

FlinSafe Hazard Sign Off Steps (Sign Off team)

← Save Save & Close + New Deactivate Delete Refresh Check Access Assign Share Email a Link Fl

HZ000480 - Saved
Hazard Management

1. Notification 2. Hazard Investigation 3. Corrective Actions 4. Residual Risk Level 5. Sign Off

Ready for Sign-Off Yes 1

Hazard Sign Off

I am satisfied that appropriate actions have been assigned Yes 2

I am satisfied the risk is ALARP Yes

Comments [ML] - 5/11 - Noted all three actions regarding defib have been completed

Signed Off By

Signed Off Yes 3

Signed Off By Matt Lindner

Signed Off Date 5/11/2021 2:07 PM

Hazard Sign Off

1. Review each of the tabs to be satisfied the information and actions (where required) are enough to sign off.
2. Answer the questions as Yes or No. If No, please add comments on what is required.
3. Choose **Signed Off** = Yes or No. Questions in (2) need to be Yes to choose Yes for Signed Off.

At (4), Click **Save and Close** on the ribbon bar to complete the action.
If **Signed Off** = Yes, sign off details are automatically entered and the record is complete.
If **Signed Off** = No, the comments at (2) will be added to an email back to the Moderators to follow up and resubmit.

FlinSafe Incident Initial Investigation Steps (as a Supervisor / Manager)

HOME > INCIDENT > MY INCIDENT INVESTIGATIONS > INC0008989

Details Involved Person Attachments Investigations Submit

Assigned To Topic Coordinator / Supervisor
Matt Lindner | lind0083 | lind0083@flinders.edu.au | m: 04225

Issues Identified * 1
Boxes were left in walkway resulting in person tripping.

Actions Taken or Planned * 2
Removed boxes from walkway to storage.
Email staff in team reminding about good housekeeping.

Investigation Completion Details

Investigation Completed? 3 Yes No

Investigation Completion Date * 07/07/2022 08 : 29

Inset view - Submit tab

Investigations Submit 4

Yes No
Yes No

Close Submit 5

1. List issues identified
2. List actions already taken or planned to be taken to correct any issues.
3. Click 'Yes' for Investigation Completed? Inset picture
4. Click Submit tab.
5. Click the red **Submit** button.

← Close →