



MySAFETY – Training Guide

Changing your delegation




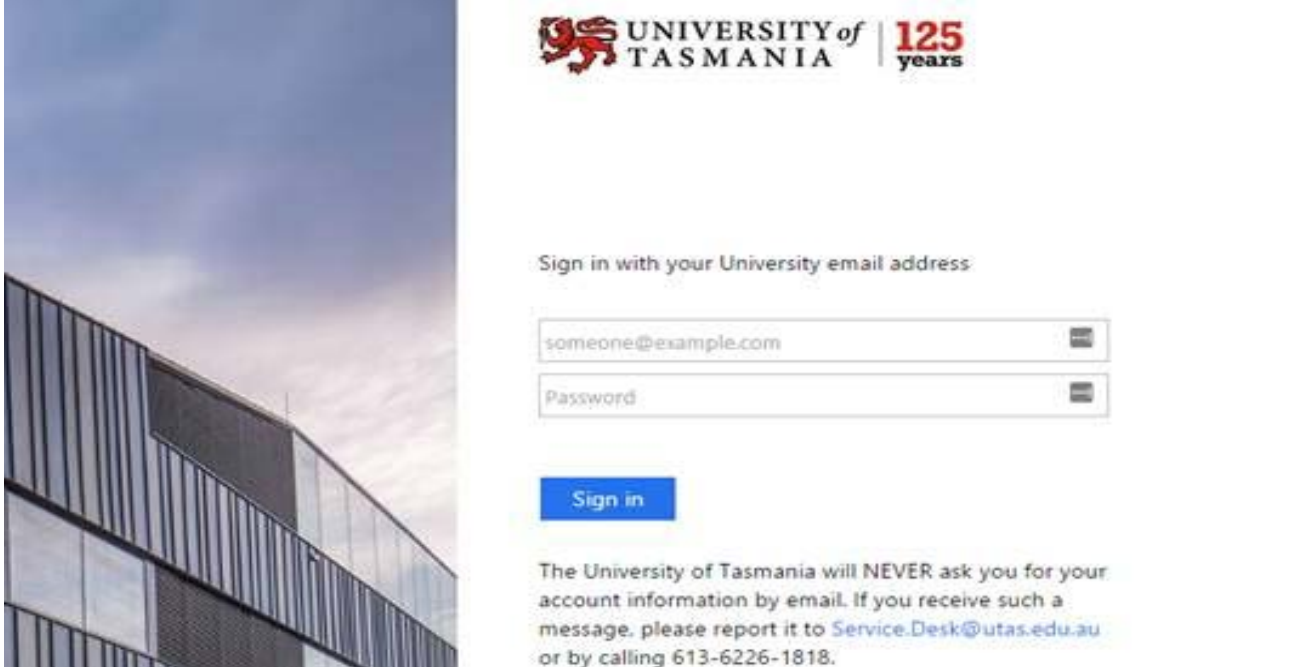
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Step	Action	Image and Example
1	Navigate to https://secure.utas.edu.au/work-health-safety/home through your web browser, and click the “Log an Incident, Near Miss or Hazard” button.	
2	<p>Log in using your University of Tasmania credentials.</p> <p>If you have logged into MYSAFETY previously in the same day, the system will automatically authenticate you and you will not see this screen.</p> <p><i>Note: If you are unable to log in to MYSAFETY, or do not remember your login credentials, please contact your Line Manager or the IT Service Desk.</i></p>	

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3 Click on 'Incident and Hazard Register'.

The screenshot displays the MySAFETY web application interface. The page is titled "MySAFETY" and includes the University of Tasmania logo. The user is logged in as Clodagh Moy. The interface features several sections:

- Information:** A sidebar on the left with a "To log out of MySAFETY, simply close your internet browser." message.
- Notification Centre:** A central box indicating 9 tasks to perform, 1 audit to conduct, 1 open hazard, and 9 open incidents.
- Mechanism of Incident:** A pie chart showing the distribution of incident mechanisms: Contact with chemical (15.43%), Unspecified mechanism (17.39%), Assault (physical or) (13.87%), Slip, trips and fall (33.12%), and Injuring oneself with (15.11%).
- Incident Trend:** A line graph showing the number of incidents over time from July to May.
- My Tools:** A grid of links for various functions: Incident/Hazard Register (circled in red), Audit Register, Hazard & Incident Reporting, Analyse Data, Checklists & Inspections, and System Maintenance.

The "Incident/Hazard Register" link is circled in red, indicating the next step in the guide.

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4 Click on "Delegation".

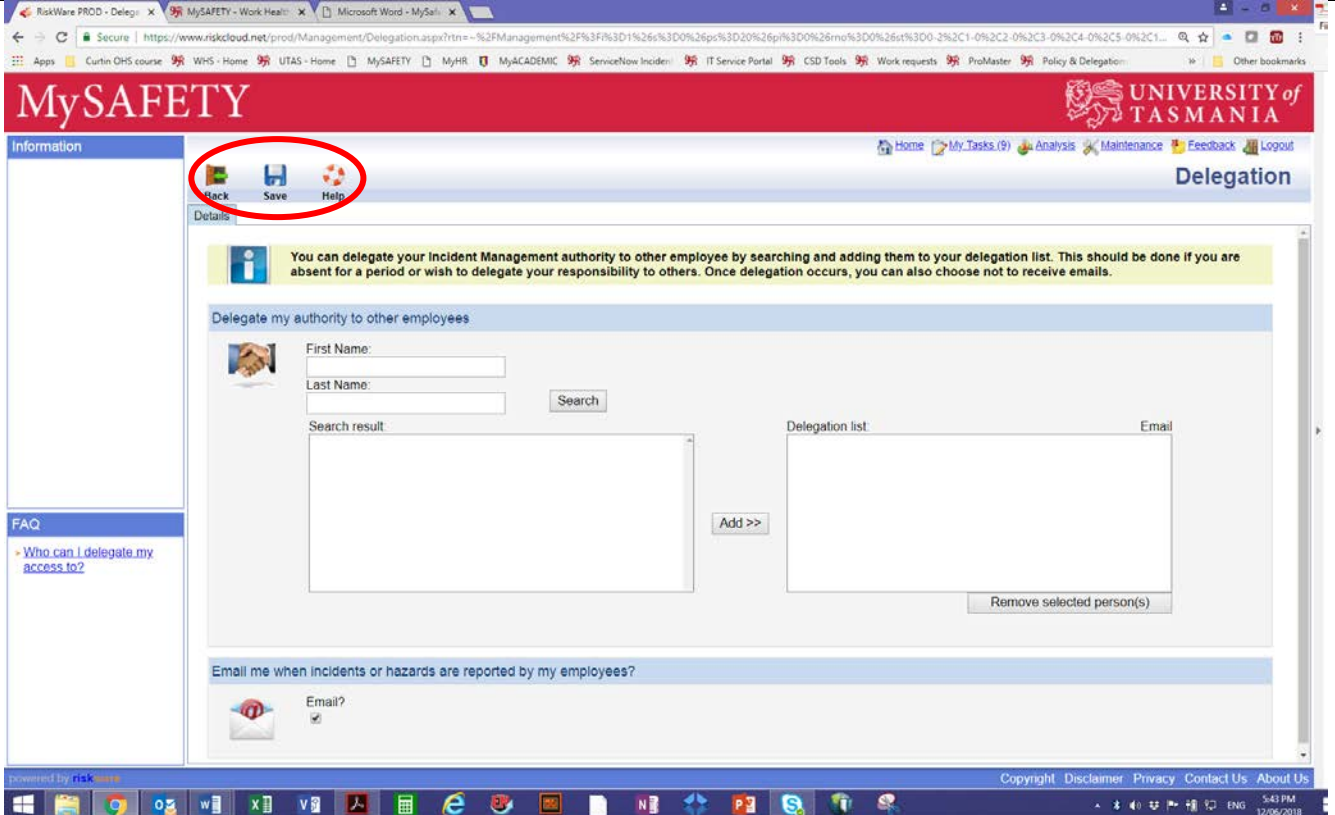
Note: Only Managers / Supervisors have this function.

The screenshot shows the MySAFETY web application interface. The top navigation bar includes buttons for Back, New, Filter, Refresh, Delegation, Print, Export, and Help. The 'Delegation' button is circled in red. Below the navigation bar is a table of incident/hazard records. The table has columns for Ref, Type, Date, Status, Person, Person Responsible, Incident Location, Risk Assessment (Inherent and Residual), and Commands. The selected record (Ref 1056) has a description: 'Zip Tap leaking - water is leaking in the cupboard and onto the floor (that has power points and onto the vinyl floor)'.

Ref	Type	Date	Status	Person	Person Responsible	Incident Location	Risk Assessment Inherent Residual	Commands
1059	Hazard	12/06/2018	New	Andrea Miller	Nuala Byrne	Launceston	Not Assessed	[Icons]
1058	Hazard	01/02/2017	New	Xiaodong Wang	Andrew Bylett	Engineering Workshop	Not Assessed	[Icons]
1057	Hazard	01/02/2017	New	Xiaodong Wang	Andrew Bylett	Engineering Workshop	Not Assessed	[Icons]
1056	Hazard	11/06/2018	New	Courtney McCabe	Alan Mason	Morris Miller Library	Not Assessed	[Icons]

Description
Zip Tap leaking - water is leaking in the cupboard and onto the floor (that has power points and onto the vinyl floor)

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<p>5 Chose Staff member for delegation by searching 'Surname and/or first name'.</p> <p>'Add' delegate from search results across to Delegation List.</p> <p>Tick 'email' box so that the delegate receives email notifications for incidents and hazards lodged.</p> <p>Untick "Email me when incidents or hazards are reported by my employees?" if you do not want to receive emails while you are away or while delegation is in place.</p> <p>Click on "Save" to complete the delegation process.</p> <p>END OF PROCESS</p>	 <p>The screenshot shows the MySAFETY web application interface. The browser address bar displays the URL: https://www.riskcloud.net/prod/Management/Delegation.aspx?rtn=-%2FManagement%2F%3D1%26%3D0%26ps%3D20%26pr%3D0%26me%3D0%26x%3D0-2%2C1-0%2C2-0%2C3-0%2C4-0%2C5-0%2C1.... The page title is "MySAFETY" and the logo for the University of Tasmania is visible in the top right corner. The main content area is titled "Delegation" and contains a message: "You can delegate your incident Management authority to other employee by searching and adding them to your delegation list. This should be done if you are absent for a period or wish to delegate your responsibility to others. Once delegation occurs, you can also choose not to receive emails." Below this message is a form titled "Delegate my authority to other employees" with fields for "First Name:" and "Last Name:" and a "Search" button. A "Search result" box is empty, and a "Delegation list" box is also empty. An "Add >>" button is located between the search result and delegation list boxes. At the bottom of the form, there is a checkbox labeled "Email?" which is checked. The "Save" button is circled in red in the original image. The bottom of the page shows a footer with "powered by riskware" and "Copyright Disclaimer Privacy Contact Us About Us". The system tray at the bottom right shows the date and time: "5:43 PM 12/06/2018".</p>
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