

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.



2. Select Incidents Hazards and Risks (S.A.R.A.H).

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.

Assign to:


 Is this a confidential issue (click on the FAQ for more details)?
 No Yes

Manager/Supervisor: 

 Select the person to assign the incident to. This is typically your line manager.

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

Find a person

 Enter one or more fields and click the search button to find a person

Search for: Supervisors/Managers Everyone

Search

First Name: Surname:

Title: Location:


Email:


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Name	Title	Location
BPD Buildings and Property		Unspecified Primary Location

5. The BPD Role account is then assigned as Manager/Supervisor.

Assign to:

 Is this a confidential issue (click on the FAQ for more details)?
 No Yes

Manager/Supervisor: 

 Select the person to assign the incident to. This is typically your line manager.

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”.

Control Measure*	Target Completion Date*	Person Responsible*
Start at the top of this list and select one or more controls you will put in place.	Enter your anticipated date for completion	Who is responsible for implementing this Control?
<input type="text" value="1 - Elimination of Risk"/> <input type="text" value="R0508793 raised for investigation and rectification of pit lid"/>	<input type="text" value="February 2020"/> <input type="text" value="February"/> <input type="text" value="2020"/> M T W T F S S	<input type="text" value="BPD Buildings and Prop"/> <input type="button" value="Search"/>

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

Find a person

Enter one or more fields and click the search button to find a person

Search for: Supervisors/Managers Everyone

Search:

First Name: Surname:

Title: Location:

Email:

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Name	Title	Location
BPD Buildings and Property		Unspecified Primary Location

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