

About this guide

This guide covers how to navigate and find your way around SafetyNow:

- How to navigate the Home Dashboard
- What a Workspace is made up of
- How to navigate a Workspace
- Filter and Search in a Workspace
- What a dashboard is made up of

What is SafetyNow?

SafetyNow is RMIT's new Safety Risk Management system where staff, students and Higher Degree by Research (HDR) candidates can actively contribute to a safer environment by:

- Reporting Incidents and Observations (hazards)

Who should use this guide?

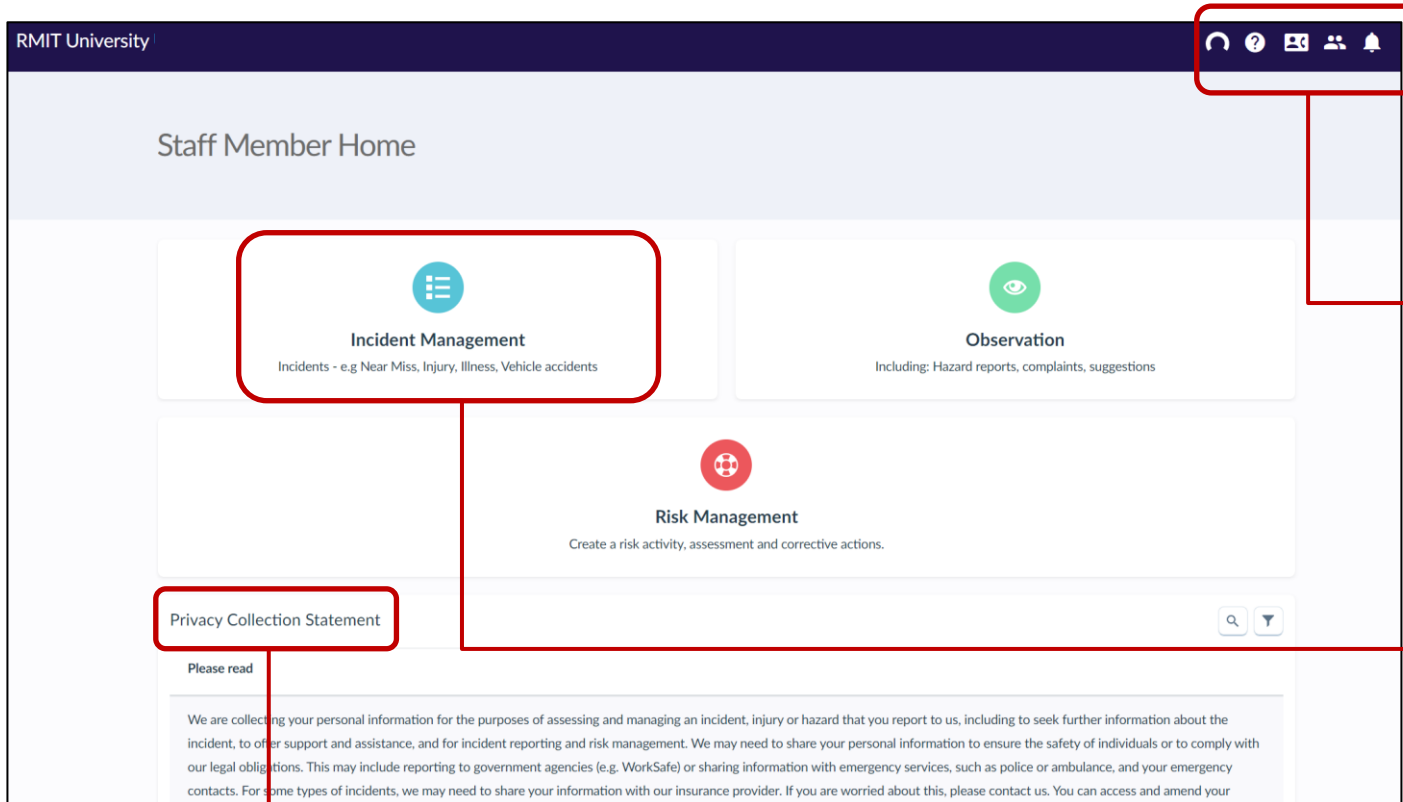
- Staff
- People Managers
- Students
- HDR Candidates

Home Dashboard in SafetyNow

Home Dashboard

When you log in to SafetyNow, you are presented with your **Home dashboard**.

This is your window to everything you need to do. What your dashboard displays, is personalised based on the user profile assigned to your user account. The user profile is aligned with your job requirements.



The header enables you to switch to another profile if you have one (which is unlikely), change your profile settings and to view notifications via the bell icon

To navigate from your Home dashboard, select the button for the task you want to perform.

To read the Privacy Collection Statement, place mouse on text under please read and select to display a reading pane

Workspaces in SafetyNow

Workspace in SafetyNow

The Workspace in SafetyNow displays different dashboards and screens that you will interact with depending on what you are working on. This section guides you on the important parts of the Workspace.

Select the menu button to expand or contract the menu pane. The main menu provides you access to the areas of SafetyNow you can work in. What you can access on the main menu, depends on your user profile.

RMIT University

Staff / HDR Student - Incident Management

Staff Member Home > Staff / HDR Student - Incident Managemen...

Overview

Create an incident report
Create an incident report for yourself or another

In triage incidents I created

Active incidents I created

Incident ID	Title	Incident Occurred Date/time	Actual Severity
Incident - 000287	Laceration to Hand	11 Oct 2023 13:23	Moderate
Incident - 000286	Tripped in the workplace	13 Oct 2023 13:21	Minor

These icons enable you to work with in triage, active or open and assigned incidents and observations (hazards).

Search enables you to type in a search term. Filter allows you to filter on a range of options. The Plus sign is another way to add new.

A tip when using the search or filter functionality - open a new tab in your browser so you don't lose the search or filter criteria you have selected.

Remember to press enter once you have entered the search term, for the search to commence.

To go back to the Home dashboard from anywhere in SafetyNow, simply select Home on the application main menu.

A create button is available on each of the workspaces for incidents, and observations (hazards). Simply select to create new.

To open, either select directly from the list or use the icons above.

Dashboards in SafetyNow

Dashboards in SafetyNow

Once you have selected the relevant incident or observation, you will be presented with a new dashboard with various tabs and screens that you will interact with depending on what you are working on. This is where you can monitor manage incident and observation information. The example here is the Incident Dashboard.

The screenshot displays the SafetyNow Incident Dashboard for Incident - 000287 - Laceration to Hand. The interface includes a top navigation bar with the RMIT University logo and user information (DK). The main content area features a breadcrumb trail, tabs for Overview, Investigation, and Collaborate, and several key metrics: Status (Active), Severity (Moderate), and Incident Date (11 Oct 2023 13:23). Below these are sections for Involved (Dani King) and Witness (Len Wijngaarden). The dashboard is divided into three main panels: Incident Details, Injuries, and Corrective Actions. The Incident Details panel shows the incident ID (000287), title (Laceration to Hand), date/time (11 Oct 2023 13:23), and severity (Moderate). The Injuries panel displays a table with one entry: Staff, Name of Injured Person (non...), and Date Time Injury O (11 Oct 2023 13:23). The Corrective Actions panel is currently empty, showing a message 'No table content here'.

Incident - 000287 - Laceration to Hand

Staff Member Home > Staff / HDR Student - Incident Managemen... > Incident - 000287 - Laceration to Hand

Overview Investigation Collaborate

Status: **Active** Severity: **Moderate** Incident Date: 11 Oct 2023 13:23

Involved: **Dani King** Witness: **Len Wijngaarden**

Incident Details

Incident ID: Incident - 000287

Title: Laceration to Hand

Incident Occurred Date/time: 11 Oct 2023 13:23

Actual Severity: **Moderate**

Potential Severity: **Moderate**

Were the Police or Emergenc...: No

Incident Category:

Injuries

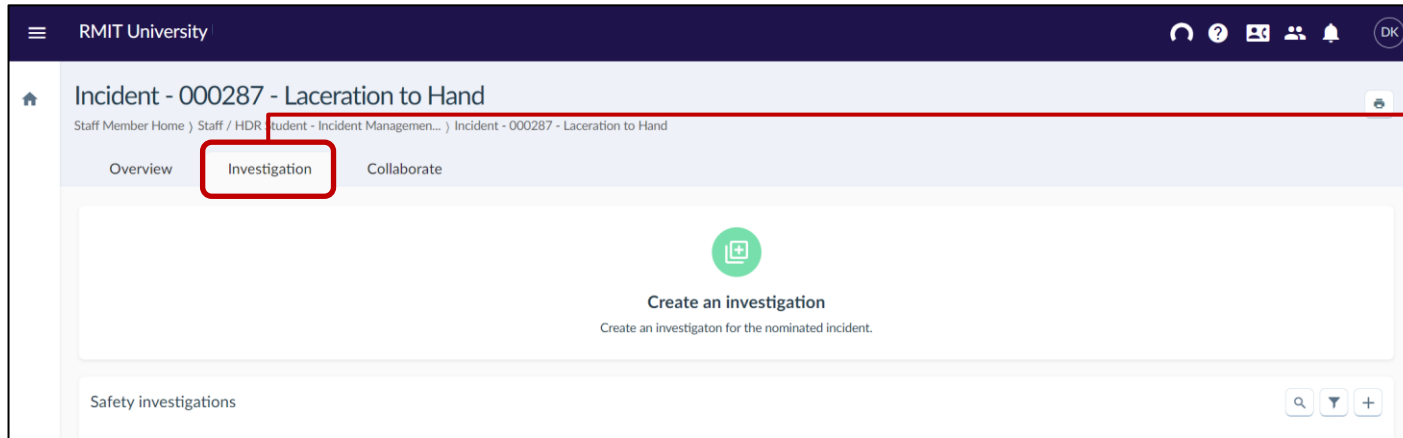
Type of Injured Person	Name of Injured Person (non...	Date Time Injury O
Staff		11 Oct 2023 13:23

Corrective Actions

No table content here

Dashboards in SafetyNow

Information on dashboards are presented in widgets such as lists, tables, timelines, maps and charts. Dashboards will also have a range of different tabs to select from to provide you with different screens to work in.



By selecting a tab, a dashboard or screen will display and allow you to easily monitor and manage incident and observation information

