H&S Inspection Action Tracker – user instructions

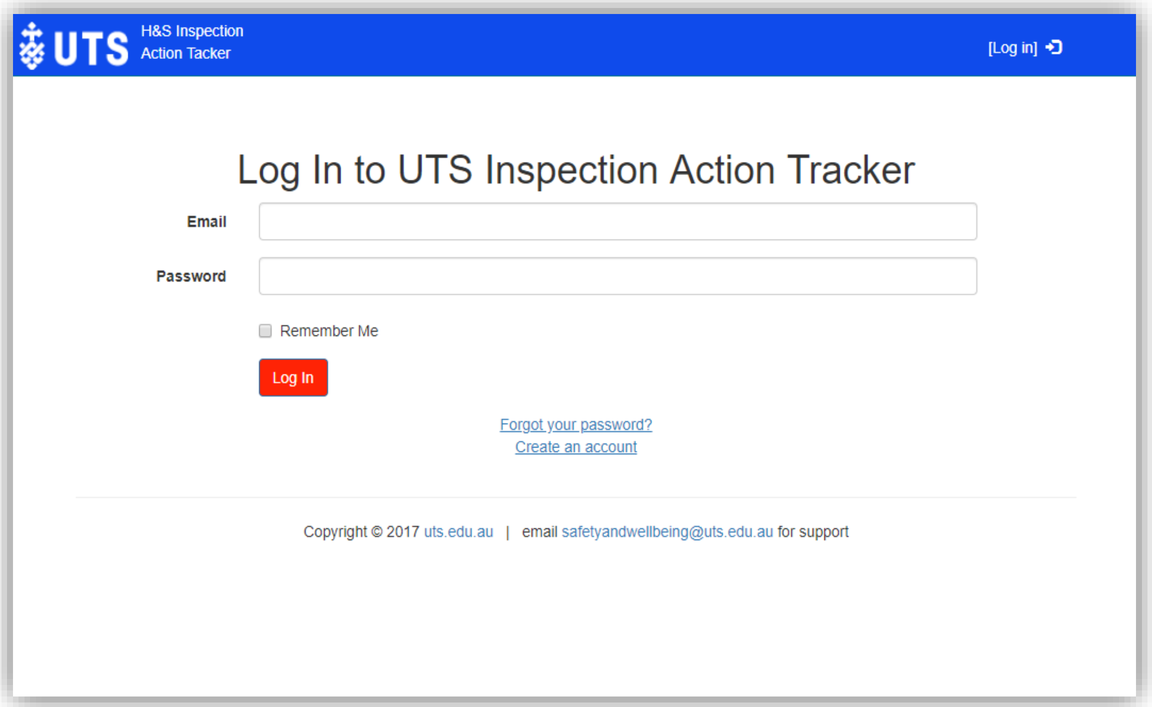
The H&S Inspection Action Tracker tool is used by managers to track audit actions arising from safety inspections. Actions can be manually entered or fed through from the iAuditor app.

Some definitions of terms used:

- **Area of Accountability** – An Accountable Person is assigned to maintain health and safety of an Area of Accountability
- **Accountable Person** – Persons assigned unique responsibility for an Area of Accountability (e.g. lab manager or supervisor)
- **Responsible Person** – Those persons that are given responsibility to act on any issues identified in the Area of Accountability

Login to [Inspection Action Tracker interface](https://safetyapp.uts.edu.au/inspectionactiontracker/user/login)
(https://safetyapp.uts.edu.au/inspectionactiontracker/user/login)

Use your UTS email to create an account.



If you request a forgotten password email and it doesn't arrive, check your email junk folder. You can always request another password if you forget it.

Once logged in, there a 4 tabs at the top of the screen:

- **Dashboard** - Lists all those tasks that have been assigned to you, as an accountable person for the Area of Accountability

- **Inspections** – A list of all inspections. Click Action Report for a printable report of actions that have arisen from an inspection and any outstanding actions. Click on View button to view iAuditor generated inspection report.

- **Action Register** – Lists those issues that have been identified within your Area of Accountability as requiring an action. Issues are only those safety inspection items that had a negative answer. This is an overview of any outstanding actions, showing Action

Status and Priority rating. Click the More button to show all details of the issue. Click on the Edit button to edit the Action Plan.

- **Manual Action Entry** – Allows you to enter inspection actions from a hardcopy checklist. NOTE: an email notification will be sent to the person allocated to the Area of Accountability that you select.

Click on the sort icon at the head of any table columns to sort by that column.

User Profile Icon – Click on this icon next to your name to see your Accountable Areas and Responsible areas. You can also change your password and user details here.

Editing an Action Plan

1. When an inspection issue first comes into the Action Register it will have an 'open' status. Look at the *Proposed Action* and decide whether that is the most practicable approach.

2. Next, note an action in *Reviewed Action*. Or if applicable, you can change *Action Required* to "No" or "Outside Supervisors Control" and add a *Justification*.

3. Select the priority level of the action.

4. Once the item is acted on, the Action Status can be changed to "In Progress". The item can be saved and then closed at any future time.