Health, Safety and Wellbeing
Work safe, live well

# GSAFE AUDIT REGISTER INSTRUCTION MANUAL

## 1.0 Accessing the Audit Register

Step 1) Select Audit Register on the GSafe home page to manage, schedule and conduct all audits and inspections.

## 2.0 Managing your Audits/Inspections

The Audit Register allows you to view your audits/inspections at various stages of completion. These include:

a) Open (a status of not started, in progress or overdue);
b) Completed (this includes tasks being completed);
c) Cancelled;
d) Audits Requiring Action (outstanding tasks to be completed); and
e) Audits to Conduct (a status of not started).

The Audit Register also gives you the option of filtering (searching on specific criteria) refreshing, and exporting the audit register to an excel spreadsheet.

When you highlight an audit/inspection on the Audit Register you will also be able to see the history of the audit/inspection below the register.

## 3.0 Scheduling an Audit

Step 1) Select the schedule button.

Step 2) Complete the Audit Schedule Details. All of these fields are mandatory. Where there is a magnifying glass (Audit Name) you will need to search for the audit/inspection checklist you wish to use.

Step 3) Complete the details of the staff/students involved in your audit. It will be necessary to complete a search (click on the magnifying glass) to fill in each of these fields.

| Role | What the person in the role will do: |
|---|---|
| Auditor | Conduct the audit/inspection. |
| Auditee | The person or location that will be audited/inspected.<br>The person who will attend the audit/inspection with the auditor.<br>When selecting the location option, ensure you “drill down” to the room number.<br>After selecting the auditee, ensure you click the “Add” button. |
| Corrective Actions Coordinator (CAC) | Arrange for corrective actions to be completed. |
| Audit Approver | Approve or reject the audit and provide feedback. |
| Audit Endorser | Will review the audit upon closure. |

**Note:** If you choose more than one person or location to be audited, a separate audit will be created for each. If you are auditing an open floor plan area that also has separate offices, kitchen, common room etc. and you only want to conduct one audit/inspection for the entire area do not enter all locations at this step. You can detail all the locations you are auditing/inspecting on the first page of the audit/inspection checklist (see 4.0, Step 3).

Step 4) Save your scheduled audit/inspection as a “Draft” or select “Submit”.

To access audits/inspections in “draft” select “Schedule” and “Find”. You are then able to continue scheduling your audit/inspection and submit it.

When you select “submit”, both the Auditor and Auditee will be advised by automatic email notification of the upcoming audit/inspection.

**PLEASE NOTE: Once you have scheduled an Audit/Inspection, you are unable to make any changes. If you need to make changes, you will need to cancel the Audit/Inspection and schedule a new audit.**

## 4.0 Conducting an Audit

Step 1) You can access an audit/inspection in the following ways:
- a) Via the link in the email notification;
- b) Via the link in the notification centre on your dashboard; or
- c) Selecting the Audit Register link and searching for the audit/inspection in the “open audits” tab.

Step 2) Select the audit/inspection you wish to conduct by clicking on the button (piece of paper with magnifying glass). This is situated on the right hand side of the Audit Register. The audit/inspection will now open.

Step 3) You will need to fill in each of the fields on Page 1 of the audit/inspection; this is information relevant to the audit/inspection you are undertaking, i.e. people involved, location, date of review, etc.

Step 4) You will need to answer each question of the audit/inspection. These are located from Page 2 onwards.

Step 5) If you need to attach photos, documents or a completed manual inspection click on the “attach” option at the top of the screen.

**NOTE:** You can save the audit/inspection at any time and complete it at a later date. If you have saved an audit/inspection and wish to re-access it, follow the options in Step 1.

Step 6) When you have completed the audit/inspection and hit the “submit” button, an automatic email notification will be forwarded to the CAC for review and allocation of tasks. The Audit Approver will receive an email when the CAC hits the “submit” button. The Audit Approver has the option of either approving or rejecting an audit/inspection and providing comment on their decision.

## 5.0 Assigning and Undertaking Corrective Actions

If you have been nominated as the CAC, when an audit/inspection is undertaken you will receive an automatic email notification advising you that you have an audit/inspection to review and that you may need to arrange corrective actions to be completed. You will be able to access the audit/inspection in the following ways:

- a) Via the link in the email notification;
- b) Via the link in the notification centre on your dashboard; or
- c) Selecting the Audit Register link and searching for the audit in the “open audits” tab.

Step 1) Access and review the audit/inspection.

Step 2) Where there are areas within the audit/inspection that do not meet compliance, provide recommendations on how compliance can be met, and assign any required task/s to a staff member/student with a date that the task/s is/are required to be completed by. Sufficient detail should be provided at this point for the person who is to undertake the task, so that they do not need to access the audit/inspection.

Step 3) After you have assigned all actions hit the submit button. This will send the audit/inspection to the Audit Approver for approval, and will send out automatic emails to those who have been assigned a task to complete.

## 6.0 Approving/Rejecting an Audit

As the audit approver, you will receive an automatic email notification advising you that you have an audit/inspection to approve. You will be able to access the audit/inspection in the following ways:

a) Via the link in the email notification;
b) Via the link in the notification centre on your dashboard; or
c) Selecting the Audit Register link and searching for the audit/inspection in the "open audits" tab.

After reviewing the audit/inspection you can either approve or reject the audit/inspection by selecting either of the following:

Click on the "thumbs up" button for approval

Click on the "thumbs down" for rejection

You also have the option to provide comments as to why you have approved or rejected the audit/inspection.

## 7.0 Completing tasks that you have been assigned

If you have been allocated tasks to complete as part of an audit/inspection you will receive an automatic email notification advising you that you have a task to complete. You will be able to access the task in the following ways:

a) Via the link in the email notification;
b) Via the link in the notification centre on your dashboard; or
c) Selecting "My Tasks" on the GSafe home page.

From each of the options, the "My Tasks" page will open and list the tasks that have been allocated to you.

From this page you can complete the following:

a) View the audit/inspection;
b) Add a note regarding the task;
c) Transfer the task to another person (you will need to provide a reason);
d) Partially complete the task; and
e) Confirm that task has been completed.

**NOTE: If you get an error message in Google Chrome, please try another browser such as Firefox or Internet Explorer.**