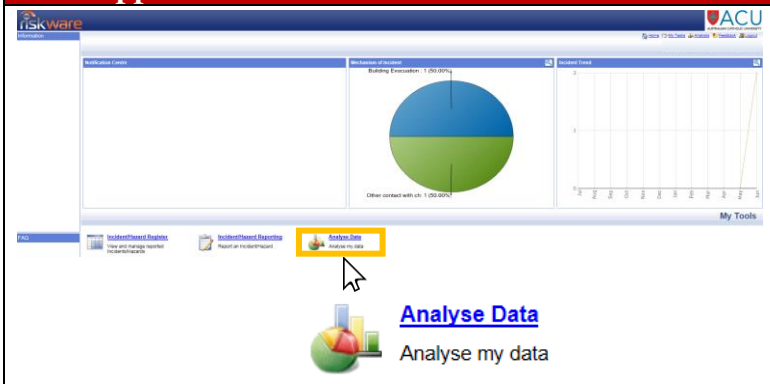
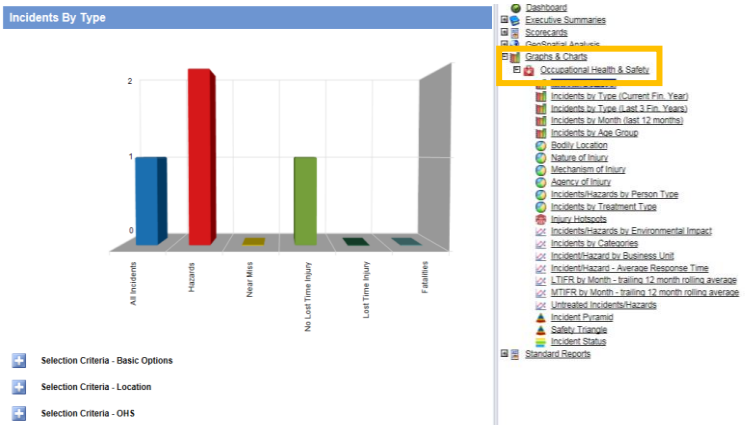
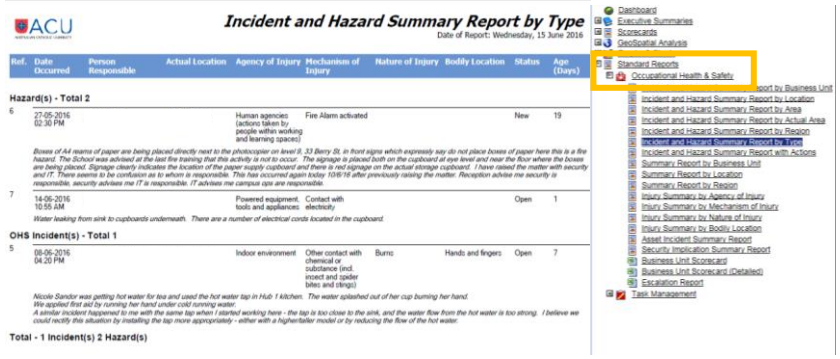
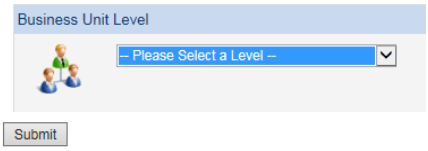
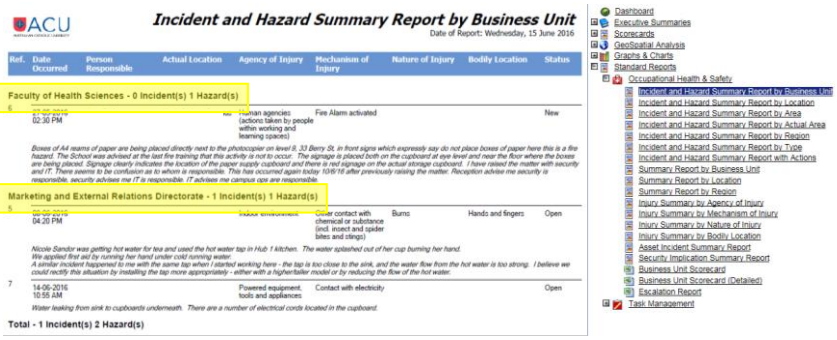
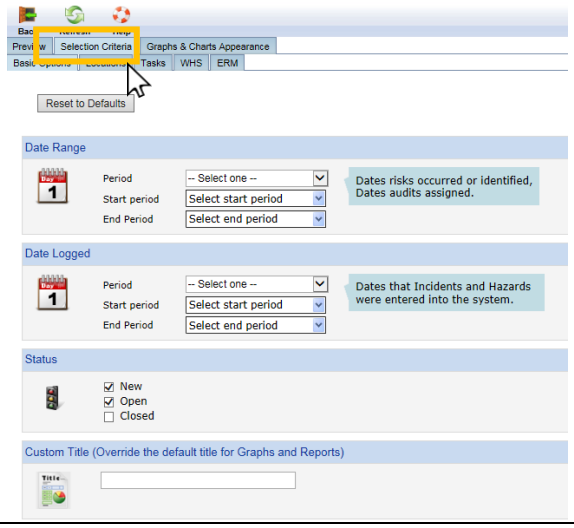
Generating a Summary Report within riskware

A summary of the incident and hazard reports, which have been logged by each organisational or fucnctional unit or team, can be generated within **riskware**. This information can be used as a decision making tool within organisational unit or Faculty meetings (submitted at least, quarterly) and some of these treated risks (controls have been applied) may be placed on organisational unit or ACU risk registers. This capability to summarise and analyse incidents reports helps ACU to identify trends in incident data and prioritise the management of its most significant risks. This information should also be used to update Officers (a legal obligation) about hazards and risks which are present within their organisational unit.

Heads of School, Directors and Senior Officers have viewing access to the summary reports that are logged across their organisational unit or portfolio. Nominated Supervisors can view summary reports of the reports that were logged by their team members.

If Nominated Supervisors need to generate summary reports on behalf of their entire organisational unit, they should contact HR (hr@acu.edu.au/#4222) to obtain this higher level of reporting access within **riskware.**

What appears on screen	The information you should enter:
	From the home page, select 'Analyse Data'
	To review the various graphs and charts available, click on ⊞ to collapse the listing under 'Graphs & Charts' and then 'Occupational Health & Safety'. A number of graphs and charts can be viewed by clicking on the relevant item e.g. Incidents by Type.
	To review the various reports available, click on ⊞ to collapse the listing under 'Standard Reports' and then 'Occupational Health & Safety'. A number of reports can be viewed by clicking on the relevant item e.g. Incident and Hazard Summary Report by Type.

What Appears on Screen	The information you should enter
 	Some reports will require a Business Unit (Organisational unit) level to be selected. The levels, for a School, are classified as: – Level: 1 Australian Catholic University – Level 2: Provost/Deputy Vice Chancellor – Level 3: Faculty – Level 4: School For example, if Level 3 is selected, the summary report will display the details and types of incident and hazard reports for each Faculty. To generate reports for organisational units, within the Chief Operating Officer's portfolio, the following options should be chosen: Level 1: Australian Catholic University Level 2: Chief Operations Officers Level 3: Directorate Level 4: Organisational unit within Directorate
	For each Graph & Chart or Summary Report option, the selection criteria can be altered to adjust the date range, report status, risk ratings e.g. greater than or equal to 'High' etc. If you want to view all of these relevant reports, click on the Closed box, below Status