

COMPLETION OF TASKS / CORRECTIVE ACTIONS

When you are notified that a task is due, and when you have completed a task or need to edit a task, you will need to login to Elumina and click into the incident to edit / complete the task.

Message

Reply
to All

Reply

Forward

Move to Folder

Delete

Other Actions

Block Sender

Safe Lists

Categorize

Follow Up

Mark as Unread

Find

Related

Select

Store

Objective

You forwarded this message on 21/11/2014 8:08 AM.

From: Elumina Helpdesk [noreply@elumina.com.au]

To: Coughlan, Matthew

Cc: Duffus, Bronwyn; Jurkov, Anthony

Subject: Greater Dandenong City Council - Near miss #338494FU2014 (task due)



A task within near miss #338494FU2014 is now due.

Description: Provide appropriate signage (10km limit)

Incident description: Car entering underground carpark was travelling too quickly and nearly struck me as I was walking towards the lifts

Reported by: Anthony JURKOV

Date of incident: 14/11/2014

Task allocated to: Matt COUGHLAN

Incident type: Near miss

Task allocated by: Anthony Jurkov

Respond to: Anthony Jurkov

Task requirements:
Install appropriate speed signage at entrance to underground carpark. Also install watch for pedestrians within underground carpark.

Due date: 21/11/2014

C.C:
bduffu@cgd.vic.gov.au, ajurko@cgd.vic.gov.au and ajurko@cgd.vic.gov.au

To close out a task as completed, you will need to login to Elumina and click into the incident to complete the task. This is done by clicking on “Incidents” and selecting the relevant incident number corresponding with the task.

The screenshot displays the Elumina software interface. The top navigation bar includes icons for Insurance claims, Incidents, Injuries, Clams, Prevention, Administration, and Reports. The 'Incidents' menu is expanded, showing options like Dashboard, Incidents, Hazards, Near misses, Plant & equipment, Motor vehicle, Public liability, Product liability, Professional indemnity, General insurance, and Pending reviews. The 'Incidents' option is circled in red. Below the menu, a table lists incident records. The first record is circled in red.

Incident #	Reported by	Incident no	Incident name	Date of incident	Division	Date reported	Reported by
3389710				19/11/2014	Occupational Health & Safety (1802)	19/11/2014	Anthony JURKOV
5341			Ergonomic	08/11/2014			
338462UM2014			Slip, trip or fall	07/11/2014			
5340			Musculoskeletal	04/11/2014			
5338			Driving vehicles	31/10/2014			
5333			Slip, trip or fall	22/10/2014			
5335			Musculoskeletal	20/10/2014			
5337			Musculoskeletal	15/10/2014			

Once in the incident details, select “Activity” to view tasks related to the incident

Insurance claims

Incidents

Injuries

Claims

Prevention

Administration

Reports

Incident #338971CR2014: Hit by moving object

Injury #280776SM

Details

Witnesses

Contributing factors

Files

Investigation

Activity

Change type

Edit

Incident number:	338971CR2014
Date of incident:	19/11/2014 12:00am
Incident type:	Hit by moving object
Incident classification:	FAI – First aid injury
Incident priority rating:	Not set
Incident reported to:	Mat Coughlan
Date reported:	19/11/2014
Incident a result of:	Not set
Work status:	Not set
Description:	hluagh

Alerts

Tasks are due for this incident

If you need to extend the due date and change details, click “Edit”

The screenshot shows a software interface for incident management. At the top is a navigation bar with icons and labels for Insurance claims, Incidents, Injuries, Claims, Prevention, Administration, and Reports. Below this is a header for 'Incident #338971CR2014: Hit by moving object' with a date 'APR 05' and a time 'Injury #288 7765M'. A central toolbar contains buttons for Details, Witnesses, Contributing factors, Files, Investigation, Activity, and Add task. The 'Details' tab is active, showing incident information: 'By 25/11/2014', 'H' (hit), 'Due' (orange), and 'Training on Human Skills' by 'Matt COUGHLAN'. In the 'Tasks' section, there are links for '(Edit)', '(Complete)', '(Remove)', and '(Show/hide notes)'. A red arrow points from the text 'If you need to extend the due date and change details, click “Edit”' to the '(Edit)' link. Below the tasks is an 'Activity and notes' section with a dropdown menu set to 'All activity' and buttons for 'Add note' and 'Email'. The text 'There are no notes for this incident.' is displayed at the bottom.

“Edit” allows you to change the due date if necessary. You need to type in an explanation in the “Change notes” field and then press “OK”

The screenshot shows a web form titled "Edit incident task". It is divided into two main sections: "Edit incident task" and "Task allocation".

Edit incident task section:

- Description:** Training on Human Skills
- Change notes (optional):** Original training session in November has been cancelled. Training has been re-scheduled for January 2015
- Date due:** 15-01-2015 (circled in red)
- Priority:** High

Task allocation section:

- Task allocated to:** Matt COUGHLAN (mcough@cgd.vic.gov.au)
- Respond to (name of person):** (empty field)
- Copy to (optional):** (empty field)
- Escalation email:** (empty field)

At the bottom, there is a note: "An update email will be sent to the person allocated and to each of the CC email addresses (if set)."

At the bottom right, there are two buttons: "OK" and "Cancel". A red arrow points from the "OK" button back to the "Change notes" field.

Insurance claims

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Administration

Reports

Incident #338971CR2014: Hit by moving object

Injury #280776SM

Details

Witnesses

Contributing factors

Files

Investigation

Activity

Tasks

By 25/11/2014

H

Due

Provide Training on Human Skills

Matt COUGHLAN

Add task

(Edit)

(Complete)

(Remove)

(Show/hide notes)

Activity and notes

All activity

Add note

Email

There are no notes for this incident.

If you have completed the task, just click “Complete”

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When completing a task, type in details of completion in “Completion notes” and then press “OK”

Complete incident task

This will mark this task as completed.

Description:	Provide Training on Human Skills
Date due:	25/11/2014
Task allocation:	Matt COUGHLAN (mcough@cgd.vic.gov.au)
Completion notes (optional):	Training session completed on 18/11/14 with Anthony in attendance

A completion email will be sent to the person allocated and to each of the CC email addresses (if set).

Ok**Cancel**

Once you press “OK”, you will see the status of the task has changed

The screenshot displays a software interface for managing incidents. The top navigation bar includes icons and labels for Insurance claims, Incidents, Injuries, Claims, Prevention, Administration, and Reports. The main header shows 'Incident #338971CR2014: Hit by moving object' with a date '05' and 'Injury #280776SM'. Below the header, there are tabs for Details, Witnesses, Contributing factors, Files, Investigation, Activity, and Add task. The 'Tasks' section lists two tasks: 'On 19/11/2014 Matt COUGHLAN' with a status of 'Complete' (green button) and 'On 15/01/2015 Matt COUGHLAN' with a status of 'In progress' (blue button). Both tasks are titled 'Provide Training on Human Skills'. The 'Activity and notes' section at the bottom states 'There are no notes for this incident.' and includes buttons for 'Add note', 'Email', and a dropdown menu for 'All activity'.

Task	Status	Action
On 19/11/2014 Matt COUGHLAN	Complete	(Remove) (Show/hide notes)
On 15/01/2015 Matt COUGHLAN	In progress	(Edit) (Complete) (Remove) (Show/hide notes)

**You have now completed your tasks /
corrective actions related to the
incident, near miss or hazard!**