Quick Guide for Assigning BPD Responsibility to a Hazard or Incident Report in S.A.R.A.H.

1. Select the OHS Tile in your my.monash webpage.


   I would like to report:

   **An OHS Hazard**
   
   A condition or situation which has the potential to cause Injury or illness

   **An OHS Incident**
   
   An event that could, or did, result in:
   - injury;
   - illness;
   - confidential issues (e.g. unacceptable behaviour).
TO ASSIGN THE ENTIRE REPORT TO BPD, FOLLOW STEPS 3-5.

3. Select a person by clicking the magnifying tool.

4. Search for the role account by entering “BPD” in the “First Name:” field, then select “BPD Buildings and Property” from the list.

5. The BPD Role account is then assigned as Manager/Supervisor.
TO ASSIGN A SPECIFIC TASK OR TASKS WITHIN THE ACTION PLAN IN THE REPORT, FOLLOW STEPS 1-3.

1. Commence the Action Plan by clicking on the “hammer” icon as below.

2. On page 3 of the Action Plan, click the magnifying tool in the “Person Responsible”.

3. Search for the role account by entering “BPD” in the “First Name:” field, then select “BPD Buildings and Property” from the list.

For further information contact:
Buildings and Property Helpdesk
Ph: 9902 0222
Email: ohshelpline@monash.edu