

The screenshot displays the OSHS Safety Reporting dashboard. On the left is a navigation sidebar with 'Home', 'My Dashboards', 'My Tasks', and 'Incident Reports'. The main content area is divided into two sections: 'Create New' and 'Filter by'. The 'Create New' section contains 'New Questionnaire' and 'Safety Reporting'. The 'Filter by' section contains 'Questionnaire', 'Inspection' (with a notification badge of 6), 'Action' (with a notification badge of 1 and highlighted by a red box), and 'Incident Assessment' (with a notification badge of 3). Below these are 'My Dashboards' and 'Incident Reports'.

Press the **Action** button to work Corrective Actions in your queue.

This is where you go to complete corrective actions that have been assigned to you, upload proof of completion (pictures or documentation), etc.



The screenshot shows the 'My Tasks' interface. The 'Incomplete' tab is selected and highlighted with a red box. Below the tabs, there are filter buttons for 'Action', 'Period', and 'Me'. A search bar is present with the placeholder text 'Search for...'. A single task is displayed, highlighted with a red box. The task details are: Due: NOW, Description: Aberdeen Substation > Building ABC: First aid kit contains expired items, Assigned To: Seaman, Tim, Completed On 02/03/2020. At the bottom of the task list, there is a pagination control showing 'Items per page: 20' and '1 - 1 of 1'.

Select an incomplete Corrective Action (“CA”) that you need to complete (click the Incomplete tab). Note that this example only has one item in the queue.

If you have a lot of items in your queue, considering sorting by timeframe by using the Period filtering option.

You can click the Complete tab to see a historical record of Corrective Actions that you have completed.



OSHS: Safety Reporting – Corrective Actions

Finding & Actions Portal [Cancel] [Save] [Menu]

Action Details
Test group

CA Owner or CAPCO (Assigned To)
MacDougall, Paula (0015815)

Assigned To Group
Safety Team (Safety Team)

Complete as Team

Due date extensions

Created Date
11/22/2019

Due Date
12/06/2019

Justification for Due Date Extension
Changed Due Date from 11/21/19 to adjust for resource limitations.

Created By
Droessler, Travis (cority_tdroessler)

This screen shows when the CA was created, who created it, which Owner/CAPCO or Group it is assigned to and when it is due.

You are able to extend the due date with justification. If extending the date, please be detailed when providing a reason.

30 days after assignment you are allowed two extensions with justification. Make sure to press **Save** when extending the due date.

Note that when an action is assigned to a team, any member of the team can complete the action on behalf of the team.

It will be marked as complete and will disappear from the team's queue after a member of the team has completed it.



OSHS: Safety Reporting – Corrective Actions

(1) Attach documentation, (2) Complete the Completion Details section, (3) Save to submit the record.

Completion Details

Completed By Verification Comments

Completion Date

Completion Comments

To complete your CA, you must:

1. Attach documentation
 - proof the proper actions have been taken, ex. photograph, a receipt
2. Fill out all of the Completion Details fields
 - Make sure to complete the Completion Date to ensure the item is removed from your queue
3. Save and Submit your CA
 - press the **Save** button in the upper righthand corner

It is imperative to attach the documentation first. Otherwise you'll lose your work if you attach afterwards.

Select Corrective Action Verification in the Document Type field.

Document

Details

Document Type * Document Date *

Description

Import File *

Select files... ✓ Done

Job Aid Template.docx - 0.011 MB

Notes



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Finding & Actions Portal Cancel Save

Completion Details

(1) Attach documentation, (2) Complete the Completion Details section, (3) Save to submit the record.

Completed By: Seaman, Tim (54321) Verification Comments

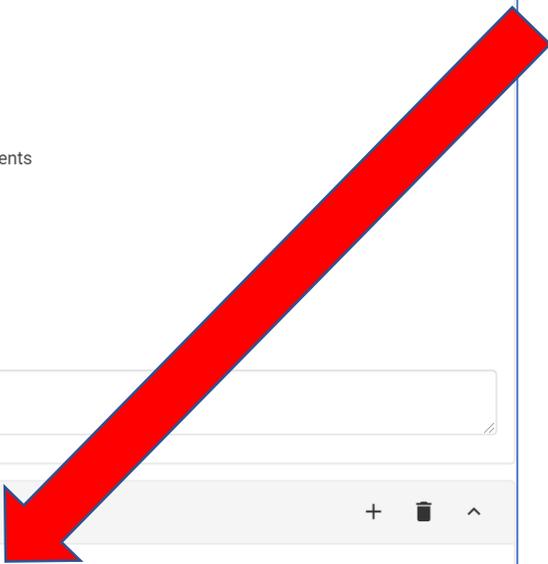
Completion Date: 11/26/2019

Completion Comments

Documents for This Finding

Description	Document Type	Document Date	Received From
	Corrective Action Verification	11/26/2019	

1 - 1 of 1 Items



This is what a CA looks like when you've attached proof of completion.

Please note that the **Save** button on the CA form actually *submits* a completed CA.

You'll see the confirmation pop-up message (pictured below) once you've successfully submitted.

Note: If your CA is rejected, review the Safety comments and make the requested changes. The comments will appear in the Verification Comments field.

