

## About this Guide

This guide covers how to submit an Observation in SafetyNow including:

- Navigating to the Observation workspace
- Getting to know the Observation workspace
- Reporting the Observation (Hazard)

## What is an Observation in SafetyNow?

A hazard is submitted under Observation in SafetyNow. A hazard is a situation that has the potential to cause injury or illness, harm to health and/or danger to property or the environment.

SafetyNow also extends the opportunity to report other types of observations, such as:

- Hazard / Risk
- Something good
- Suggestion
- System feedback
- Compliance
- Change request

## Who can use this guide?

All Staff, People Leaders, Students and Higher Degree by Research candidates can report an Observation in SafetyNow.

# Navigate to the Observation Workspace

## Navigate to Observation (Staff)

When you first log into SafetyNow, you will land on your Home Dashboard. The Home dashboard is the window to everything you need to do in SafetyNow. To report an observation, you will need to navigate to the Observation workspace.

1. **Select the Observation button to take you to the Observation workspace.**

The screenshot shows the 'Staff Member Home' dashboard for RMIT University UAT. At the top, there is a dark blue header with the text 'RMIT University UAT' and several utility icons (refresh, help, chat, user, notifications, and a user profile icon labeled 'DK'). Below the header, the main content area is titled 'Staff Member Home'. It contains three prominent action cards:

- Incident Management:** Features a blue icon with three horizontal lines. Below the icon, the text reads 'Incident Management' and 'Incidents - e.g Near Miss, Injury, Illness, Vehicle accidents'.
- Risk Management:** Features a red icon with a crosshair. Below the icon, the text reads 'Risk Management' and 'Create a risk activity, assessment and corrective actions.' A red circle with the number '1' is positioned to the left of this card.
- Observation:** Features a green icon with an eye. Below the icon, the text reads 'Observation' and 'Including: Hazard reports, complaints, suggestions'. This card is highlighted with a red rounded rectangular border.

Below these cards, there are two sections:

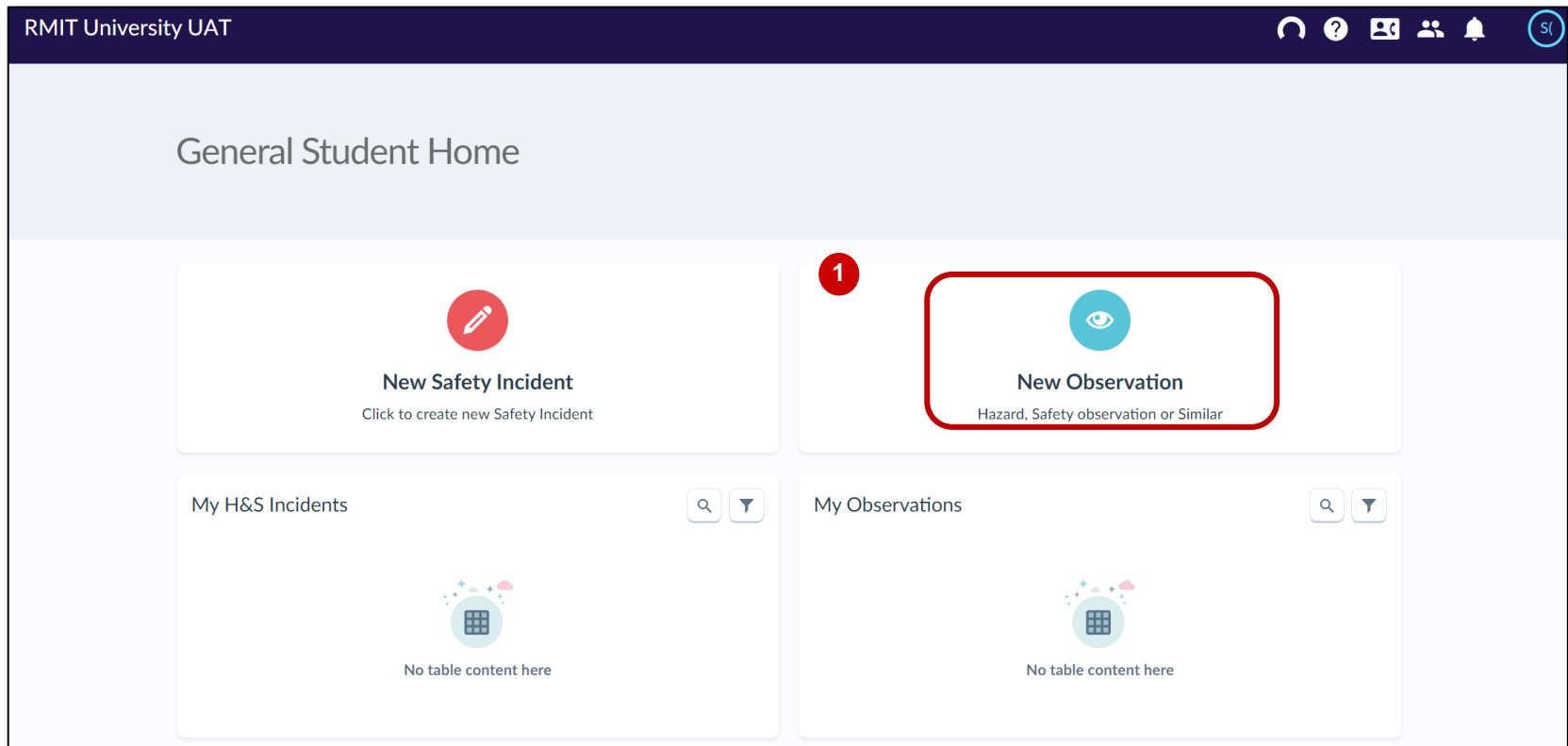
- My Open Corrective Actions:** A section with a search icon and a filter icon. It contains a large empty area with a calendar icon and the text 'No table content here'.
- Privacy Collection Statement:** A section with a search icon and a filter icon. It contains the text 'Please read'.

# Navigate to the Observation Workspace

## Navigate to Observation (Students)

When you first log into SafetyNow, you will land on your Home Dashboard. The Home dashboard is the window to everything you need to do in SafetyNow. To report an observation, you will need to navigate to the Observation workspace.

1. **Select the Observation button to take you to the Observation workspace. For Students, you will have a slightly different view in accordance with your user profile.**



# Getting to the know the Observation Workspace

## Getting to know the Observation Workspace

The Observation Workspace is where you can access all observations that are either in triage, active, closed or invalid.

- In Triage means the observation has been submitted and not yet reviewed
- Active means the observation has been reviewed by the People Manager or Responsible Person and is now an active incident
- Closed observations are those that have been closed and are no longer active
- Invalid observations means the status has been changed to invalid as it is not considered on observation

The screenshot shows the 'Staff / HDR Students- Observations' page. At the top left, there is a 'Register' button. Below it is a large white box with a blue pencil icon and the text 'Create an observation' and 'Create an observation- hazard report, suggestion, complaint or other'. Below this is a section titled 'Open observations created by me' with search, filter, and plus icons. A table below shows a list of observations with columns: Created, Summary, Type, Details, Reporter, Action required?, Action required, and Action owner. The first row is highlighted with a red box and contains the following data: 11 Oct 2023 10:22, Data Entry, Hazard / Risk, Soreness in wrist after long periods of data entre, Dani King, Yes, Ergonomic review of desk and computer set up.

A create button is available on each of the workspaces. Simply select Create an Observation button to create a new observation.

To open, either select directly from the list or use the icons above.

These icons enable you to work with in triage, active or open and assigned tasks. Search enables you to type in a search term. Filter allows you to filter on a range of options. The Plus sign is another way to add new.

A **tip** when using the search or filter functionality - open a new tab in your browser so you don't lose the search or filter criteria you have chosen. Remember to press enter once you have entered the search criteria, for the search to commence.

# Report an Observation

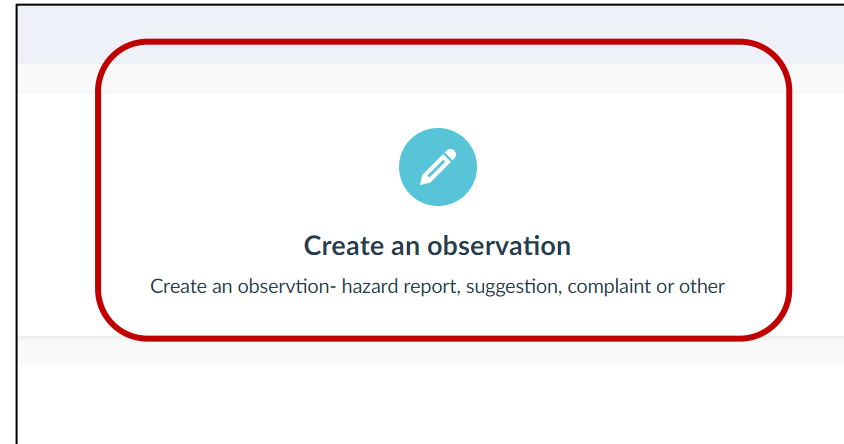
## Report an Observation

An observation can be submitted by a staff member, people manager or student either for themselves or on behalf of another person.

2. Select the **Create an Observation** button to create a new observation.

|                    |  |
|--------------------|--|
| Task Name          | Enter the name of the task being observed  |
| Observation Status | The status will default to In Triage until view by manager and changed to active |
| Author             | The author will default to the name of the person submitting the observation     |
| Reported Date      | The reported date will automatically populate with current date and time         |

3. Select **College/Portfolio/School/Dept** from the list (please select the arrow on the right side and drill down again and until able to select the relevant dept so the incident is reported in the correct department)
4. Select **Hazard / Risk** from Type list
5. Select **Hazard Type** from list



A screenshot of a mobile application interface for creating a new safety observation. The form is titled "New Safety Observation" and has "Cancel" and "Save" buttons. The form fields are: "Task name" (Laceration to Hand (Dani King)), "Observation Status" (In Triage), "Reported date" (27 Oct 2023), "Author" (Dani King), "College/Portfolio/School/Dept." (required) (Select), "Type\*" (Hazard / Risk), and "Hazard Type\*" (5). Red circles with numbers 3, 4, and 5 highlight the "Select" dropdown, the "Hazard / Risk" dropdown, and the "Hazard Type\*" dropdown respectively.

# Report an Observation (continued)

6. **Select Yes or No** for creating on behalf of another person

|     |   |
|-----|---|
| Yes | If yes is selected, another field will display for you to select, then you are able to enter the name to search on and enter or scroll to find the name |
| No  | If no is selected, continue   |

7. **Enter immediate actions taken** in the free text field

8. **Select either On Campus or Off Campus**

|            |   |
|------------|---|
| On Campus  | <b>Select Campus</b> from the drop down (mandatory)<br><b>Select Building</b> from drop-down (non-mandatory)<br><b>Select Floor</b> from drop-down (non-mandatory)<br><b>Select Room</b> from drop-down (non-mandatory)<br><b>Select Workpoint</b> from drop-down (non-mandatory)<br><b>Enter additional location details</b> if unsure |
| Off Campus | <b>Enter the address</b> and the geo location will plot it on the map   |

Are you logging this observation on behalf of another person? \*

>

Immediate actions taken

/

Where did the observation occur? \*

>

Campus \*

>

Building

>

Floor

>

Space

>

Additional Location Details

Please enter as much detail as possible to articulate location.
 /

Off Campus Location \*

>

# Report an Observation (continued)

9. Enter the Observation Description in the free text field

10. Enter Yes or No for Further Action Required

|     |   |
|-----|---|
| Yes | <b>Assign an action owner</b> by selecting, then either typing in the name to search or scrolling to find the name of the person<br><b>Enter the required action</b><br><b>Upload any attachments</b><br><b>Select Save</b> to submit |
| No  | <b>Select Save</b> to submit skipping all the above fields (for yes and going straight to save)   |

You will receive a system-generated notification upon submission of the observation.

The observation will be routed to the People Manager (for Staff) and to HSW team for triaging to the Responsible Person (for Students and Higher Degree by Research candidates). The People Manager or Responsible Person will review the observation, update the status and assign any corrective actions to the appropriate person to action. Once the corrective action is addressed, the People Manager or Responsible Person will close it.

You will receive a system-generated notification when the status is updated to invalid or closed team.

Observation description \*

Further action required?

Action Owner

Required action

Attachments

Drag files here or  
Upload

Cancel New Safety Observation Save

The screenshot shows a web form for reporting an observation. It includes a rich text editor for the observation description, a dropdown for 'Further action required?' with 'Yes' selected, a dropdown for 'Action Owner', another rich text editor for 'Required action', and a dashed box for 'Attachments' with a 'Drag files here or Upload' button. At the bottom are 'Cancel', 'New Safety Observation', and 'Save' buttons. A red circle with the number '9' is placed to the left of the description field.