



Investigation Register

A new entry will appear in the register when the box is ticked in the Incident Reporting register that a "Incident & investigation report is required". Double click on any line or select edit button  Use the [Filters, Group](#) and Search box to narrow down the list.

Home / Registers / Injury & Health Management / Investigation Register

Incident Register	Date	Description	Investigated by	Investigator Sig...	Officer Sign...
No:38 _ Injury _ Injury Person:Kermit Frog	28/10/2021	Bricks fell on arm	George Foreman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No: 37 _ Environmental Incident	28/10/2021	Paint spilled into the drain	George Foreman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Date will auto populate from the incident.
2. Select the staff member who will carry out the investigation.
3. Select the Required Completion Date.
4. The Incident Details will come through from the Incident Reporting register.
5. Click  **SAVE** at any stage to save and close the task.

Home / Registers / Injury & Health Management / Investigation Register

5  **SAVE**  **DELETE**  **BACK**

Date: 28/10/2021 **1** Investigated by: George Foreman **2** Required completion Date: 5/11/2021 **3**

Incident No	Date Report Logged	Date & Time Occurred	Name	Location incident occurred	Incident Result	What Happened
38	28/10/2021	28/10/2021	Kermit Frog	78 High St, Melbourne	Injury	Bricks fell on arm

6. Click **+ADD** to add any training requirements to the investigation. Add as many records as required.
7. Complete the details as required.
8. Click **SAVE**.
9. Add any further Notes as required.

Once training has been completed they can be signed off and documents loaded in [Registers/Training Registers/Training Register](#) or in mobile [Profile/Certificates & Training/Training Register](#)

7 **Add New Item**

Subject: Working Safely Instructor: Fred Fish

Training Type: Short Courses Name of Trainee: Kermit Frog

Duration (Hours): 0 Training ProvidedBy: Third Party Inhouse
Fish Training Ltd

Description:

Date: 1/11/2021

8 **SAVE** **CANCEL**

Date	Subject	Name of Trainee	Description	Training Type	Duration (Hours)	Signed Off	Training Provided By	Instructor
01/11/2021	Working Safely	Kermit Frog		Short Courses	0	<input type="checkbox"/>	No Third Party is Selected	Fred Fish

Note **9**
Whole team attended training given by external expert

Contd/...

10. Click **+ADD** to create repair tasks for any P&E items. Add as many records as required.

11. Complete the details as required.

12. Click **SAVE**.

13. Add any further Notes as required.

Tasks are completed in the mobile app under [Registers/P&E Maintenance](#)

Add New Item 11

Plant & Equipment Register: AssetNo : AU8956 , SerialNo : ...

Plant & Equipment Description: Ryobi ONE+ 18V 4.0Ah Lawn Mower

Staff: George Foreman

Repair Date: 2/11/2021

Name of Repairer: Greenwoods Garage

Fault / Damage: Fix cover

Repairs Required: Remove and replace

Signed Off

12 **SAVE** **CANCEL**

Plant & Equipment Repair Register Details 10 **+ADD**

Plant & Equipment Register	Plant & Equipment Description	Staff	Repair D...	Name of Repairer	Repairs Required	Fault / Damage
Ryobi ONE+ 18V 4.0Ah Lawn Mower - AU8956a	Ryobi ONE+ 18V 4.0Ah Lawn Mower	George Foreman		Greenwoods Garage	Remove and replace	Fix cover

Note **13**

Check more details

14. Click **+ADD** to create repair tasks required for any assets. Add as many records as required.

15. Complete the details as required.

16. Click **SAVE**.

17. Add any further Notes as required.

Task are completed in the mobile app under [Registers/P&E Repair](#)

Add New Item 15

Maintenance Type: Test & Tag

Plant & Equipment Register: AssetNo : AA12 , SerialNo : ST5678 , STI...

Date Added: 17/11/2021

Registration/Serial No: ST5678

Description: STIHL BT 131 Petrol Earth Auger

Template Type: [Dropdown]

Inspected By: Staff Supplier

Staff: Kermit Frog

Sign Off

License: [Dropdown]

Location: Plant Storage Shed #1

Test & Tag Identification Number: VF8956

Next Test Date: 01/11/2021

Test Interval: NA

Date Tested: [Calendar]

Test & Tag Notes: [Text Area]

Result: [Dropdown]

16 **SAVE** **CANCEL**

Plant & Equipment Maintenance Register Details 14 **+ADD**

Plant & Equipment Register	Plant & Equipment Description	Staff	Supplier	Maintenance Description	Next Service Date
AssetNo : AA12 , SerialNo : ST5678	STIHL BT 131 Petrol Earth Auger	Kermit Frog			/Date(1635687000...

Note **17**

Check Safelyminder to make sure regular test & tag setup for this asset.

Contd/...

18. Click **+ADD** to add any Corrective Actions. Add as many records as required.

19. Complete the details as required.

20. Click **SAVE**.

These can now be completed in

[Registers/Administrative Registers/Corrective Action & Audit Register](#) or in mobile [Registers/Corrective Actions/Audit](#)

Add New Item ✕

No **19**
30

Type Of Action
Corrective Action Request

Reason
Training

Raised By
George Foreman

Assigned To
Super Women

Date Identified
29/10/2021

Estimated Closure Date
5/11/2021

Description
More training required

Proposed Immediate Action (Correction)
Discuss in toolbox meeting

20 **SAVE** **CANCEL**

Corrective Action Register							18 ADD
Corrective Action Register	Type Of Action	Rea...	Assigned To	Estimated Closur...	Description	Proposed Immediate Action (Correction)	
NO:30, More training required	0	3	Super Women	/Date(1636032600000)/	More training required	Discuss in toolbox meeting	

21. Tick if Safework or Worksafe have been notified.

22. Scroll through and select the items in each section that contributed to the incident.

23. When you tick Other – complete the text box.

Safework / Worksafe have been notified **21**

Design

Lighting

Tool Machines

Safety Clothing

Behaviour

Fatigue or Stress

Skylarking

Ventilation

Manual Handling **22**

Equipment Maintenance

Physical Disability

Possible Personal Problems

Noise

Malfunction

23 Other more stuff

Culpable Act

Inexperience

24. Complete the Investigators Conclusions notes.

25. As investigator tick when your report is completed.

26. Tick the Officer Signed Off box as required.

27. Click **+ADD FILE** to add any photos or documents - use the [action buttons](#) as required.

Investigators Conclusions **24**

Bring up at toolbox
Supervisor to make sure site kept tidy

Investigator Signed Off **25**

Officer Signed Off **26**

Documents **27** **ADD FILE**

	Last Modified Time	Title	Description	Action
	04/11/2021 09:40	Other Docs	pictures	

These can also be completed in the Mobile App in [Registers/Investigation Register](#)

