

University Occupational Health and Safety

SIRIS SAFETY INCIDENT USER GUIDE

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1. INTRODUCTION

Strathclyde Incident Reporting and Investigation System (SIRIS) is an online incident management system. This User Guide is aimed at those who are responsible for managing safety incidents within their area of responsibility and who have a log in for the system.

[SIRIS User Training](#) and [Incident Reporting and Investigation Training](#) is available for booking through the DAT system. Incident reporting and investigation training must be completed by anyone involved in the investigation process (see Section 7).

Please see the [OHS Incident Reporting and Management Standard](#) for further information on incident reporting and management.

2. ACCESSING THE SYSTEM

Access SIRIS by going to <https://safe360.info-exchange.com/> in your preferred web browser. Please note that issues have been reported when using IE or Edge.

Enter your University of Strathclyde e-mail address and the password that you have been provided with by SIRIS Administration (please note that this is NOT your DS login).

Sign in

Log in

[Forgotten your password?](#)

If you have forgotten your password, click on 'Forgotten your password' and enter your e-mail address when prompted. You will receive an e-mail containing links to enable you to reset your password.

If your account has been inactive for 30 days, it will be automatically locked. Where an account is locked, please e-mail safety@strath.ac.uk.

3. SIRIS HOMEPAGE

Once you have logged in, you will be presented with several icons across the screen. These may differ depending on what access you have been given.



If you think you have access to something that you shouldn't, or you require access to something you don't see, please contact a member of the admin team or e-mail safety@strath.ac.uk.

Administration: Permissions based access for administrators to manage user accounts.

Safety Incidents: Permissions based access to safety Incidents. SHaW Safety Team have access to all incidents.

Actions Tracker: Permissions based quick access list to all actions that have been raised during the management of an incident.

University Safety Dashboard: Access to University data, graphically represented.

Scheduled Reporting: Permissions based access to the Scheduled Daily and Weekly Reports.

4. SAFETY INCIDENTS

Clicking on the 'Safety Incidents' icon on the SIRIS Homepage will take you to a list of all incidents that have occurred within your area of responsibility. By clicking on the incident of interest you will be taken to the homepage for that incident.

University of Strathclyde

[Browse](#) | [Search](#) | [Reports](#) | [Share](#)

Safety Incidents

[All](#) 14 | [Open Incidents](#) 71 | [Awaiting DSC Review](#) 14 | [Awaiting SHaW Review](#) 38 | [Open Investigations](#) 2

SAFETY INCIDENTS REF NO	SPECIFY WHAT DEPARTMENT, SCHOOL OR DIRECTORATE IS RESPONSIBLE FOR THE AREA WHERE THE INCIDENT OCCURRED	DATE REPORTED	TYPE OF INCIDENT	DATE OF INCIDENT	BRIEF DESCRIPTION OF THE INCIDENT	COUNT OF OPEN ACTIONS	SHAW LEAD (USELAST)	STATUS
> 425	Safety, Health and Wellbeing	28 Jul 2022 13:48	Accident	28 Jul 2022	Test incident	0	Not Assigned	● Under Investigation
> 386	Safety, Health and Wellbeing	01 Jun 2022 16:27	Accident	01 Jun 2022	Test - Test	1	Not Assigned	● Under Investigation

From here you can review the details of the incident report by clicking the 'Edit Safety Incident' button at the bottom of the page, or you can click on the tabs to manage the incident. Please note that depending on your level of permissions for the system you may not see all tabs in the image below.

University of Strathclyde

Browse Search Reports Share

Safety Incidents

Safety Incidents: 425 v1 · Current

Safety Incidents

SAFETY INCIDENTS REF NO
425

DATE REPORTED
28 Jul 2022 13:48

TYPE OF INCIDENT
Accident

DATE OF INCIDENT
28 Jul 2022

BRIEF DESCRIPTION OF THE INCIDENT
Test incident

STATUS
● Open - DSC Review

COUNT OF OPEN ACTIONS
0

COUNT OF ACTIONS RAISED
0

SHaW Administration 1 DSC Review 1 Witness 0 Actions 0 Supporting Documents 0 SHaW Review 0 DSC Information Request 0 Investigation 0 Incident Close Out 0

Search

Edit Safety Incidents

These tabs are used during incident management.

5. REVIEWING AN INCIDENT

As a Department Safety Co-ordinator (DSC, or otherwise nominated person) you will be responsible for reviewing incidents that occur within your area of responsibility. This section is a walk-through guide on how to review an incident, raise actions and supply any further information required (e.g. supporting documents, witness statements). Please note that you will receive automatic e-mail notifications for incidents occurring within your area, when clicking on the links within these e-mails they will take you to either the login page (see Section 2), or directly to the page in the system if you are already logged in.

5.1 E-mail notification of an incident

When an incident report is submitted that has occurred within your area of responsibility you will receive an e-mail notification entitled 'An {type of incident} has occurred - Incident {Incident Reference No}' to inform you that an incident has occurred within your area of responsibility. Click on the link in the e-mail, this will open the Safety Incident homepage for {Incident Reference No} within your web browser.

5.2 Reviewing the details of the incident

On the Safety Incident {Ref Number} homepage, click on 'Edit Safety Incidents' to view the incident report.

The screenshot displays the 'Safety Incidents' page for incident 425. The header includes the University of Strathclyde logo and navigation links for Browse, Search, Reports, and Share. The main content area shows the following details:

- Safety Incidents:** 425 v1 · Current
- SAFETY INCIDENTS REF NO:** 425
- DATE REPORTED:** 28 Jul 2022 13:48
- TYPE OF INCIDENT:** Accident
- DATE OF INCIDENT:** 28 Jul 2022
- BRIEF DESCRIPTION OF THE INCIDENT:** Test incident
- STATUS:** Open - DSC Review
- COUNT OF OPEN ACTIONS:** 0
- COUNT OF ACTIONS RAISED:** 0

At the bottom of the page, there is a search bar and a navigation menu with the following items: SHaW Administration 1, DSC Review 1, Witness 0, Actions 0, Supporting Documents 0, SHaW Review 0, DSC Information Request 0, Investigation 0, Incident Close Out 0. A blue button labeled 'Edit Safety Incidents' is highlighted with a red circle.

Scroll through the incident report and review the details of the incident, checking that all relevant details are accurate. The details of the incident should NOT be altered unless there are any inaccuracies e.g., the building name or floor number is incorrect, or the person reporting has provided additional information that requires the incident details to be updated. These changes are logged for auditing purposes.

If there are any files attached to the report, these will be uploaded and available to view part way down the page. Click on the file name to view (see red circle in the image directly below).

[CLICK HERE TO UPLOAD ANY RELEVANT DOCUMENTATION, PICTURES OR VIDEOS ETC](#)

Click here or drag and drop a file 

No file attached

[CLICK HERE TO UPLOAD ANY RELEVANT DOCUMENTATION, PICTURES OR VIDEOS ETC](#)

Click here or drag and drop a file 

No file attached

[CLICK HERE TO UPLOAD ANY RELEVANT DOCUMENTATION, PICTURES OR VIDEOS ETC](#)

Click here or drag and drop a file 

Test document.docx (12 KB)

If the person who submitted the report has provided you with any additional documents, e.g., photos, videos, original risk assessments etc, that constitute part of the initial report but weren't attached as part of the submission, click on the 3 dots and upload by selecting from files stored locally on your device. Any uploaded documents at this stage should be directly linked to the incident occurrence and not as part of the Incident Review (e.g., a risk assessment revised as a consequence of the incident).



5.3 Finishing the review of the incident details

When you have finished reviewing the incident details, click on 'Save changes' or 'Cancel'. Once you have done this, you will automatically be taken back to the Safety Incident {Ref Number} homepage where you can continue with managing the incident.

5.4 DSC Review – Details of actions to prevent recurrence

To carry out the DSC Review, click on the 'DSC Review' tab. This has been prepopulated with a reference number, in the case of the example below this is 344 (this is the reference to the DSC review, not the incident reference number), click on this reference number. Clicking this will take you to the 'DSC Review' page.

SHaWAdministration **DSC Review 1** /fitness 0 Actions 0 Supporting Documents 0 SHaW Review 0 DSC Information Request 0 Investigation 0 Incident Close Out 0

Search

REF NO	ACTION TAKEN TO PREVENT RECURRENCE	DSC REVIEW COMPLETE?	DATE REVIEW COMPLETED	COMPLETED BY
344		No		

[Edit Safety Incidents](#)


In this section you should:

- Provide an overview of any action(s) taken to prevent a recurrence of the incident in the free text box 'Action taken to prevent recurrence'.
- Automatically notify Faculty of the incident by selecting the 'Inform Faculty of Incident' tick box. This generates an automatic e-mail that is sent to the relevant staff, including the Dean of Faculty.
- Mark the DSC Review as complete. This is done by clicking on the 3 dots and selecting 'Yes' as per the image below. Do not mark the DSC Review as complete until all actions have been completed, supporting documentation and (if relevant) witness statements have been uploaded (see Sections 5.5 to 5.7). If you wish to return to the DSC Review at a later time, click 'No'. 'Save changes' button located at the bottom of the page.
- Once you have finished the review, click on the 'Safety Incident {Ref Number}' at the top of the page to return to the Safety Incident {Ref Number} homepage.

Safety Incidents

Safety Incidents: 425

Use this breadcrumb to return to the Safety Incident {Ref Number} homepage.

DSC Review: 344 v1 · Current 

DSC Review


ACTION TAKEN TO PREVENT RECURRENCE

Provide details of the actions taken to prevent a recurrence of the incident. Include reference to any uploaded documents, and witness statements.

DSC Review Close Out

INFORM FACULTY OF INCIDENT?

Use this tick box if you need to inform Faculty of the incident. See Section 5.9.

DSC REVIEW COMPLETE? 

No 

Mark the DSC Review Complete as 'Yes' or 'No' by clicking the 3 dots. See Section 5.10.

DATE REVIEW COMPLETED

Automatically calculated

COMPLETED BY

Automatically calculated

Control

LAST UPDATED ON

28 Jul 2022

LAST UPDATED BY

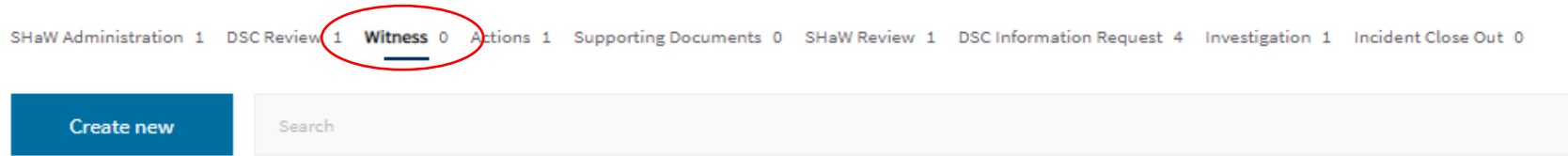
Save changes

Delete

Cancel

5.5 Adding witnesses

If there were any witnesses to the incident, information can be provided by using the 'Witness' tab that is on the Safety Incident {Ref Number} homepage. Click 'Create new' to add a witness. This will open a form to record the witness details.



Complete the details of the witness in the form by clicking on the 3 dots next to the criteria, then by making a selection from the pop-up window or by inputting free text where appropriate.

Add Witness [ⓘ]

Witness Details

REF. NO.

Automatically assigned

PERSON'S ASSOCIATION TO THE UNIVERSITY? ●

Click to select ***

TITLE ●

Click to select ***

NAME

CONTACT NUMBER ?

CONTACT EMAIL

Witness Statement

DO YOU WISH TO RECORD THE WITNESS STATEMENT? ●

Click to select ***

Control

STATUS

Automatically calculated

LAST UPDATED ON

Automatically calculated

LAST UPDATED BY

Save changes

Cancel

If you wish to record and upload a witness statement, click on the 3 dots next to 'Witness Statement'. The statement can be typed in the free text box, and/or documents uploaded to 'Upload witness statement' by clicking on the 3 dots next to 'Upload witness statement' or dragging and dropping the file.

Witness Statement

DO YOU WISH TO RECORD THE WITNESS STATEMENT? •

Yes 

If you wish to submit a witness statement, click on the 3 dots and select 'Yes', the free text box and pop-up function will then appear.

WITNESS STATEMENT

UPLOAD WITNESS STATEMENT

Click here or drag and drop a file

Click on the 3 dots to select a document from your computer or drag and drop here.



No file attached

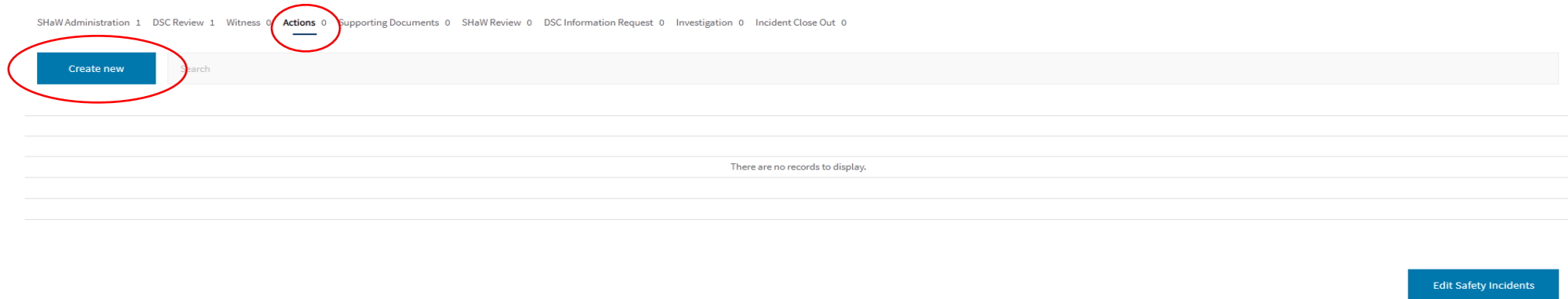
DATE & TIME WITNESS STATEMENT TAKEN

Automatically calculated

5.6 Creating an action

If actions need to be raised and assigned to a member of staff, click on the 'Actions' tab on the Safety Incident {Ref Number} homepage, and then 'Create New' as per the image directly below. Note: It may not always be necessary to raise an action and assign it to a member of staff, if this is the case, the DSC Review should be finalised by adding notes into DSC Review Section as above before then completing the DSC Review (See Section 5.4 and 5.10).

1. Click 'Create New' to create a new action. This will open the 'Add Actions' page.



2. In the 'Action Required' free text box type in the action that you are assigning e.g. 'Review Risk Assessment ref #1234'.
3. Assign a 'Target Date for Completion'.


ACTION CATEGORY ●

Incident Action 

ACTION REQUIRED ●


Review risk assessment ref #1234

TARGET DATE FOR COMPLETION ●

08 Jul 2022 

4. Assign the 'Action Owner' by clicking on the 3 dots under 'Action owner – internal or external'. Select either an internal or external owner.
- An external action owner is any member of staff who doesn't have access (a login) to the SIRIS system or isn't within your department/school/service. If assigning an external action owner fill in their details– name and e-mail address.

ACTION OWNER - INTERNAL OR EXTERNAL? ●

External 

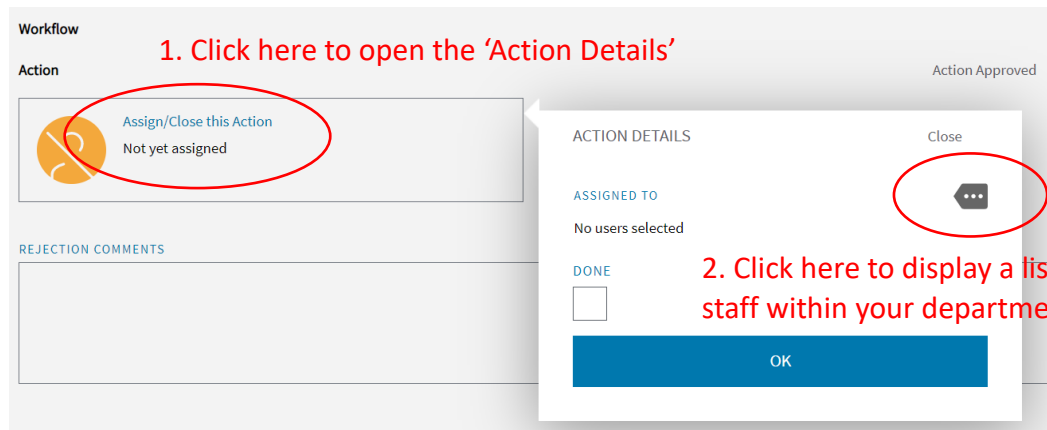
ACTION OWNER NAME (EXTERNAL) ●

ACTION OWNER EMAIL ADDRESS ●

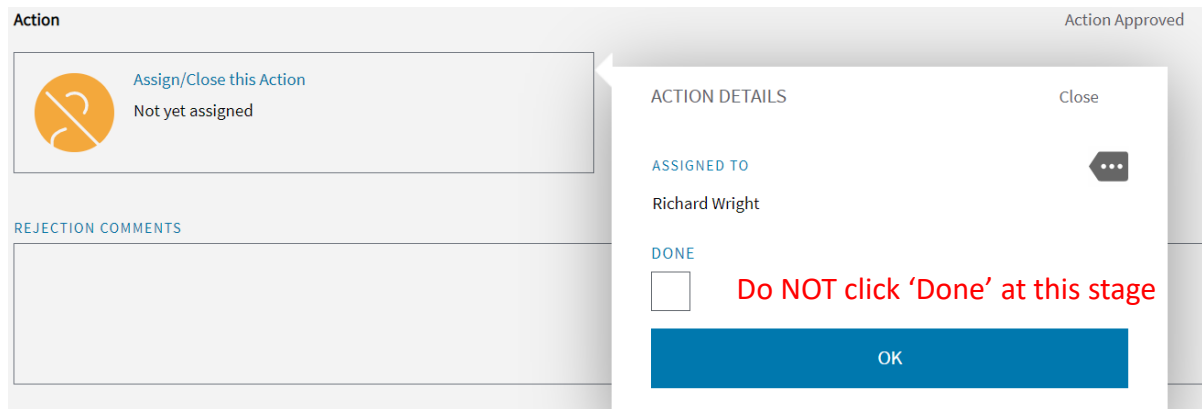
- An internal action owner is a member of staff within your department who has access (a login) to the system. Once you select 'Internal', you will need to assign the action in the Action Workflow which is further down the page.

When assigning an internal action:

- Scroll down the page and click on the Assign/Close this action to assign an action to a member of staff within your department. The 'Action Details' box will pop up.
- Click on the 3 dots in the 'Action Details' box, this will pop up a list of staff members in your department. Select the member of staff that you want to assign the action to.



- Once you have assigned the action click 'OK'. **DO NOT** click on 'DONE' as this is for the person the action is assigned to, to click when they have completed the action.



5. Click 'Save Changes' button that is located at the bottom of the screen, this will send an automatically generated e-mail notification to the action owner'. To return to the Safety Incident {Ref Number} homepage you will need to go to the list of Safety Incidents (see Section 4) and select the relevant Safety Incident {Ref Number}.

If you have raised an action in error, contact the System Administrator at safety@strath.ac.uk with details of the action reference number. Please note that if an action is deleted by the Administrator, this will delete any associated uploaded documents.

5.7 Completing, reviewing, and approving an action

5.7.1 Action owners

The Action Owner will receive an e-mail entitled 'A safety incident action has been assigned to you - Incident {Incident Reference No}'. This e-mail will contain a link to the assigned action. The Action Owner should then complete their action and provide details of what action has been taken.

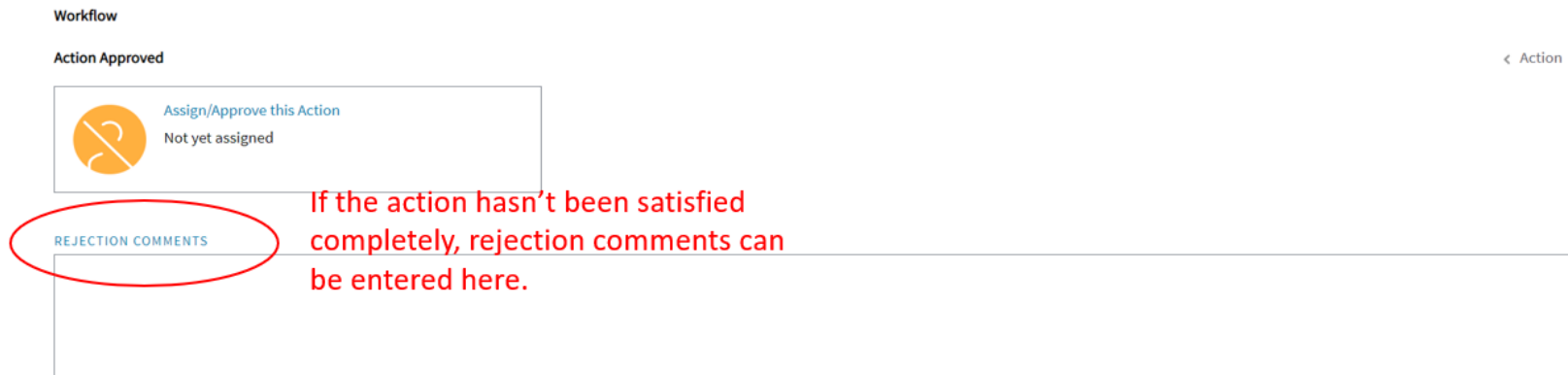
Internal Action Owners – the e-mail link will direct them into the system where they will provide details of the Action taken in the 'Action Close out Section', before clicking 'DONE; in the Action Workflow. Documents may be uploaded and will be visible in the 'Document Upload section'.

External Action Owners – the e-mail link will direct them to a webform that they will use to provide details of the action taken. Documents may be uploaded and will be visible in the 'Document Upload section'.

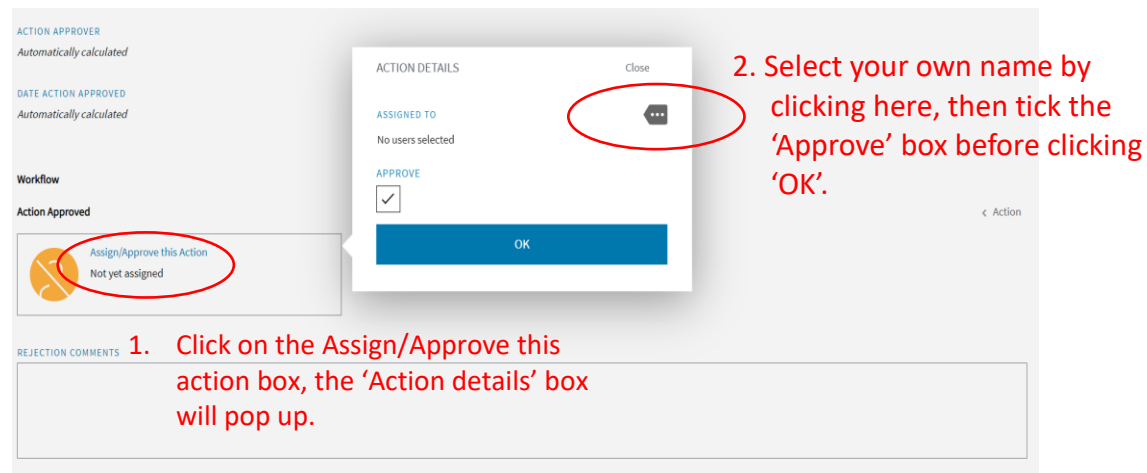
5.7.2 DSC review of an action

Once the action has been complete, you will receive an e-mail entitled 'An action has been completed - Incident {Incident Ref No}'. The link in this e-mail will take you to the Actions section of the Incident System where you will be able to review 'Details of Action Taken'. In reviewing the action taken, you have 2 options:

- 1) If the action hasn't been completed satisfactorily, you may enter a 'Rejection Comments' into the free text box. Then select 'Save changes' at the bottom of the page. This comment will be sent by e-mail notification to the action owner. Once the action owner has reviewed the comment and amended the action, you will be notified by e-mail to review the action again.



- 2) Once the action has been completed satisfactorily, click on the 'Assign/Approve this Action', where you will be able to sign the action off by clicking 'Approve' in the pop-up Action Detail box. Click the 'Save changes' button located at the bottom of the page.




Once the action is approved the status indicator will change to 'Closed'.

Workflow

Action Approved

< Action

 Assign/Approve this Action
Completed by Sarah Carroll
✓ 14 JUN 2022

REJECTION COMMENTS

Control

STATUS

 Closed

Once all actions are complete the DSC Review can be finalised.

5.7.3 Overdue actions

When an action becomes overdue an automatic e-mail is sent to the action owner.

5.8 Providing additional information – Supporting documents

Additional documentation that is part of your review of the incident should be uploaded using the 'Supporting Documents' tab that is on the Safety Incident {Ref Number} homepage. These might be for example, e-mails, internal reports, revised risk assessments etc. Click on 'Create new' to add documents.

SHaW Administration 1 DSC Review 1 Witness 0 Actions 1 **Supporting Documents 0** SHaW Review 1 DSC Information Request 4 Investigation 1 Incident Close Out 0

Create new

Search

Add in a title of your choice e.g. 'Updated risk assessment ref #1234'. Select the appropriate document type by clicking the 3 dots which will prompt a pop-up window with a list to select from e.g. 'Departmental Safety Documentation (e.g. risk assessments, SOPs)'. If applicable, select an authorisation date. The appropriate document can be uploaded by clicking on the 3 dots or dragging the document to the document upload section. If you would like to add any notes e.g. 'Risk assessment ref #1234 has been updated to include additional control measures'. Once the section is complete, click on 'Save changes'. If you need to upload more documents 'Create new' again and repeat the process.

Add Supporting Documents 🗨️

Document Details


REF NO.
Automatically assigned

DATE UPLOADED
Automatically calculated


UPLOADED BY

TITLE ●


DOCUMENT TYPE ●

Click to select 

AUTHORISED DATE (IF APPLICABLE)

DOCUMENT UPLOAD ●

Click here or drag and drop a file Click on the 3 dots to select a document from your computer or drag and drop here. 

No file attached

DOCUMENT NOTES

Control

LAST UPDATED ON
Automatically calculated

Save changes once complete. Save changes Cancel

5.9 Informing Faculty of the incident

If you need to inform the Faculty of the incident, click on 'Inform Faculty of Incident', this will automatically generate an e-mail notification that will be sent to the Dean of Faculty. This function is found in the DSC Review section which is accessed on the Safety Incident {Ref Number} homepage (See Section 5.4).

DSC Review Close Out

INFORM FACULTY OF INCIDENT?

5.10 Completing the DSC review

To complete the DSC Review of the incident, click in the 3 dots under 'DSC Review Complete'. Select Yes and save changes. If you wish to return to the DSC Review at a later date/time, select No and save changes. See also Section 5.4.

The screenshot displays the 'DSC Review' interface. At the top, there is a section titled 'ACTION TAKEN TO PREVENT RECURRENCE' with a text box containing the message: 'Risk assessment #1234 has been reviewed and additional control measures implemented.' Below this, a 'DSC Review Close Out' modal dialog is open. The dialog has a title bar with 'DSC REVIEW COMPLETE?' and a 'Close' button. It contains two radio button options: 'No' (which is currently selected) and 'Yes'. The 'Yes' option has a checkmark icon next to it. In the background, the 'INFORM FACULTY OF INCIDENT?' checkbox is visible, and the 'DSC REVIEW' section shows a 'Yes' button with a three-dot menu icon.

6. SAFETY, HEALTH AND WELLBEING REVIEW AND DSC INFORMATION REQUEST

Once the DSC Review has been marked as complete an automatic e-mail notification will be sent to Safety, Health and Wellbeing (SHaW). This will prompt a review by a SHaW Adviser. The SHaW adviser may request further information from the DSC (or other nominated person), they will make this request through the DSC Information Request function within the system. Where further information is required, you will be sent an e-mail notification titled 'Further information has been requested – {Incident Reference Number}' which contains an e-mail link where you can provide a response.

Provide your response to the request in the 'Reply from DSC' free text box. Upload any relevant supporting documents in the 'Supporting Documents' tab on the Safety Incident {Ref Number} homepage. The DSC Information Request functions as a forum exchange, with all comments from SHaW and the DSC (or other nominated person) being displayed sequentially. You can subscribe other users to the forum by clicking on the 3 dots next to the 'No users subscribed' text. Select the user from the pop-up box. When you have completed your response, click on the 'Save changes' button at the bottom of the page.

Please note that you should not access the DSC Information Request function (by 'Create New') to raise a request, this is for SHaW use only. You should only use the 'Reply from DSC' section.

Add DSC Information Request [?]

DSC Information Request

REF NO

Automatically assigned

DATE REQUESTED

Automatically calculated

NAME OF SHAW REVIEWER

INFORMATION REQUIRED FROM THE DSC (5000 CHARACTERS)

Please provide more information - test.

REPLY FROM DSC •

None

Post a new message

Type your response to SHaW in the free text box here.

No users are subscribed

Subscribe additional users by clicking on the 3 dots and selecting the subscriber from the pop-up box.

Control

STATUS

● Automatically calculated

LAST UPDATED ON

Automatically calculated

Save changes

Cancel

Once all information has been completed satisfactorily, the SHaW Reviewer will do 1 of 2 things:

- 1) **Open an Investigation.** An investigation is usually opened for incidents where there has been a significant outcome, or there could potentially have been a significant outcome in the event of a near miss. All RIDDOR reportable events are also fully investigated. **Investigations are only opened by SHaW** following review of the incident. If an investigation is opened by SHaW and you are assigned as an investigator you will receive an e-mail 'An incident requires investigation - Incident {Incident Reference No}'.
- 2) **Close the incident. Only SHaW Managers can close an incident off.** When an incident is closed you will receive an e-mail titled 'A safety incident has been reviewed and closed - Incident {Incident Reference No}'. No further action is required.

7. INCIDENT INVESTIGATION

As DSC (or otherwise nominated person) it is likely that you will be assigned as either a lead investigator or a supporting investigator. If you are assigned as the lead investigator, you will receive an e-mail titled 'An incident requires investigation – {Incident Reference Number}'. The e-mail will contain a link which will take you to the Safety Incident. From here, click on the 'Edit Investigation'.

NB1. The 'tabs' for Persons Providing Information, Supporting Documents, and Actions provide quick access to submitted information from within the Investigation. These pieces of information can all be generated within the Investigation (click 'Edit Investigation'), or from this main Investigation homepage.

NB2. Please note that anyone undertaking an investigation must have successfully completed the online [Incident Reporting and Investigation training](#).

Safety Incidents > Safety Incidents: 425

Investigation: 30 v1 · Current

Investigation

REF NO
30

DATE INVESTIGATION TO BE STARTED BY
01 Aug 2022

DATE INVESTIGATION OPENED

LEAD

SUPPORT

INVESTIGATION COMPLETED BY

STATUS
● Open

Person Providing Information 0 Supporting Documents 0 Actions 0

The functions can also be accessed from within the Investigation by clicking on 'Edit Investigation'.

Create new Search

Edit Investigation

7.1 Assigning support

A support investigator can be named and assigned. If SHaW are leading the investigation this will likely be assigned by SHaW in consultation with the department. If the department is taking the lead, you can assign a support by clicking on the 3 dots and selecting the person from the pop-up list of staff. A named support person can only be a member of staff that has a log in to the system.


Under this section you can also state the date that the investigation is opened.

Investigation Team

DATE INVESTIGATION TO BE STARTED BY

01 Aug 2022


DATE INVESTIGATION OPENED

DD MMM YYYY 

LEAD

Automatically calculated

SUPPORT

Click to select 

7.2 Persons providing information

Log details of persons providing information by clicking on 'Create new' under the heading 'Persons Providing Information'. This might be for example a line manager providing information about training and supervision, or a service provider providing information about the last service/maintenance of a piece of equipment. Documents can also be uploaded in this section, by clicking on the 3 dots next to 'Document upload'. You can add additional persons by clicking on the 'Create new' once changes are saved by clicking on the 'Save changes' button at the bottom of the page.

The screenshot shows a web form for 'Persons Providing Information' on the University of Strathclyde system. The form is titled 'Persons Providing Information' and has a 'Create new' button on the left. The form fields are as follows:

- DATE INVESTIGATION OPEN:** DD MMM YYYY (placeholder: Automatically assigned)
- REF NO:** Automatically assigned
- LEAD:** Automatically calculated
- DATE:** Automatically calculated
- SUPPORT:** Click to select (dropdown menu)
- NAME:** Text input field
- POSITION:** Text input field
- INVOLVEMENT:** Text input field
- DOCUMENTATION PROVIDED:** Text input field
- DOCUMENT UPLOAD:** Click here or drag and drop a file (with a file upload icon)
- Control:** Section containing:
 - LAST UPDATED ON:** Automatically calculated
 - LAST UPDATED BY:** Text input field

At the bottom of the form, there are two buttons: 'Save changes' and 'Cancel'. The 'Support' field has a dropdown menu with three dots. The 'Document Upload' field has a file upload icon. The 'Control' section has two sub-fields: 'LAST UPDATED ON' and 'LAST UPDATED BY'. The 'Support' field has a dropdown menu with three dots. The 'Document Upload' field has a file upload icon. The 'Control' section has two sub-fields: 'LAST UPDATED ON' and 'LAST UPDATED BY'. The 'Support' field has a dropdown menu with three dots. The 'Document Upload' field has a file upload icon. The 'Control' section has two sub-fields: 'LAST UPDATED ON' and 'LAST UPDATED BY'.

7.3 Supporting documents

Any relevant documents relating to the investigation can be uploaded by clicking on 'Create new' under the heading 'Supporting Documents'. This could be photos, revised risk assessments, training records etc. Click on the 3 dots throughout the section to provide relevant information as indicated in the form. You can add additional supporting documents by clicking on the 'Create new' once changes are saved by clicking on the 'Save changes' button at the bottom of the page.

The screenshot shows a web interface for managing supporting documents. On the left is a vertical sidebar with navigation items: 'Persons Providing Information', 'Supporting Documents' (highlighted), 'Investigation Report', and 'Investigation Overview'. The main content area is titled 'Supporting Documents' and contains several sections:

- Document Details:** Fields for 'REF NO.' (Automatically assigned), 'DATE UPLOADED' (Automatically calculated), and 'UPLOADED BY'.
- TITLE:** A text input field with a red dot indicating a required field.
- DOCUMENT TYPE:** A dropdown menu with the text 'Click to select' and a three-dot menu icon.
- AUTHORISED DATE (IF APPLICABLE):** A date input field with the format 'DD MMM YYYY' and a three-dot menu icon.
- DOCUMENT UPLOAD:** A large text area with the prompt 'Click here or drag and drop a file' and a three-dot menu icon. Below it, it says 'No file attached'.
- DOCUMENT NOTES:** A large text area for entering notes.
- Control:** Fields for 'LAST UPDATED ON' (Automatically calculated) and 'LAST UPDATED BY'.

At the bottom of the form, there are two buttons: 'Save changes' and 'Cancel'.

7.4 Creating an action

You can create actions and assign them to members of staff by clicking on 'Create new' under the 'Actions' header. Actions are raised in the same way as described in Section 2.6 of this guidance. For actions raised during an investigation select 'Investigation Action' under the 'Action Category'. Proceed as described in Section 2.6.

The screenshot shows a 'Create new' form for an action. The form is divided into several sections:

- Investigation Conclusions:** Includes fields for 'Action Required/Owner' (REF NO. Automatically assigned), 'Date Action Raised' (Automatically calculated), and 'Action Raised By'.
- Identified Preventative and Corrective Actions:** Includes a dropdown for 'Action Category' (Click to select) and a text area for 'Action Required'.
- Workflow:** Includes a 'Target Date for Completion' (DD MMM YYYY) and a dropdown for 'Action Owner - Internal or External?' (Click to select).
- Executive Summary:** Includes a 'Rejection Comments' text area.
- Investigation Completion:** Includes a dropdown for 'Investigation Completed By' (Automatically calculated).
- Workflow (bottom):** Includes a 'Status' dropdown (Automatically calculated), 'Last Updated On' (Automatically calculated), and 'Last Updated By'.

At the bottom right, there are 'Save changes' and 'Cancel' buttons.

7.5 Investigation report, overview and conclusions

Investigation Report

Use the free text boxes to provide information according to the headings provided.

INVESTIGATION REPORT ?

Investigation report: Provide details of the findings of the report, this may be provided in chronological order or otherwise as appropriate.

Investigation Overview

IMMEDIATE CAUSES

Immediate causes: What was the immediate cause of the incident? Includes unsafe actions, or lack of action, and unsafe conditions e.g. no guarding on equipment, poor housekeeping, incorrect PPE uses.

UNDERLYING CAUSES

Underlying causes: What were the underlying causes of the incident? Includes factors that allow the unsafe actions and conditions to occur. These are usually related to the way health and safety is managed and how people perceive risk, e.g. machinery or equipment not maintained, rushing to get the job done.

ROOT CAUSES

Root cause: What was the root cause of the incident? These causes tend to be related to poor management, safety culture and behaviour.

Investigation Conclusions

CONCLUSIONS ?

Investigation conclusions: Provide a brief summary of the conclusions of the investigation.

7.6 Executive summary

This should be a top-level brief free text summary of the incident to include:

- what happened;
- what the causes were; and
- what action has been taken to prevent a recurrence.

There should be nothing new in this section that hasn't been covered elsewhere in the report.

7.7 Investigators sign off

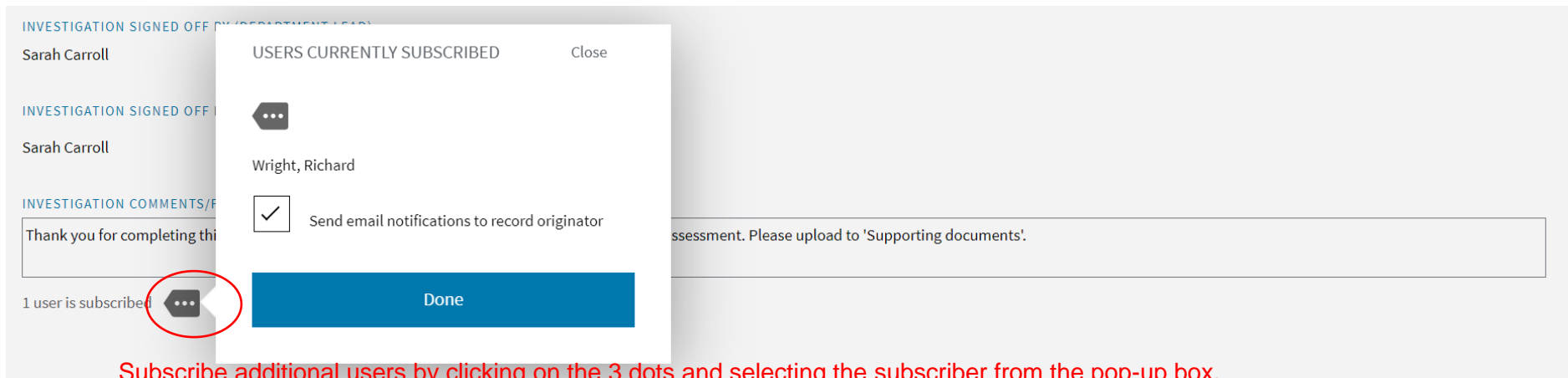
The Lead Investigator or assigned Support Investigator uses the Investigator Sign Off workflow to mark the investigation as complete. Click on the Investigators Sign off workflow box. Click on the 3 dots in the pop up box and select your name from the list. Tick 'Done', then click 'OK', then click on the 'Save changes' button at the bottom of the screen. This triggers an automatic e-mail to SHaW for review.

The screenshot shows the SHaW system interface. On the left, under 'Investigation Completion', it says 'INVESTIGATION COMPLETED BY Sarah Carroll'. Below that is the 'Workflow' section with 'Investigators Sign Off' and a button labeled 'Assign/Investigators Sign Off' with a note 'Not yet assigned'. At the bottom, there are two 'INVESTIGATION SIGNED OFF BY' fields: one for the 'DEPARTMENT LEAD' and one for the 'SHAW TEAM', which is 'Automatically calculated'. A pop-up window titled 'ACTION DETAILS' is open, showing 'ASSIGNED TO Sarah Carroll' with a dropdown menu icon, a 'DONE' checkbox (checked), and an 'OK' button. To the right of the pop-up, there is a 'SHaW Manager Approval' link with a right-pointing arrow.

7.8 SHaW - Investigation review and approval

A SHaW Manager will review the investigation and do one of 2 things:

- 1) Approve the investigation. This closes the investigation and generates automatic e-mails to the department to provide information relating to the incident investigation. SHaW will then close the incident out. Please note that only SHaW can close an incident off.
- 2) Provide feedback using the 'Investigation Comments/Feedback' forum function within the Investigation. A subscriber can also be added to the forum by clicking on the 3 dots as shown below so that they also receive e-mail notifications. This forum can also be used at any point to raise questions to the identified subscriber(s), by anyone involved in the investigation whether this is the department or SHaW.



Subscribe additional users by clicking on the 3 dots and selecting the subscriber from the pop-up box.

8. INCIDENT CLOSE OUT

Once the incident has been reviewed by the DSC (or other nominated person) and all actions completed, and where relevant an investigation has been undertaken, completed and signed off by SHaW, the incident can be closed out. Only SHaW Managers can close an incident off.

9. SAFETY DASHBOARD AND MANAGEMENT REPORTS

9.1 University Safety Reports

The University Safety Dashboard provides graphical representation of incident data from across the University. No information relating to departments is given. From the SIRIS Homepage you can access the 'University Safety Dashboard' by clicking on the icon. The Homepage contains a series of icons similar to those shown below. Note that your icons are dependent on your access permissions and therefore may be different to those shown.



Safety Incidents



Actions Tracker



University Safety Dashboard

Click on 'University Safety Dashboard'. This will take you to a page displaying numerous pie charts and graphs. The graphs are labelled appropriately.

- 1) Health and Safety incidents occurring over the last 12 months – a pie chart representing the proportion of incidents by type e.g. accident, fire, near miss, occupational ill health, unsafe acts or conditions, violence or aggression.
- 2) Accidents by primary cause – a pie chart breaking the accidents into the primary causes. Hover over each portion of the pie chart to display the primary cause.
- 3) Fires by primary cause - a pie chart breaking the accidents into the primary causes. Hover over each portion of the pie chart to display the primary cause.
- 4) Occupational ill health by primary cause - a pie chart breaking the accidents into the primary causes. Hover over each portion of the pie chart to display the primary cause.
- 5) Incidents by type, Fires and RIDDOR reports over the last 3 years – a stacked bar graph showing incidents occurring every month over the previous 3 years. Click on the legend to select what incidents you wish to view.
- 6) Fires (per calendar year) – a stacked bar graph of fires occurring each year over the previous 3 years to date.
- 7) RIDDORS (per calendar year) – the number of incidents reported to the HSE each year over the previous 3 years to date.

9.2 Department / School / Directorate Safety Reports

Safety reports for the Department / School / Directorate that you have permissions for can be accessed as follows:

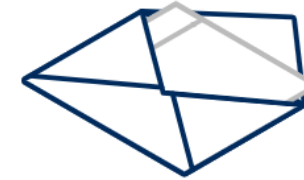
1. Once logged in, from the SIRIS Homepage click on the icon 'Safety Incidents'



Safety Incidents

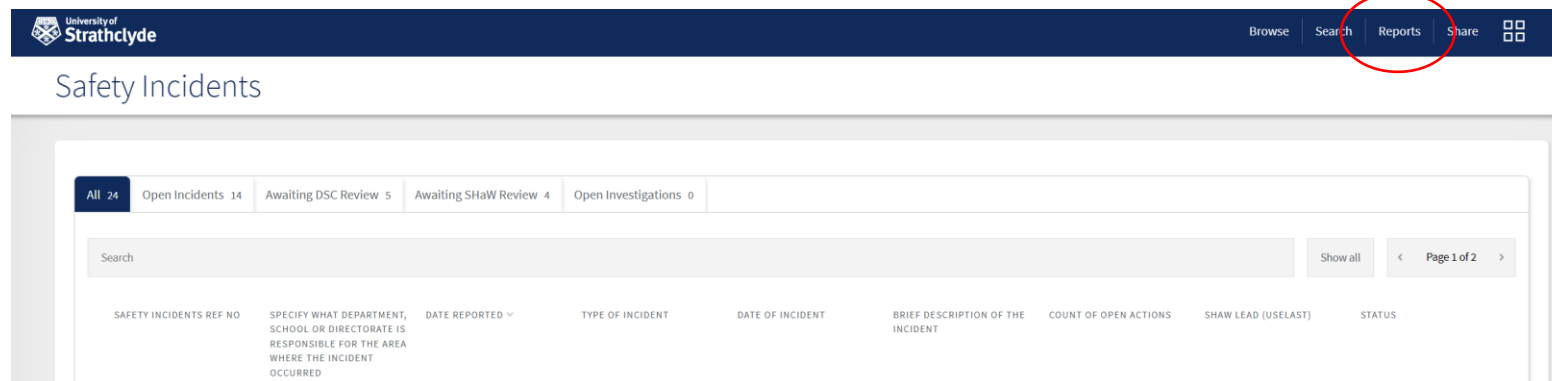


Actions Tracker



University Safety Dashboard

2. Click on 'Reports' on the blue ribbon at the top of the page.



The screenshot shows the University of Strathclyde SIRIS interface. At the top, a dark blue navigation bar contains the university logo and the text 'University of Strathclyde'. On the right side of this bar, there are navigation links: 'Browse', 'Search', 'Reports', and 'Share'. The 'Reports' link is circled in red. Below the navigation bar, the page title 'Safety Incidents' is displayed. The main content area features a summary bar with the following data: 'All 24', 'Open Incidents 14', 'Awaiting DSC Review 5', 'Awaiting SHaW Review 4', and 'Open Investigations 0'. Below this is a search bar with a 'Search' button and a 'Show all' button. A pagination indicator shows 'Page 1 of 2'. The main table has the following columns: 'SAFETY INCIDENTS REF NO', 'SPECIFY WHAT DEPARTMENT, SCHOOL OR DIRECTORATE IS RESPONSIBLE FOR THE AREA WHERE THE INCIDENT OCCURRED', 'DATE REPORTED', 'TYPE OF INCIDENT', 'DATE OF INCIDENT', 'BRIEF DESCRIPTION OF THE INCIDENT', 'COUNT OF OPEN ACTIONS', 'SHAW LEAD (USELAST)', and 'STATUS'.

3. Click on the type of report you want to view.

PC = Pie Chart

BCH= Bar chart

Department / Faculty Safety Statistics



Incidents by type (PC)

All health and safety incidents reported across the University during the defined time period by incident type.



Accidents by primary cause (PC)

All accidents occurring during the defined time period, by primary cause.



Occupational Ill Health by primary cause (PC)

All incidents of occupational ill-health occurring during the defined time period, by primary cause.



Fire by primary cause (PC)

All fires occurring during the defined time period, by fire category.



Incidents by Type (BCH)

Number of Incidents over the last 3 years (Monthly Rolling)



Fire Reports (BCH)

Number of Fires reported by month over the last 3 years.




Near Misses (BCH)

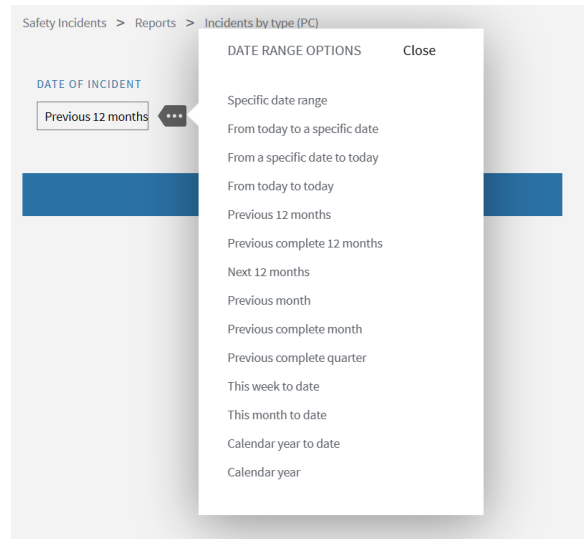
Number of near misses reported by month over the last 3 years.



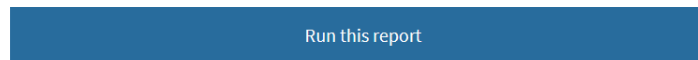
RIDDOR (BCH)

Number of RIDDOR reports by month over the last 3 years.

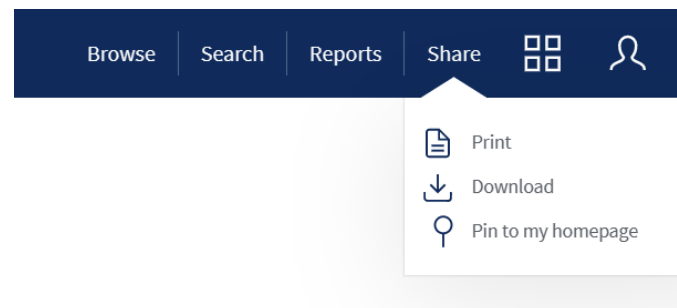
4. Click on the 3 dots  to choose a date range for which you want to view.



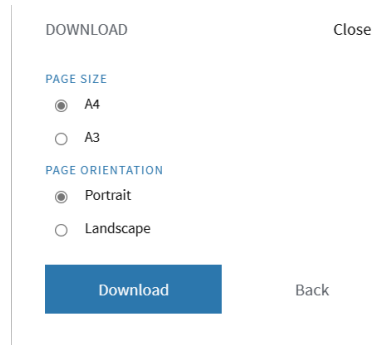
5. Click on 'Run this Report'.



6. Click 'Share' in the blue ribbon at the top of the page to print or download the pdf of the report.



7. Choose the page size and orientation of the report to download.



8. Click on 'Download'. The pdf will be saved to the Downloads folder.

Please note, other reports can be produced, contact safety@strath.ac.uk to discuss your requirements.