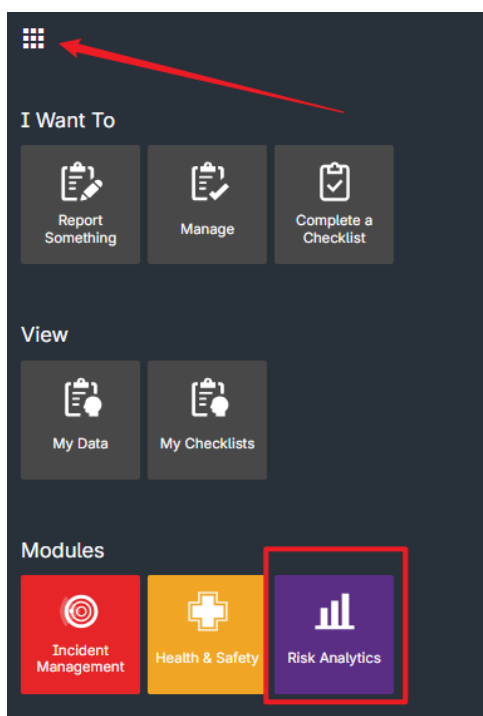


Quick Guide - How to Access Workplace Inspections Tasks Status Report in SARAH+

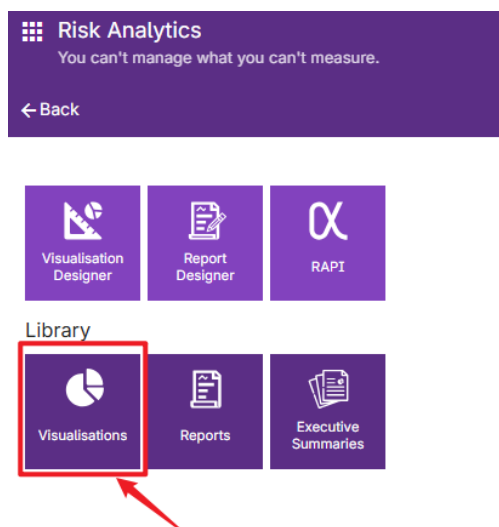
Safety Officers can access and review open tasks for workplace inspections submitted by their Business Unit in SARAH+. The reports can be run in the Risk Analytics module.

How run a report in the Risk Analytics module in SARAH+

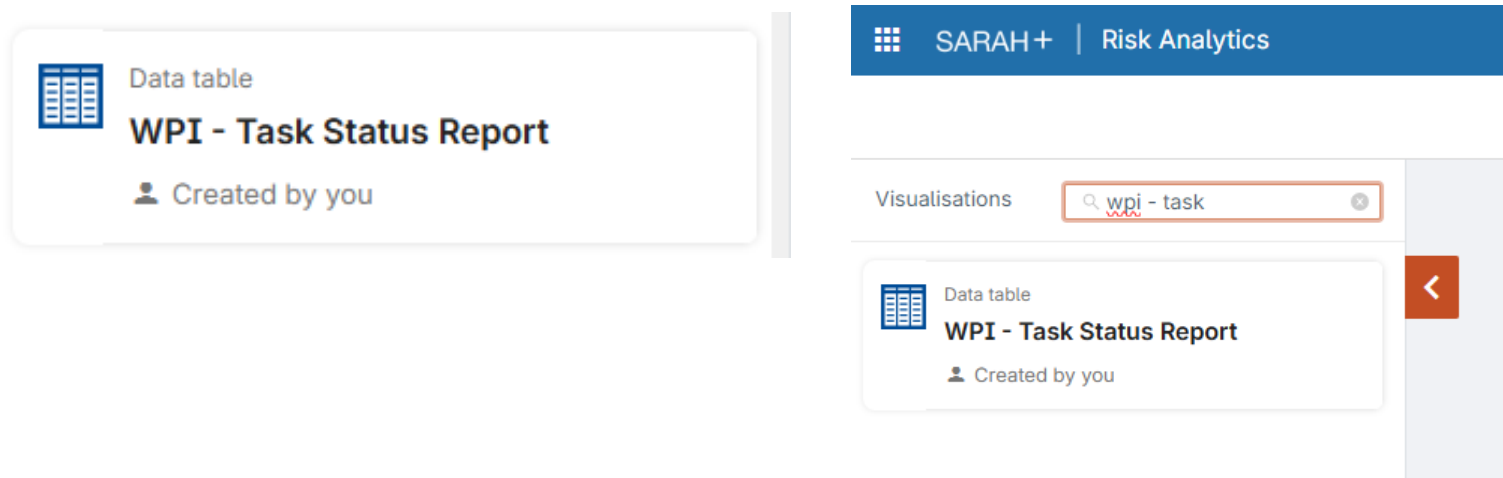
1. [Log in to SARAH+](#).
2. Click on the “waffle” menu (9 squares at the top left corner of the SARAH+ Dashboard screen).
3. Click on the purple “Risk Analytics” tile.



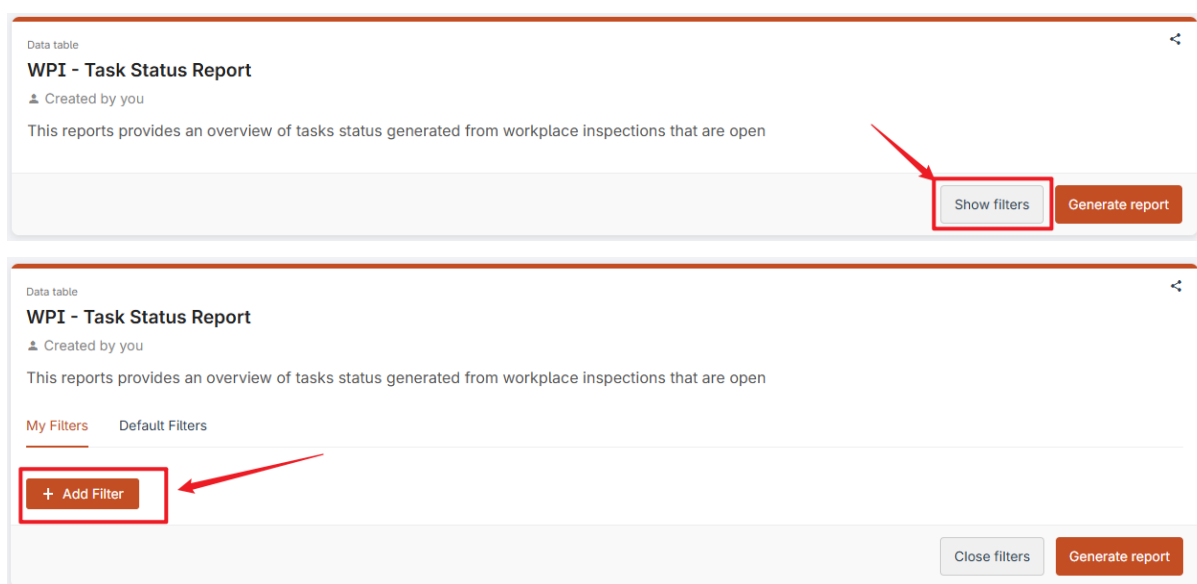
4. Click on the “Visualisations” tile under the “Library” section to access a list of reports and widgets available to you.



5. On the next screen, scroll down the list of options to find the “**WPI – Task Status Report**”. Alternatively, use the search bar at the top and type “**WPI – Task Status Report**” to find the desired report from the list.

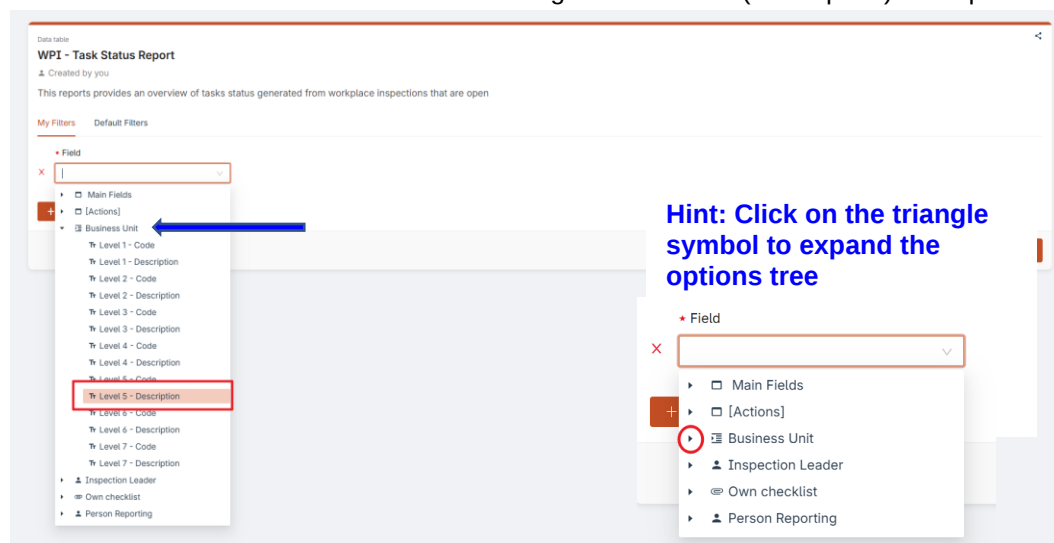


6. Click on the report to display the form on the right side.
7. You can now add specific filters before running the report. Click on the “**Show filters**” button, followed by the “**Add Filter**” button.



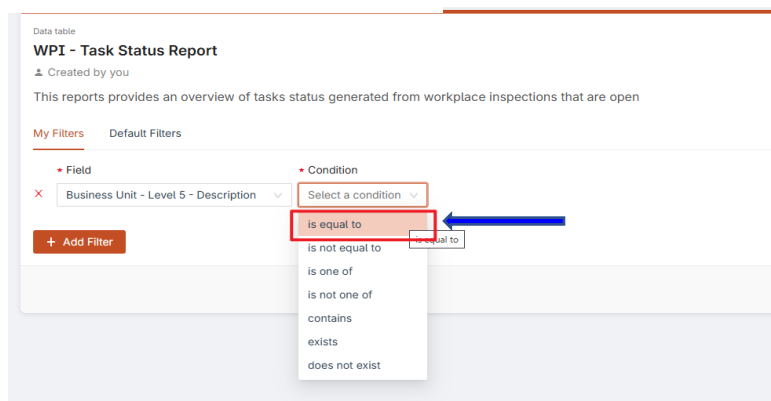
8. You can add a single or multiple filters to run a report for a specific data set. The example below shows how to run a report based on a specific Business Unit within your area.

i. Select the “*Business Unit*” field and choose organisation level (Description) as required

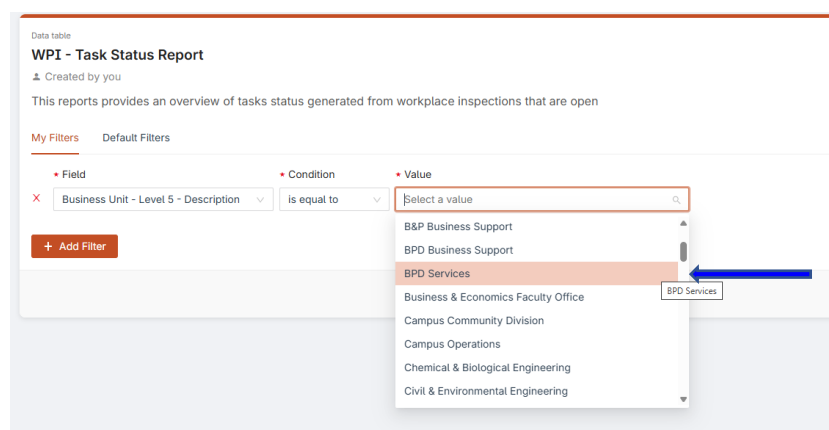


Hint: Click on the triangle symbol to expand the options tree

ii. Select “*is equal to*” as the condition



iii. Select the required Business Unit from the dropdown list



9. Click on the “Generate report” button for the report table to be created.

Data table

WPI - Task Status Report

Created by you

This reports provides an overview of tasks status generated from workplace inspections that are open

My Filters Default Filters

Field	Condition	Value
Business Unit - Level 5 - Description	is equal to	BPD Services

+ Add Filter

Close filters **Generate report**

10. You can review the report within the Risk Analytics module or export the data into Excel to undertake further analysis.

SARAH+ | Risk Analytics

Refresh **Export** Edit

Main Fields			Inspection Leader	Business Unit			Main Fields	
Checklist ID	Date of Inspection	Form Type	Name	Level 3 - Description	Level 4 - Description	Level 5 - Description	[Description]	[Checklist Question]
1015	28/07/2025	Simple report form		Office of the COO & Senior VP	Buildings & Property Division	BPD Services	Peninsula Building C Rm:C1...	Did you find any hazards or safety issu
1015	28/07/2025	Simple report form		Office of the COO & Senior VP	Buildings & Property Division	BPD Services	Peninsula Building C Rm:C1...	Did you find any hazards or safety issu
704	03/06/2025	Simple report form		Office of the COO & Senior VP	Buildings & Property Division	BPD Services	Building T Room 146 (BPD ...	Did you find any hazards or safety issu
704	03/06/2025	Simple report form		Office of the COO & Senior VP	Buildings & Property Division	BPD Services	Building T Room 146 (BPD ...	Did you find any hazards or safety issu

Note: If the search returns “No Data”, this may be because no records meet the selected criteria. For example, there may be no tasks listed in the checklists, or there may be no open checklists because all tasks have been completed and the checklists have been closed.

Main Fields			Inspection Leader	Business Unit			Main Fields	
Checklist ID	Date of Inspection	Form Type	Name	Level 3 - Description	Level 4 - Description	Level 5 - Description	[Description]	[Checklist Question]
 No Data								