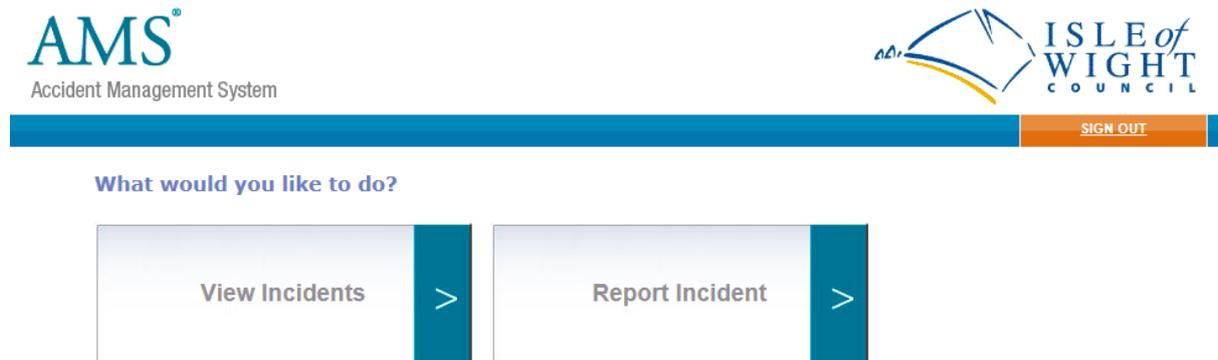


## Workrite Guide for Managers

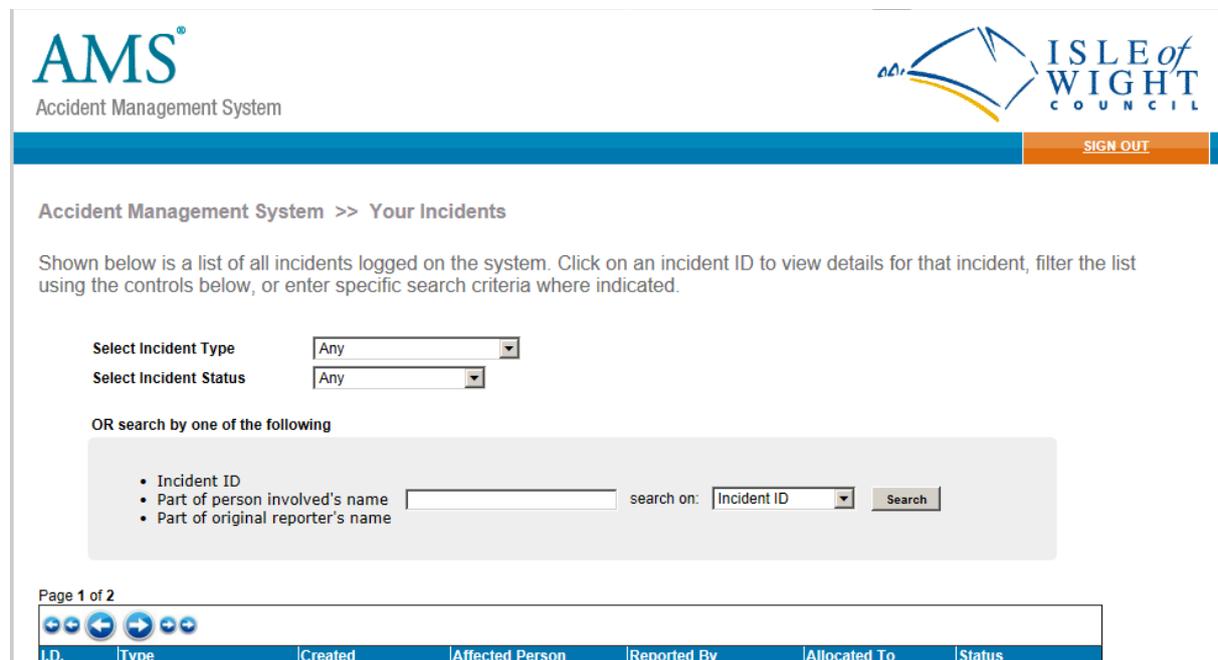
This guide is for managers who have been allocated case for the purposes of accident investigation.

When an accident is reported on the system and assigned to you for investigation you will receive an email, generated automatically by the system, notifying you of the case.

In order to view the incident report you need to firstly log into the system in the usual way. Where you will be confronted with the following two options:



To see the incident click on view incidents and you will see the following:



Listed under here will be all the incidents that you have reported and all the incidents that have been assigned to you. In order to view the incident you are going to investigate click on its id number. This will then bring up the following controls followed by a summary of the details of the incident.

Reallocate

Set as Closed

Print Summary

Main Menu

Upload Document ?

Browse...

Incident Details

Firstly you will need to determine if the incident is reportable under RIDDOR. If it is you will need to do this first, see the Council's Accidents, Diseases and Ill-Health reporting policy for further guidance on this.

You now need to complete an accident investigation and record the results and any resulting actions, as per the Council's accident investigation policy and in the same you would have done previously.

Any documents, photographs or other evidence in an electronic format as well as a summary of findings and recommendations can be uploaded to the case by using the "upload document" button.

Once you have completed the investigation and uploaded any documents you next use the "Reallocate" button to forward the case to [HSassistance@iow.gov.uk](mailto:HSassistance@iow.gov.uk) for monitoring purposes.

The case will then be forwarded to the Workrite account that has been set up for reporting purposes for your school, where the case can be closed. Please note it is important for reporting purposes that the reporting log-in is used to close the case. More details around reporting are available in the separate reporting guide.

If during your investigation you need to refer a case to someone else, or if you think the case has come to you in error then you can re-assign the case to the appropriate person using the "Reallocate" button.

Reallocate

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Browse...

Reallocate incident to: <-- please select -->

Submit

Cancel

Incident Details

Incident