Queen Mary
University of London

Guidance: how to update and close actions on MySafety

Step 1)

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

Personal information collected for the purpose of legal compliance will be used to identify those at risk, and those involved in the management, and control of the identified risks. This information will be held in line with existing and future legislation and may in extreme cases be for as long as forty years after employment has ceased.

This information may be shared with other external organisations, contractors and members of the public subject to the risks identified and in order to ensure legal compliance.

Step 2)

Login to MySafety using the login details previously provided to you. The login will be something like:

Username: firstname.lastname

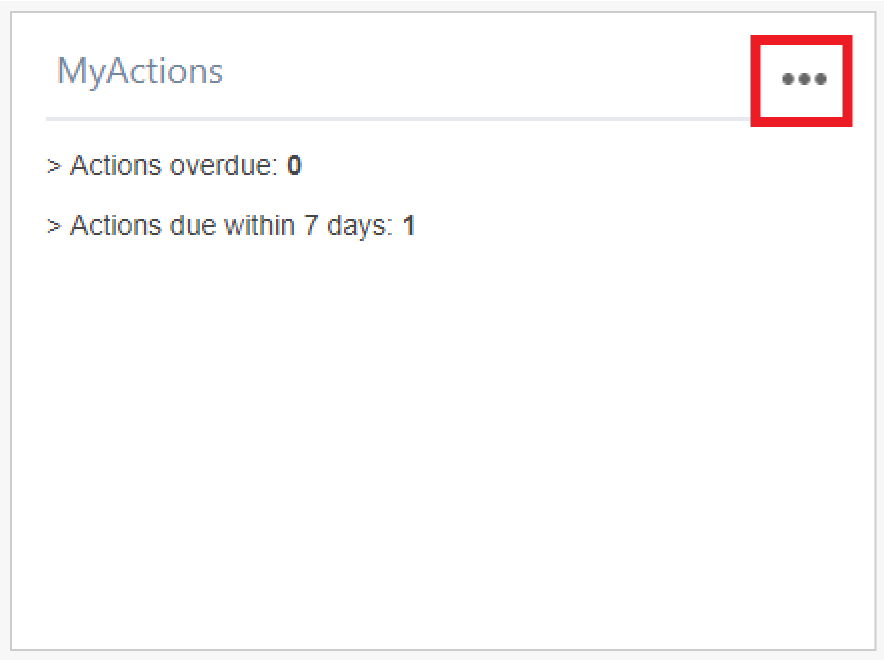
Password: Password1!

If you are unsure of your login details, please contact HSD hs-helpdesk@qmul.ac.uk and we will provide your login details.

Step 3)

Click on the three dots, as displayed below to view actions.

The MyActions tab can be located in the bottom left hand side of the screen (scroll down)



Step 4)

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 5)

Use the progress tab to update any action has been taken. You can also 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 6)

Once the action has been completed, 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, but may be blocked – ensure your browser always allows pop ups from this site.

Step 7)

Select the completion date.

Click to confirm that the action is complete.

Press ok.