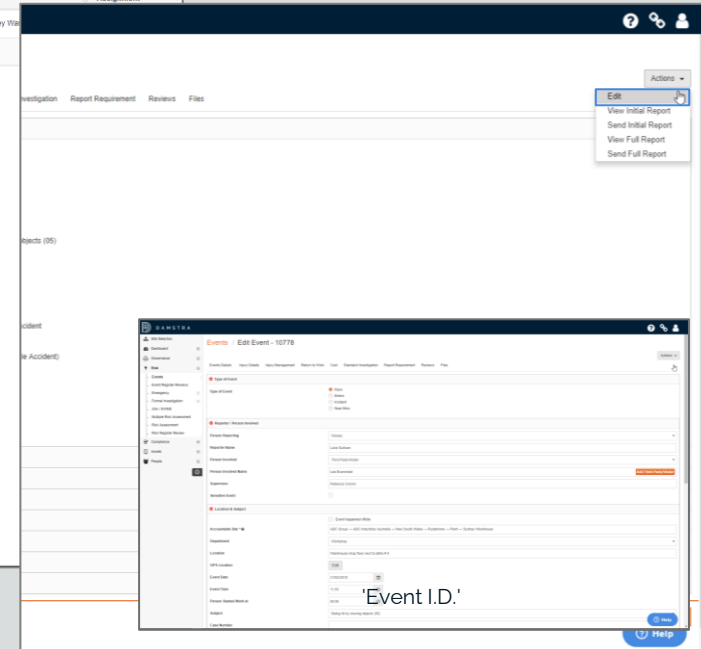
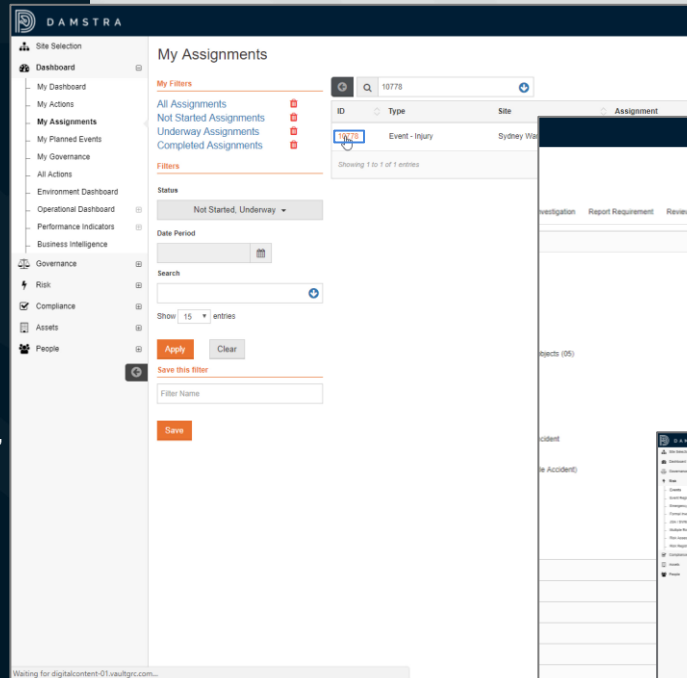
# Update Findings

## 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'.



# Update Findings

## Edit Event cont.

OR  
Clicking 'Actions' then 'Edit'.

The screenshot displays the DAMSTRA 'My Assignments' interface. On the left is a navigation sidebar with categories like Site Selection, Dashboard, My Actions, My Assignments, My Planned Events, My Governance, All Actions, Environment Dashboard, Operational Dashboard, Performance Indicators, Business Intelligence, Governance, Risk, Compliance, Assets, and People. The main content area is titled 'My Assignments' and includes a search bar with the value '10778'. Below the search bar is a table with columns: ID, Type, Site, Assignment, Assigned Date, Due Date, Completion Date, Status, and Actions. A single row is visible with ID 10778, Type Event - Injury, Site Sydney Warehouse, Assignment Standard Investigation, Assigned Date 26/02/2018, Due Date 09/03/2018, and Status Not Started. An 'Actions' dropdown menu is open for this row, showing 'View' and 'Edit' options. Below the table is a 'Filters' section with options for All Assignments, Not Started Assignments, Underway Assignments, and Completed Assignments. There is also a 'Save this filter' section with a 'Filter Name' input and a 'Save' button. An inset window titled 'Events - Edit Event - 10778' is shown in the bottom right, displaying a detailed form for editing the event. A text label 'Event I.D.' is placed over the form. A 'Help' button is visible in the bottom right corner of the main interface.

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		Not Started	View Edit

# Update Findings Standard Investigation

Click the 'Standard Investigation' tab.

The screenshot displays the DAMSTRA web application interface for editing an event. The left sidebar contains a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Events, Emergency, Formal Investigation, JSA / SWMS, Multiple Risk Assessment, Risk Assessment, Risk Register Review, Compliance, Assets, and People. The main content area is titled 'Events / Edit Event - 10778' and features several tabs: Events Details, Injury Details, Injury Management, Return to Work, Cost, Standard Investigation (which is the active tab), Report Requirement, Reviews, and Files. The 'Standard Investigation' tab contains the following sections and fields:

- Type of Event:** Includes radio buttons for Injury (selected), Illness, Incident, and Near Miss.
- Reporter / Person Involved:** Includes fields for Person Reporting (Worker), Reporter Name (Luke Sullivan), Person Involved (Third Party/Visitor), Person Involved Name (Leo Brammield), Supervisor (Rebecca Corson), and a Sensitive Event checkbox.
- Location & Subject:** Includes a checkbox for 'Event happened offsite', Accountable Site (ABC Group → ABC Industries Australia → New South Wales), Department (Workshop), Location (Warehouse shop floor next to lathe # 4), GPS Location (with an Edit button), Event Date (21/02/2018), Event Time (11:55), Person Started Work at (00:00), Subject (Being hit by moving objects (95)), and Case Number.

An inset window in the bottom right corner shows a smaller view of the same interface, and a 'Help' button is visible in the bottom right corner of the main interface.

# Update Findings

## Findings Field

The 'Findings' field will display all current information loaded against the investigation.

The screenshot displays the DAMSTRA web application interface for editing an event (ID: 10778). The left sidebar contains navigation menus for Site Selection, Dashboard, Governance, Risk, Events, Compliance, Assets, and People. The main content area is titled 'Events / Edit Event - 10778' and features several tabs: Events Details, Injury Details, Injury Management, Return to Work, Cost, Standard Investigation (selected), Report Requirement, Review, and Files. The 'Standard Investigation' section includes fields for 'Investigation not required' (checkbox), 'Investigator \*' (text input with 'Daniel Martin'), 'Status' (dropdown menu with 'Not Started'), 'Date Assigned' (calendar input with '29/03/2018'), 'Date Due' (calendar input with '06/03/2018'), and 'Completion Date' (calendar input with 'Please select date'). Below these fields is a large 'Findings' text area containing the text: 'All work on lathe # 4 was immediately stopped pending a full investigation.' Further down, there are sections for 'View Witness Statements' and 'Causal Analysis', each with a search bar and a table of entries. The 'View Witness Statements' table has columns for 'Witness Type', 'Witness Name', 'Notes', and 'Attached File', and shows 'No data available in table'. The 'Causal Analysis' table has columns for 'Classification', 'Group', 'Factor', and 'Underlying Cause', and also shows 'No data available in table'. A 'Help' button is located in the bottom right corner.

# Update Findings

## Findings Field cont.

Ensure that the status of the investigation has been set as 'Underway'.

Then **update** the 'Findings' field with all the information required.

As the amount of information increases expanding the field can make viewing all information easier.

Just **Click** and **Drag** to so.

Return to Work Cost **Standard Investigation** Report Requirement Reviews Files Actions ▾

Daniel Martin

Underway ▾

28/02/2018

09/03/2018

Please select date

30/2/18 Visited warehouse and have found that "no go" zones have been marked but NOT refreshed for sometime and are not easily identifiable. Also noted that safety guard on lathe # 4 had been removed - when questioned operator stipulated that the guard was faulty and was reported on 13/2/18 but nothing had been done and he had removed it in order to see.  
30/2/18 Met with all parties have found that Lee was not given an induction to the warehouse and was standing in a "no go" zone on the shop floor.  
28/2/18 Meeting organised with all parties involved due for 30/2/18.  
All work on lathe # 4 was immediately stopped pending a full investigation.

Add

▾ Witness Name	◇ Notes	◇ Attached File
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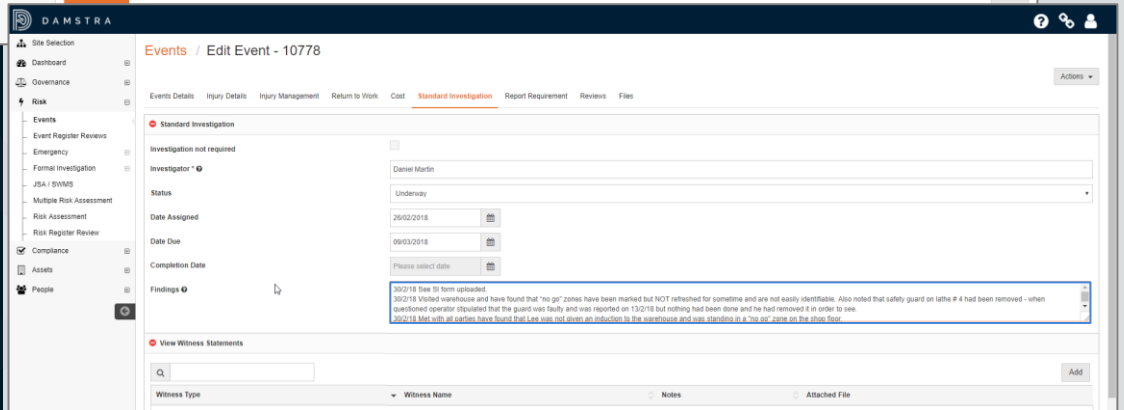
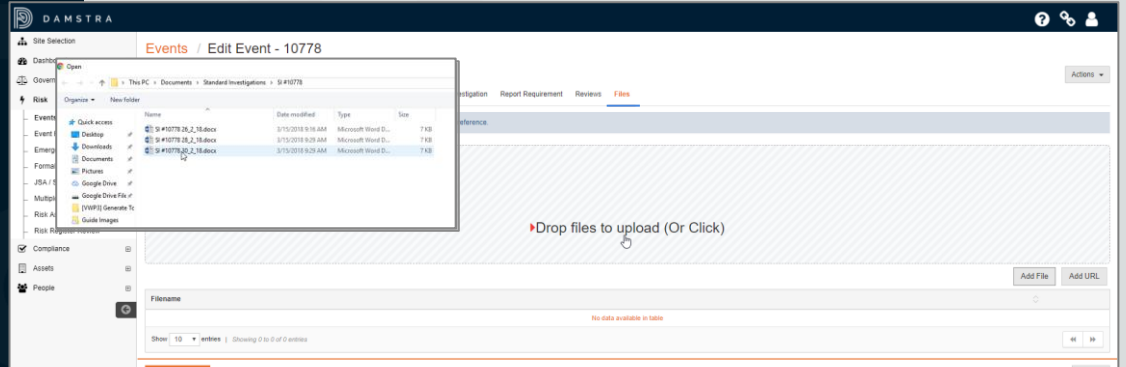
Add

# Update Findings

## Findings Field cont.

### It's important to note:

If using a paper based investigation form. A scanned copy can be loaded to the 'Files tab' and referenced in 'Findings' field.



# Update Findings

## Update/Save

Then scroll to the bottom of the tab.

If actioning this in a Pending Event:

“Update Pending event” will save the entered details and leave the event in a Pending status.

“Save to Events” will save the entered details and save the event into an Active Event.

This screenshot shows a web form with several sections: 'Witness Type', 'Causal Analysis', 'Corrective Actions', and 'Potential Event Outcome'. Each section has a search bar and a table with 'No data available in table' messages. At the bottom of the form, there are two buttons: 'Update Pending Event' (highlighted with a blue box) and 'Save to Events' (orange). A mouse cursor is pointing at the 'Update Pending Event' button.

Update Pending Event  
Saves all entered details  
and leaves the event as  
'Pending'.

This screenshot shows the same web form as the previous one, but with the 'Save to Events' button (orange) highlighted by a blue box. A mouse cursor is pointing at this button.

Save to Events  
Saves all entered details  
and saves the event as  
'Active'.

# Update Findings

## Update/Save cont.

If actioning this in an Active Event:

“Save” will save the entered details.

The screenshot displays a software interface for updating findings, organized into several sections:

- Witness Table:** A table with columns for Witness Type, Witness Name, Notes, and Attached File. It shows 0 entries.
- Causal Analysis Table:** A table with columns for Classification, Group, Factor, and Underlying Cause. It shows 0 entries.
- Corrective Actions Table:** A table with columns for ID, Action, Person Responsible, and Status. It shows 0 entries.
- Actual Event Outcome Form:** Includes dropdown menus for Probability and Consequence, and a text field for Risk Description.
- Potential Event Outcome Form:** Includes dropdown menus for Probability and Consequence, and a text field for Risk Description.

A callout box with a blue border and white background is positioned over the 'Corrective Actions' table, containing the text: "Save to Events Saves all entered details." Below the forms, there is a "Save to Events" button and a "Cancel" button. A "Help" button is located in the bottom right corner.

# Update Findings Saved

- Site Selection
- Dashboard
- Governance
- Risk
  - Events
  - Event Register Reviews
  - Emergency
  - Formal Investigation
  - JSA / SWMS
  - Multiple Risk Assessment
  - Risk Assessment
  - Risk Register Review
- Compliance
- Assets
- People

### Events

My Filters

- Pending All
- Pending Injury
- Pending Illness
- Pending Incident
- Pending Near Miss
- Active All
- Active Injury
- Active Illness
- Active Incident
- Active Near Miss

Filters

Sensitive

Event

None Selected

Status

All selected (3)

Event Type

All selected (4)

Search

Show 15 entries

Apply Clear

Save this filter

Filter Name

Save

SUCCESS  
Record saved successfully!

Search

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status	Actions
10778		Being hit by moving objects (05)	21/02/2018	Injury	Contusion	Third Party	Lee Brammield	Sydney Warehouse	Not Started	Actions
10777		Being hit by moving objects (05)	09/02/2018	Near Miss	Activity/Task	Third Party	Mary Lamb	New Forest	Not Started	Actions
10776		Being hit by moving objects (05)	09/02/2018	Near Miss	Activity/Task	Third Party	Mary Lamb	New Forest	Pending Not Started	Actions
10775		Being hit by moving objects (05)	09/02/2018	Near Miss	Activity/Task	Third Party	Mary Lamb	New Forest	Pending Not Started	Actions
10774		Avalanche	09/02/2018	Incident	Environment	Third Party	Mary Lamb	Melbourne	Pending Not Started	Actions
10773		Avalanche	09/02/2018	Incident	Environment	Third Party	Mary Lamb	Melbourne	Pending Not Started	Actions
10772		Avalanche	09/02/2018	Incident	Environment	Third Party	Mary Lamb	Melbourne	Pending Not Started	Actions
10771		Avalanche	09/02/2018	Incident	Environment	Third Party	Mary Lamb	Melbourne	Pending Not Started	Actions
10770		Falls on the same level (including trips and slips) (02)	03/11/2017	Near Miss	Other	Worker	Jack Brazier	Melbourne	Completed	Actions
10769		Outdoor environment	11/10/2017	Incident	Spill	Worker	Rebecca Corson	Melbourne	Completed	Actions
10768		Powered equipment, tools and appliances	03/10/2017	Near Miss	Other	Worker	Kyle Perry	Melbourne	Completed	Actions
10767		Foreign Body	29/09/2017	Injury	Foreign body	Worker	Jethan Abuzar	Geelong	Completed	Actions
10766		Other muscular stress (10)	11/07/2017	Injury	Strain	Worker	Mickey Earl	Ballarat	Completed	Actions
10765		Other muscular stress (10)	25/09/2017	Injury	Strain	Worker	Mickey Earl	Ballarat	Completed	Actions
10764		Being hit by moving objects (05)	21/09/2017	Incident	Damage	Worker	Lee Jenkins	Geelong	Completed	Actions

Showing 1 to 15 of 59 entries

Help

