Report 1: Incidents by type involved broken down into severity. Pull WHS Staff, Volunteer and Agency Staff Incidents. Individually filter by severity and filter all by involved including contractor, agency and employee/volunteer.

Pull 5 reports, review and transcribe to excel template. Excel to print graphs.

Estimate: 30 min – 1 hour per report (e.g. organisation = 30 min to 1 hour, Aged Care = 30 min – 1 hour).

Currently broken down by type and severity. Could easily generate additional graphs which when created would not increase time required to pull report. Examples would include breakdown of assaults by severity etc.

Time could be reduced by not breaking down incidents to cause.

Report 2: Incidents and investigation timeframes. Pull WHS March 2017 test in RiskMan. By involved including contractor, agency and employee/volunteer.

Pull one report. Copy into excel template and generates reports.

Estimate: 10 min per report.

Report 3: P&C actions. Pull WHS P&C actions by report.

5 min per report. Generated directly from RiskMan and not edited at all.