

## Generating a Corrective Actions Register using riskware

A register of open, overdue or completed corrective actions tasks within a faculty, directorate, institute or other organisational unit within ACU can be generated within **riskware**. This information can be used for example as an action review tool within organisational unit or Faculty meetings, or by HSRs and Campus WHS Committees to review the status of correctives across their campuses or work area. This capability to generate a log of outstanding WHS tasks (corrective actions) helps organisational units within ACU to identify what still needs to be actioned and to prioritise the management of their most significant issues, as well as providing a record of completed actions, in line with ACU's WHSMS Corrective Actions Procedure

What appears on screen	The information you should enter:
	<p>From the riskware home page, select 'Analyse Data'</p>
	<p>To review the various Task reports available, click on + to expand the listing under 'Standard Reports' and then 'Task Management.'</p> <p>Tasks can then be viewed and reported upon by clicking on the relevant item e.g. Tasks by Business Unit and Tasks by Location.</p>
	<p>Under the Tasks - by Business Unit PDF or Excel report options, you can choose to report at various levels of the ACU organisational hierarchy. For example, to report to the level of a School, you would select Business Unit Level 4, i.e.:</p> <ul style="list-style-type: none"> <li>- Level 1 Australian Catholic University</li> <li>- Level 2: Provost/Deputy Vice Chancellor</li> <li>- Level 3: Faculty</li> <li>- Level 4: School.</li> </ul> <p>To generate a report for People and Capability</p>

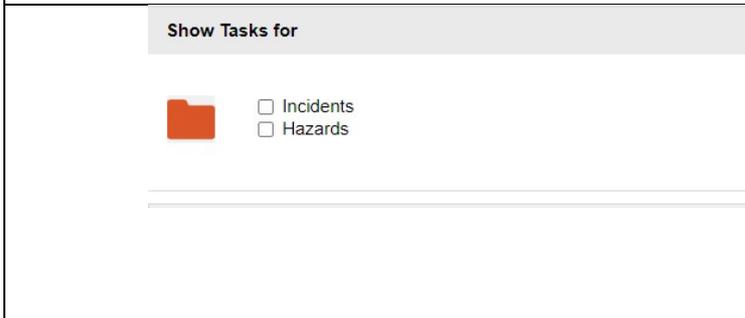
**What appears on screen**

**The information you should enter:**

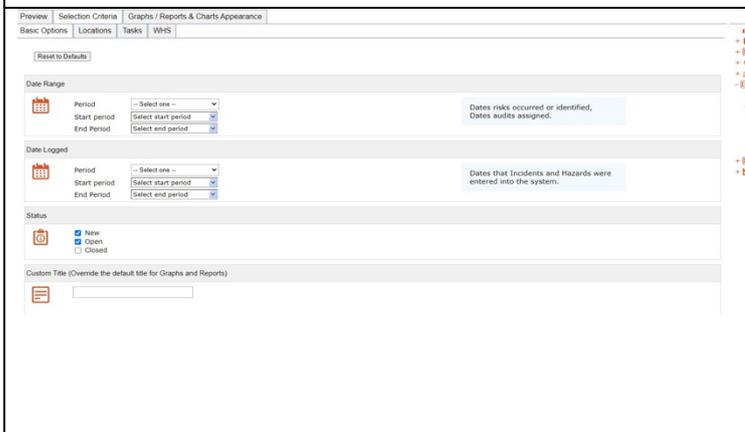
for example, a Directorate within the Chief Operating Officer's portfolio, you would also select Business Unit Level 3, i.e.:

- Level 1 Australian Catholic University
- Level 2: Chief Operating Officer
- Level 3: People and Capability Directorate

Should your report include the incorrect Business Units, simply re-select the correct Business Unit level and re-run the report.

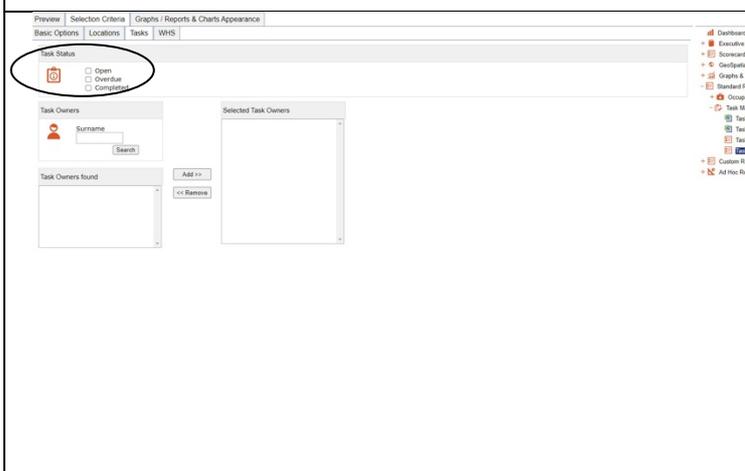


Under the Tasks - by Location, it will require Incidents and/or Hazards to be ticked to narrow the tasks down to an incident or hazard, or to return a result with both included (recommended).



The selection criteria can be altered to adjust the date range and report status.

If you want to view all of these relevant tasks, click on the Closed box, below Status (recommended).



The task status can be adjusted by open, overdue and/or completed.

**Tasks – by Business Unit:**



Tasks can also be adjusted to suit the desired due date range, if required.

Once you click **Submit**, it will generate your Tasks register.

**What appears on screen**

**The information you should enter:**

**Tasks – by Location**

The screenshot shows a web interface for filtering tasks. On the left, under 'Show Tasks for', there are checkboxes for 'Incidents' and 'Hazards'. Below that is a 'Due Date Range' section with a 'Period' dropdown set to '- Select one -', and 'Start period' and 'End period' dropdowns, both set to 'Select start period' and 'Select end period' respectively. A 'Submit' button is circled in red. A message box states: 'The tasks with due dates within this range will be displayed.' On the right, a navigation menu lists various report types: Executive Summaries, Scorecards, GeoSpatial Analysis, Graphs & Charts, Standard Reports, Occupational Health & Safety, Task Management, Tasks - Business Unit Scorecard, Tasks - Location Scorecard, Tasks - by Business Unit, Custom Reports, and Ad Hoc Reporting.