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:

AMS [®] Accident Management System				001	ISLE of WIGHT	
					SIGN OUT	
Accident Management Svs	tem >> Your	Incidents				
Accident management bys		incidenta				
Shown below is a list of all incidents logged on the system. Click on an incident ID to view details for that incident, filter the list using the controls below, or enter specific search criteria where indicated.						
Select Incident Type	Any	•				
Select Incident Status	Any					
OR search by one of the foll	owing					
 Incident ID Part of person inv Part of original re 	olved's name porter's name		search on: Incide	ent ID 💌 Search	I	
Page 1 of 2						
0000000						
I.D. Type	Created	Affected Person	Reported By	Allocated To	Status	

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.

AMS [®] Accident Manager	nent System			aa,	ISLE OF WIGHT
					SIGN OUT
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 Councils 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 <u>HSassistance@iow.gov.uk</u> 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.

AMS [®] Accident Management System	ISLE OF WIGHT
	<u>SIGN OUT</u>
Reallocate Set as Closed Print Summary Main Menu Upload Document ? Browse	
Reallocate incident to: < please select>	
Submit Cancel	
Incident Details	