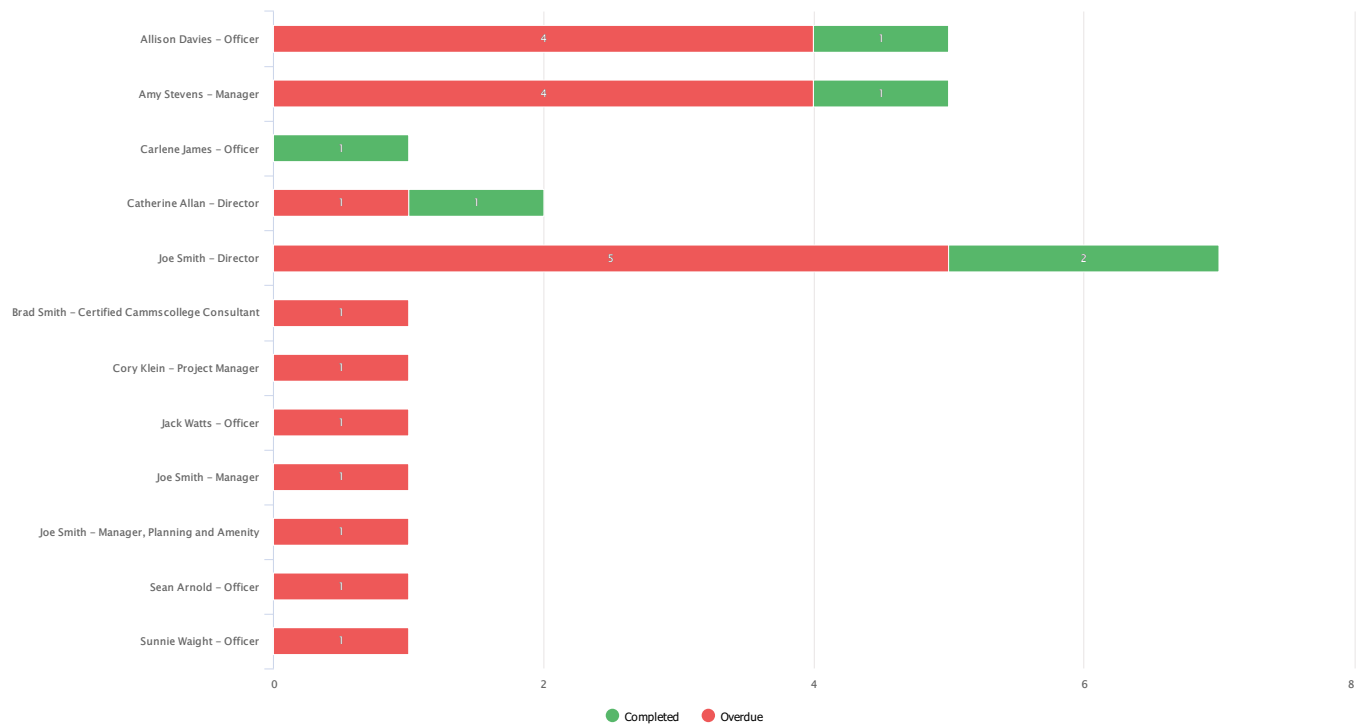


Incident Actions by Owner and Status



## Overdue

Incident Title	Action Name	Responsible Officer	Start Date	Due Date	% Complete	Status	Progress Summary
Caught In Or Struck Moving Machinery which has explosive chemicals	Implementing a 'PHE Structure'	Amy Stevens - Manager	31/10/2018	31/08/2019	0%	Not Started	Still in the process of implementing practices.
Caught In Or Struck Moving Machinery which has explosive chemicals	Placing hand sanitizes around office	Sunnie Waight - Officer	31/10/2018	30/12/2018	25%	In Progress	
Collision involving Council vehicle	Verify involved person's insurance provider	Jack Watts - Officer	28/11/2018	06/12/2018	50%	In Progress	I have contacted the insurer but they could not confirm the involved person's account and will need them to contact directly.
Data Loss arising from IT System Malfunction	Ensure adequate safety is signage has been implemented across all sites	Sean Arnold - Officer	01/04/2020	18/03/2021	61%	In Progress	
Data Loss arising from IT System Malfunction	Inspect server and all related equipment for damages	Brad Smith - Certified Cammscollege Consultant	02/07/2019	06/07/2021	41%	In Progress	
Door to Server Room left Unlocked overnight	Update LockSafe Software Version	Joe Smith - Director	12/09/2018	12/09/2018	75%	In Progress	Software request has been lodged. Expected completion prior to the 26th of September.
Emailing of inappropriate information to staff without sufficient security privileges	Develop internal communication plan	Joe Smith - Director	12/09/2018	12/09/2018	80%	In Progress	This communication plan has been completed, and is submitted for review.
Emailing of inappropriate information to staff without sufficient security privileges	Identify who gained access to the document	Joe Smith - Director	09/08/2018	23/08/2018	90%	In Progress	I have collated this list, and completed this as far as is possible within the limits of technology.
FOI request - Lucy Hall	Begin Investigations on Lucy's FOI	Joe Smith - Manager, Planning and Amenity	30/07/2019	20/12/2020	84%	In Progress	
HR Officer Verbal Abuse	Discussion with HR officer	Allison Davies - Officer	07/04/2020	22/07/2020	10%	In Progress	
Influenza Immunisation	12 month flu shot reminder	Joe Smith - Director	12/07/2018	11/06/2019	15%	In Progress	
IT System Malfunction	Run internal diagnostics and security checks	Cory Klein - Project Manager	12/09/2018	22/09/2018	75%	In Progress	Process is moving along nicely and a summary of findings should be available by the scheduled end date
Lucy Simpson - Tripped in Staff Break room	Review of Hazard Identification and reporting procedure	Allison Davies - Officer	06/11/2018	29/11/2018	20%	In Progress	Initial findings released to WHS committee
Lucy Simpson - Tripped in Staff Break room	Submit investigation summary report	Joe Smith - Manager	06/11/2018	30/11/2018	50%	In Progress	The report is current being developed.
Noted failure to report a fraudulent transaction	Interview all department individuals	Amy Stevens - Manager	05/07/2018	13/07/2018	38%	In Progress	
Raised Tiles Located in Staff Breakroom	Organise raised tile to be fixed.	Amy Stevens - Manager	21/06/2019	05/07/2019	10%	In Progress	
Swipe Card Malfunction	Assess card machine for malfunction	Allison Davies - Officer	13/06/2019	13/06/2019	55%	In Progress	
Tree root claim	Arborist to visit site for inspection	Allison Davies - Officer	06/12/2018	07/12/2018	0%	Not Started	
Tripping injury to member of the staff in breakroom	Review of hazard identification and reporting procedure	Joe Smith - Director	10/07/2018	20/07/2018	25%	In Progress	Initial findings released to WHS committee
Vic Metro industrial areas prone to post-incident toxic pollution	Review metro industrial incident preparedness	Catherine Allan - Director	04/02/2019	28/02/2019	55%	In Progress	
Visitor Tripped on a loose tree root on Johnson Street.	Review of hazard identification and reporting procedure	Amy Stevens - Manager	02/08/2018	30/04/2019	29%	In Progress	Initial findings released to WHS committee

## Completed

Incident Title	Action Name	Responsible Officer	Start Date	Due Date	% Complete	Status	Progress Summary
Explosives storage	Explosives Regulations 2014	Catherine Allan - Director	31/10/2018	09/02/2019	100%	Completed	
Explosives storage	Implementing Safe systems of work and working practices	Carlene James - Officer	31/10/2018	26/12/2018	100%	Completed	
Jane Doe - vehicle collision	Organise payment of damage as per third party insurance details.	Joe Smith - Director	16/07/2018	19/07/2018	100%	Completed	
Noted failure to report a fraudulent transaction	Review all CCTV footage of suspect	Joe Smith - Director	01/07/2018	05/07/2018	100%	Completed	
Tree root claim	Contact applicant for further details	Amy Stevens - Manager	03/12/2018	04/12/2018	100%	Completed	Completed.
Vic Metro industrial areas prone to post-incident toxic pollution	Conduct site inspections of at-risk facilities	Allison Davies - Officer	01/01/2019	05/02/2019	100%	Completed	