

## Fault Reports

### Legal Requirement for Fault Reports

Employers should maintain a safe workplace and identify faulty equipment, practices, processes and new hazards. It is good practice to demonstrate there is a system for fault fixing, which is why SafetyBase has this reporting system

### Procedure for Fault Reporting

When hazardous conditions arise, they must be corrected as soon as possible to avoid accidents. If the issue can be fixed immediately, this is the preferred option. If someone else needs to be involved or notified, the problem and proposed solution can be quickly communicated using **Fault Reports**

### How to do Fault Reports using SafetyBase

When Inspections or other observations have revealed the need for corrective actions and another person's time, expertise or resources are required, open a **Fault Reports** file under the **Hazards** heading by entering the name for the fault or problem and submitting it. SafetyBase prompts a brief description of what and why a fix is required, including an indication of **urgency**. You can submit these as Tasks to the appropriate person

Please note, a Fault Report is *intended to be completed on line*, so that actions can be set and linked to user's Task Lists

### Using Tasks while Reporting Faults

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 for managing Fault Reports

If the Report'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

A **Fault Report** should not be used when the corrective action is so simple to fix that it could be done immediately

You can monitor a **Fault Report** file by placing it on your Watchlist. You will be alerted when it is closed

Remember you can associate People with this file type, by using the **Associate People** inline button at the bottom of your screen while entering data, or afterwards, using the tab. This allows you to get reports on their safety history