Queen Mary University of London

MySafety Action Tracker Guidance

Aim of this guidance note: for users with the appropriate permissions to gain insight into how to update progress and close off actions that they have assigned or actions that have been assigned to them on MySafety

Contents

QMUL_HSD_168_MySafety Management Report Guidance
Status: Draft – Nov 2018 (Review Date: Nov 2019)

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Step 1: Log in

Log in to MySafety. You must have been provided with a username and password by the Health and Safety Directorate. To request log in details please contact hs-helpdesk@qmul.ac.uk

Step 2: Identify Actions

Email Notification

Providing the action owner has prompted a notification, you will receive an email including the following information. Please note, this is a test email – a real action email will have an action title and description.

You have received this email because you have been assigned as an Action Owner or Actionee for an Action item entered into OSHENS. You are responsible for completing the action item identified.

Details
Action No. ACT000443
Audit/Inspection Ref No. AU000104
Action Title: TEST ACTION
Description of Finding: TEST ACTION
Action Start Date: 27/10/2017
Target Completion Date: 27/10/2017

Link: https://qmul.oshens.com

MyActions

To view all actions where you are the action owner and / or actionee, use the 'MyActions' tab.

MyActions •••

> Actions overdue:

> Actions due within 7 days:

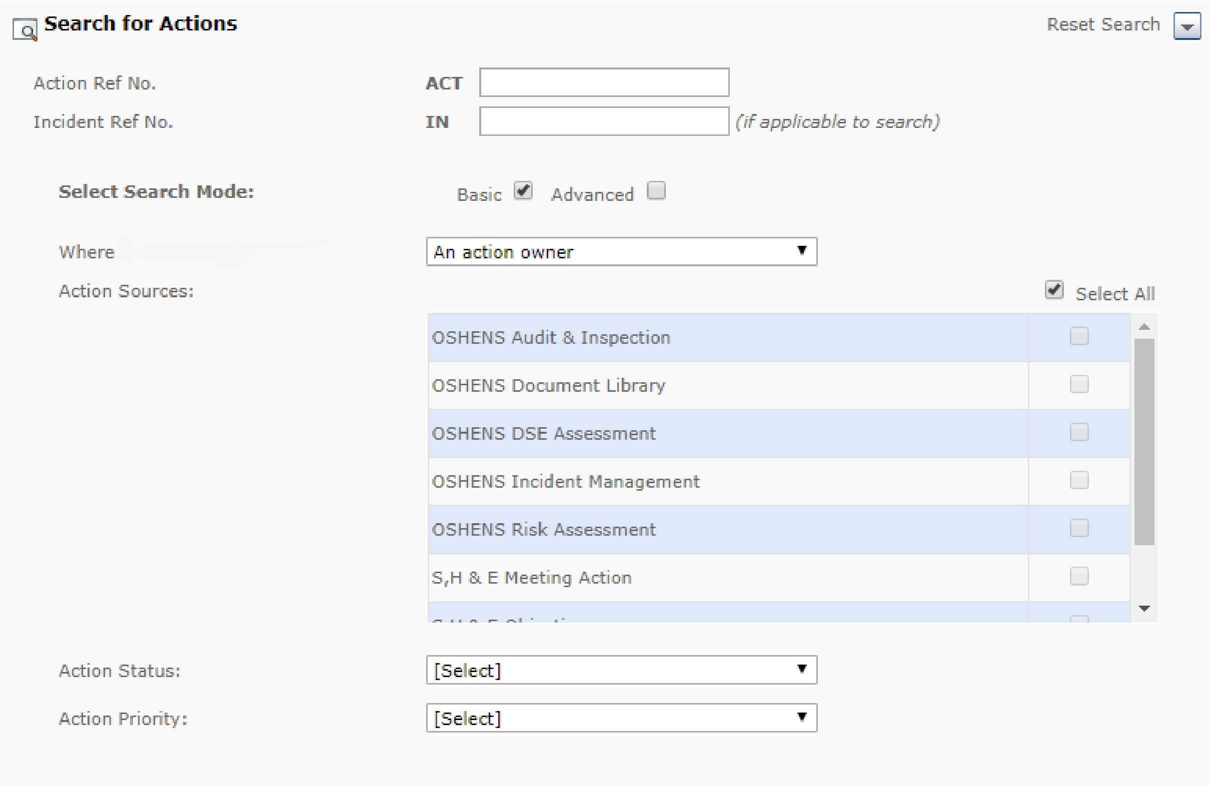
Step 3: Action Tracker Module

Click on the 'Action Tracker' Module.

Step 4: Search Criteria

Various options can be used in the search criteria:

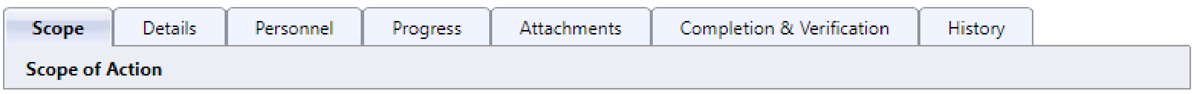
- Action Ref No: use this search if you know the reference number for an action e.g. ACT000443. <u>Note:</u> *only enter the number, do not enter ACT.*
- Incident Ref No: use this search if you know the incident that the action relates to e.g. INC000443 <u>Note:</u> *only enter the number, do not enter INC.*
- Where: use this to search for actions where you are the actionee, action owner or both.
- Action Sources: use this search for actions arising from a certain part of MySafety e.g. OSHENS Audit & Inspection or alternatively 'select all'.
- Action Status: use this search to identify actions that are in progress, overdue, completed or signed off.
- Action Priority: use this search to identify actions that are high, medium or low priority.



Step 5: Select Action

Choose an action by clicking on its reference number

This will bring up the scope of the action, along with other tabs, as seen below.



Step 6: Progress

If progress has been made to address an action, but it is not yet fully completed and ready to close off, use the progress tab to add descriptions of the action taken.

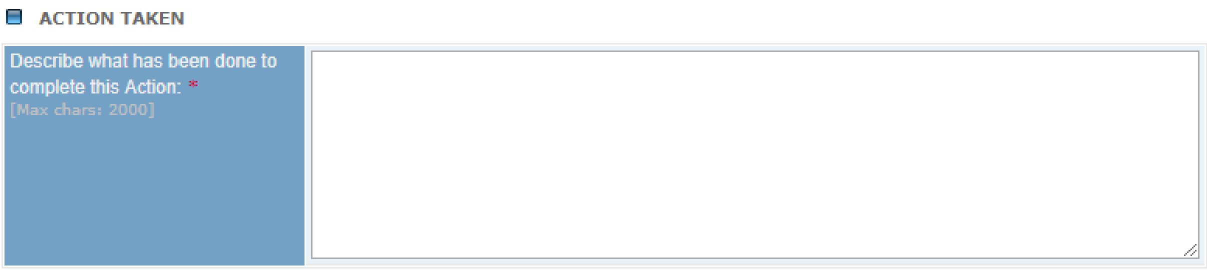
Step 7: Add Attachments

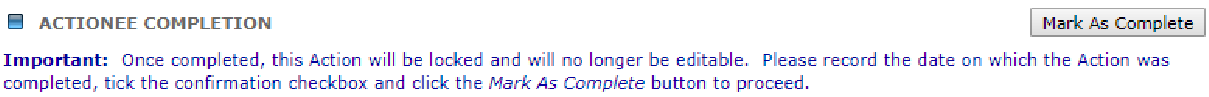
You can add attachments if necessary, under the attachments tab.

Types of attachments that can be added: maps, diagrams & photographs, monitoring documents, risk assessment, training documents, work/operating instructions, workplace procedures, MSDS, method statements, audits & inspections, business notification, email, witness statement, other.

Step 8: Completion and Verification

Once the action is complete, use the completion & verification tab to describe what has been done to complete this action.





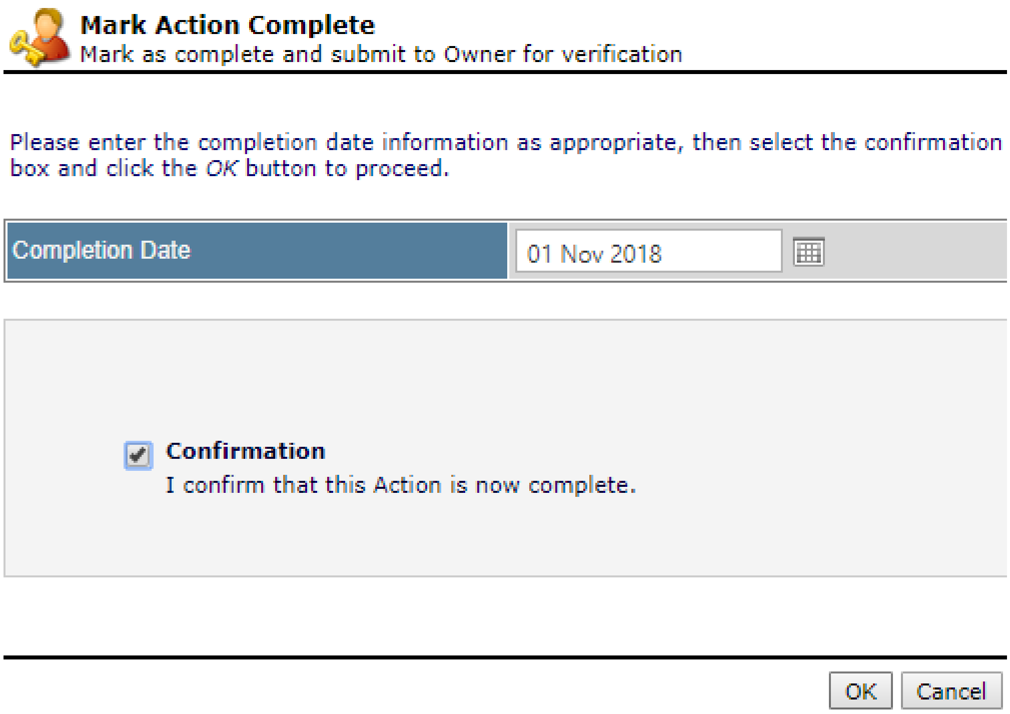
Click mark as complete. Please note a pop up should appear – ensure your browser always allows pop ups from this site.

Step 9: Confirmation

Select the completion date.

Click to confirm that the action is complete.

Press ok.


Mark Action Complete
Mark as complete and submit to Owner for verification
Please enter the completion date information as appropriate, then select the confirmation box and click the OK button to proceed.
Completion Date
01 Nov 2018
Confirmation
I confirm that this Action is now complete.
OK
Cancel