Critical Event Reviews

Legal Requirements for Critical Event Reviews

A health and safety system cannot remain static for long. Except in very unusual circumstances, *changes will occur*, both in terms of planned new developments and unplanned events or challenges

Managers are required to take all reasonably practicable steps *(exact term varies, depending on origin of safety legislation)*, to adjust and adapt the safety system to change

Procedure for Critical Event Reviews

When a significant new development is planned, or after an event that had impact (or potential impact) on health and safety values, the safety system should be reviewed and updated

Where the threats and challenges presented are not adequately dealt with by current processes and procedures, measures must be put in place to remedy or plan for the effects of the event

How to do a Critical Event Review

Open a **Critical Event Review** file under the **Safety Plans** heading. SafetyBase prompts you to consider a range of potential impacts arising from both planned and unplanned events

If you have advanced versions of SafetyBase, you will be prompted for more detailed consideration of possible effects

Using Tasks to assist Critical Event Reviews

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted*

SafetyBase Tips and Tricks to assist Critical Event Reviews

If the Event's status is left as "Under Action", it will show on the Dashboard Open Files list. This is important, as a means of ensuring visibility to all affected parties

Good health and safety systems are adept at both anticipating change and reacting efficiently to adverse events

Consider associating an electronic document (example, an existing image, pdf, spreadsheet, document, video etc), using the **"Attach Documents"** tab, or inline toolbar at the bottom of your screen while entering data. Record the document's details by completing the appropriate data fields, then click Attach Document. The document will upload and be available for viewing. Many file types will display as a thumbnail

You can associate a SafetyBase file using the **"Link Files"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Tasks tab (example, Hazard, Fault Report, Accident Investigation or similar file that has direct relevance): Record the file's details by completing the appropriate data fields, then click ADD. Use the progressive filtering of the drop lists and ADD the file you want. The file will be linked. If you follow the link, the linked file will automatically have a link back to the file you came from

Remember to link People with this file type, using the **"Associate People"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Associate People tab. Doing this will build an automatic safety history for each person, which you can view by clicking on the person's name anywhere in the account