



D A M S T R A

Standard Investigation:
Assign Investigator

Damstra Safety



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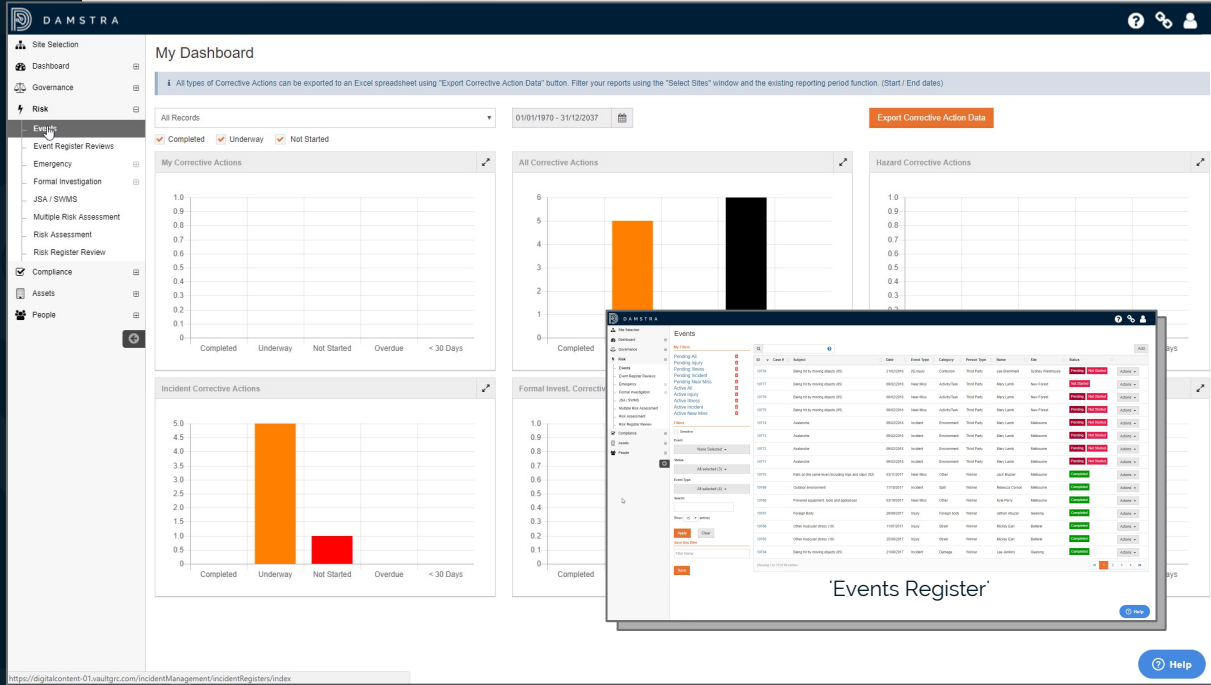
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Assign Investigator

Events Register

“A standard Investigation provides the opportunity to investigate the causes and outcomes of any event, then asses what corrective actions can be implemented to prevent a recurrence and ultimately whether there is any impact on the company Hazard register”

Assigning an investigator is done within an event. An event is accessed via the Events register; this is found under Risk in the menu bar.



Assign Investigator

Locate Event

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

The screenshot displays the DAMSTRA web application interface. On the left is a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The 'Events' section is expanded, showing a list of filters such as 'Pending All', 'Pending Injury', 'Pending Illness', 'Pending Incident', 'Pending Near Miss', 'Active All', 'Active Injury', 'Active Illness', 'Active Incident', and 'Active Near Miss'. The main content area is titled 'Events' and features a search bar with the value '10778'. Below the search bar is a table with columns: ID, Case #, Subject, Date, Event Type, Category, Person Type, Name, Site, and Status. A single row is visible for event ID 10778, with subject 'Being hit by moving objects (95)', date '21/02/2018', event type '[S] Injury', category 'Confusion', person type 'Third Party', name 'Lee Brammell', site 'Sydney Warehouse', and status 'Pending'. To the right of the table are buttons for 'Add', 'Actions', and a pagination control showing '46' items. Below the table, there are filter selection dropdowns for 'Event' (None Selected), 'Status' (All selected (3)), and 'Event Type' (All selected (4)). A search input field is also present. At the bottom, there are 'Apply' and 'Clear' buttons, a 'Save this filter' section with a 'Filter Name' input, and a 'Save' button. A 'Help' button is located in the bottom right corner.

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status
10778		Being hit by moving objects (95)	21/02/2018	[S] Injury	Confusion	Third Party	Lee Brammell	Sydney Warehouse	Pending

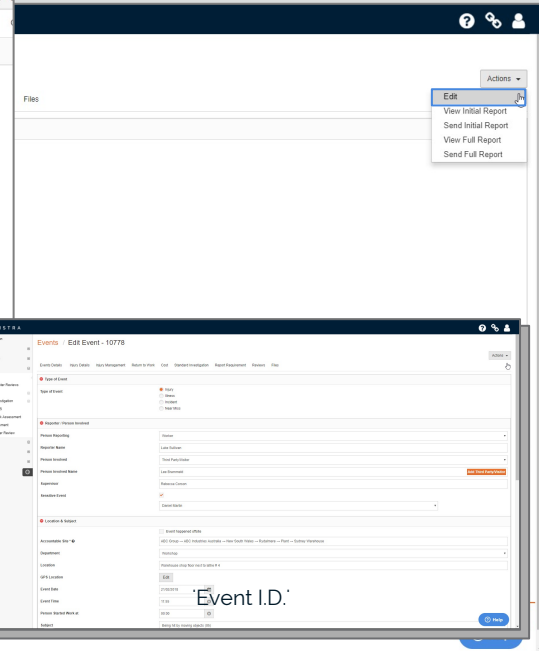
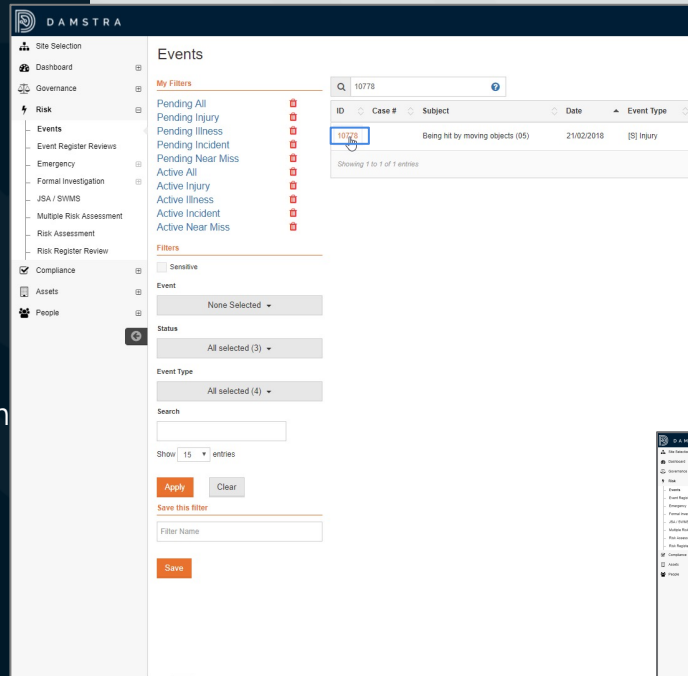
Assign Investigator

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'.



Assign Investigator

Edit Event cont.

Edit the event to action the required changes.

OR

Clicking Actions then Edit

The screenshot displays the DAMSTRA web application interface. On the left is a navigation menu with sections like Site Selection, Dashboard, Governance, Risk, and Compliance. The main area is titled 'Events' and contains a search bar, a table of events, and filter options. The table lists one event with ID 10778, titled 'Being hit by moving objects (95)', dated 21/02/2018. An 'Actions' dropdown menu is open for this event, showing options: View, Edit, Print, Lock, Archive, and Delete. An inset window shows the 'Edit Event - 10778' form, which includes fields for Event Name, Event Type, Location, and a large text area for the description. The URL at the bottom is <https://digitalcontent-01.vaultgr.com/incidentManagement/incidentRegisters/index#edit-10778>.

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status
10778		Being hit by moving objects (95)	21/02/2018	[S] Injury	Confusion	Third Party	Lee Brammfield	Sydney Warehouse	Pending Not Started

Showing 1 to 1 of 1 entries

Actions: View, Edit, Print, Lock, Archive, Delete

Event I.D.: 10778

Assign Investigator 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, 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:

- Type of Event:** Includes a 'Type of Event' section with 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' (Lee Brammald), 'Supervisor' (Rebecca Corson), and 'Sensitive Event' (checked, with Daniel Martin listed).
- Location & Subject:** Includes a section for 'Event happened offsite' (unchecked), '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), and 'Subject' (Being hit by moving objects (95)).

An inset window in the bottom right corner shows a smaller version of the same form, likely representing a mobile or tablet view. The DAMSTRA logo is visible in the top left corner of the application header and in the bottom left corner of the overall image.

If: No investigator required

Assign Investigator

Standard Investigation Section

Within the Standard Investigation section:

If an Investigator is NOT required, **click** the check box.

All but the 'Findings' field will be greyed out.

Even if an investigator is NOT required it is still best practice to update the 'Findings' field with the reasoning why no investigator is required.

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Events / Edit Event - 10778

Standard Investigation

Investigation not required ☒

Investigator

Status

Date Assigned

Date Due

Completion Date

Findings

View Witness Statements

Witness Type Witness Name Notes Attached File

Show 10 entries Showing 0 of 0 entries

Causal Analysis

Classification Group Factor Underlying Cause

Show 10 entries Showing 0 of 0 entries

Corrective Actions

Help

Assign Investigator

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.

Showing 0 to 0 of 0 entries

No data available in table

Actual Event Outcome

Probability -- Please Select --

Consequence -- Please Select --

Risk Description

	Insignificant	Minor	Moderate
Almost Certain	8-Moderate	16-Significant	
Likely	5-Moderate	10-Moderate	
Possible	3-Low	6-Moderate	
Unlikely			1-Low
Rare			1-Low

Potential Event Outcome

Probability

Consequence

Risk Description

	Insignificant	Minor	Moderate
Almost Certain	8-Moderate	16-Significant	
Likely	5-Moderate	10-Moderate	
Possible	3-Low	6-Moderate	
Unlikely	2-Low	4-Low	
Rare	1-Low	2-Low	

Update Pending Event Save to Events

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

Showing 0 to 0 of 0 entries

No data available in table

Actual Event Outcome

Probability -- Please Select --

Consequence -- Please Select --

Risk Description

	Insignificant	Minor	Moderate
Almost Certain	8-Moderate	16-Significant	24-High
Likely	5-Moderate	10-Moderate	15-High
Possible	3-Low	6-Moderate	9-Moderate
Unlikely			6-Moderate
Rare			3-Low

Potential Event Outcome

Probability

Consequence

Risk Description

	Insignificant	Minor	Moderate
Almost Certain	8-Moderate	16-Significant	24-High
Likely	5-Moderate	10-Moderate	15-High
Possible	3-Low	6-Moderate	9-Moderate
Unlikely	2-Low	4-Low	6-Moderate
Rare	1-Low	2-Low	3-Low

Save to Events

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

Assign Investigator

Update/Save cont.

If actioning this in an Active Event:

'Save' will save the entered details.

No data available in table

Show 10 entries Showing 0 to 0 of 0 entries

Actual Event Outcome

Probability -- Please Select --

Consequence -- Please Select --

Risk Description

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	8-Moderate	10-Significant	24-High	40-High	88-High
Likely	5-Moderate	10-Moderate	15-Significant	30-High	55-High
Possible	3-Low	6-Moderate	9-Moderate	18-Significant	33-High
Unlikely	2-Low	4-Low	6-Moderate	12-Significant	22-Significant
Rare	1-Low	3-Low	3-Low	6-Moderate	11-Significant

Potential Event Outcome

Probability -- Please Select --

Consequence -- Please Select --

Risk Description

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	8-Moderate	10-Significant	24-High	40-High	88-High
Likely	5-Moderate	10-Moderate	15-Significant	30-High	55-High
Possible	3-Low	6-Moderate	9-Moderate	18-Significant	33-High
Unlikely	2-Low	4-Low	6-Moderate	12-Significant	22-Significant
Rare	1-Low	3-Low	3-Low	6-Moderate	11-Significant

Save

Cancel

Help

Save
Saves all entered details.

If: Investigator required

Assign Investigator

Within the Standard Investigation section:
if an investigator is required:

Select the required worker from the Investigator field, smart search will make this easy.

As the information icon advises **ONLY** a person designated as an investigator in their employee record will show in this search.

Unless the event is marked as a sensitive event in which case only workers designated as 'Sensitive Users' will display.

Note:

To allow Investigators or Sensitive users to be selected from across all sites ensure these 'Global' features are configured within **Settings > Options and Preferences > 'Global Investigators'/'Global Sensitive Users'**.

The screenshot displays the DAMSTRA Standard Investigation form. A blue callout box highlights the 'Investigator' field and provides the following instructions:

- Only persons who have been nominated as a Designated Investigator in the Key Appointments section of their Vault record can be selected as Investigator.
- However, if the event has been marked Sensitive, the Investigator can be anyone from the list of Sensitive Users defined in the Event Details tab (even if they are not normally investigators).

The form includes a sidebar with navigation options: Site Selection, Dashboard, Governance, Risk, Events, Event Register Review, Emergency, Formal Investigation, USA / SWMS, Multiple Risk Assessment, Risk Assessment, Risk Register Review, Compliance, Assets, and People. The main form area contains fields for Status, Date Assigned, Date Due, Completion Date, and Findings. Below these are sections for View Witness Statements, Causal Analysis, and Corrective Actions, each with a search bar and a table of results. The bottom right corner features a Help button.

Assign Investigator

Email Investigator

(Depending on system settings)

The Email investigator checkbox may default as **ticked**, this ensures that when these changes are saved the investigator will be advised via email that they have been assigned to the event.

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Events / Edit Event - 10778

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

Standard Investigation

Investigation not required

Investigator * ☒ Daniel Martin

Status ☒ Email Investigator ☐ Not Started

Date Assigned Please select date

Date Due

Completion Date

Findings

View Witness Statements

Witness Type Witness Name Notes Attached File

No data available in table

Show 10 entries Showing 0 to 0 of 0 entries

Causal Analysis

Classification Group Factor Underlying Cause

No data available in table

Show 10 entries Showing 0 to 0 of 0 entries

Corrective Actions

Email Investigator
This functionality is configured within "Settings > Options and Preferences".

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Assign Investigator Status

Stipulate the required Status from the dropdown.

The screenshot displays the DAMSTRA web application interface for editing event 10778. The left sidebar contains a navigation menu with categories like 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 (active), Report Requirement, Reviews, and Files. The 'Standard Investigation' tab is divided into sections: 'Investigation not required' (with a checkbox), 'Investigator' (set to Daniel Martin), 'Status' (a dropdown menu currently open showing options: Not Started, Not Started, Underway, and Completed), 'Date Assigned', 'Date Due', 'Completion Date', and 'Findings'. Below these are sections for 'View Witness Statements', 'Causal Analysis', and 'Corrective Actions', each with a search bar and a table. The 'Status' dropdown is highlighted, showing the 'Not Started' option selected. A 'Help' button is visible in the bottom right corner.

Assign Investigator

Assigned/Due Dates

Select the Date Assigned, either by **entering** the date directly or by **selecting** from the calendar.

Then repeat this in order to **stipulate** what the Date Due is for the completion on the investigation.

Events / Edit Event - 10778

Events Details Injury Details Injury Management Return to Work Report Required

Standard Investigation

Investigation not required

Investigator * ⓘ

Status

Date Assigned 

Date Due 

Completion Date 

Findings ⓘ

View Witness Statements

Search

« February 2018 »

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	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	1	2	3	4
5	6	7	8	9	10	11

« March 2018 »

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

Assign Investigator 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.

Investigator Assignment
Email
Update pending event:
email sent to investigator.

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

Investigator Assignment
Email
Save to events: email
sent to investigator.

No data available in table

Show 10 entries Showing 0 to 0 of 0 entries

Actual Event Outcome

Probability -- Please Select --

Consequence -- Please Select --

Risk Description

	Insignificant	Minor	Moderate
Almost Certain	8-Moderate	16-Significant	
Likely	5-Moderate	10-Moderate	
Possible	3-Low	6-Moderate	
Unlikely			1-Low
Rare			1-Low

Potential Event Outcome

Probability

Consequence

Risk Description

	Insignificant	Minor	Moderate
Almost Certain	8-Moderate	16-Significant	
Likely	5-Moderate	10-Moderate	
Possible	3-Low	6-Moderate	
Unlikely			1-Low
Rare			1-Low

Update Pending Event Save to Events

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

No data available in table

Showing 0 to 0 of 0 entries

Probability -- Please Select --

Consequence -- Please Select --

Risk Description

	Insignificant	Minor	Moderate
Almost Certain	8-Moderate	16-Significant	24
Likely	5-Moderate	10-Moderate	15-Moderate
Possible	3-Low	6-Moderate	9-Moderate
Unlikely			1-Low
Rare			1-Low

Save to Events

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

Update Pending Event Save to Events

Assign Investigator

Update/Save cont.

If actioning this in an Active Event:

'Save' will save the entered details.

No data available in table

Show 10 entries Showing 0 to 0 of 0 entries

Actual Event Outcome

Probability -- Please Select --

Consequence -- Please Select --

Risk Description

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	8-Moderate	10-Significant	24-High	40-High	88-High
Likely	5-Moderate	10-Moderate	15-Significant	30-High	55-High
Possible	3-Low	6-Moderate	9-Moderate	18-Significant	33-High
Unlikely	2-Low	4-Low	6-Moderate	12-Significant	22-Significant
Rare	1-Low	3-Low	3-Low	6-Moderate	11-Significant

Potential Event Outcome

Probability -- Please Select --

Consequence -- Please Select --

Risk Description

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	8-Moderate	10-Significant	24-High	40-High	88-High
Likely	5-Moderate	10-Moderate	15-Significant	30-High	55-High
Possible	3-Low	6-Moderate	9-Moderate	18-Significant	33-High
Unlikely	2-Low	4-Low	6-Moderate	12-Significant	22-Significant
Rare	1-Low	3-Low	3-Low	6-Moderate	11-Significant

Save

Cancel

Help

Save
Saves all entered details.

Assign Investigator Saved

 DAMSTRA

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

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

1

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status		
10778		Being hit by moving objects (05)	21/02/2018	[S] 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 54 entries

1

2

3

4

Success

Record saved successfully!

Help

 DAMSTRA

