My Focus

Health and Safety User Manual

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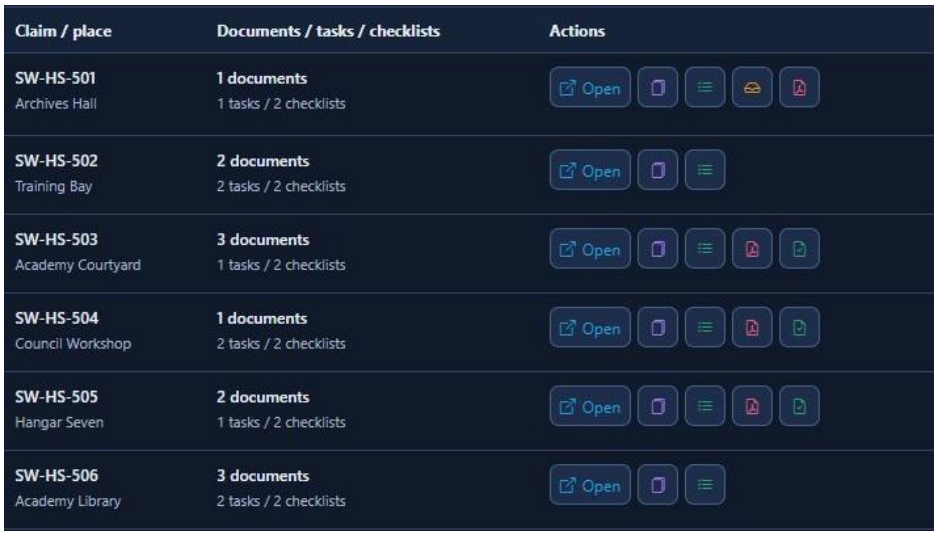
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1. Review incidents within your access

The Health and Safety HR workspace brings incidents, recorded process progress, documents, linked tasks and report actions together. Find the next incomplete step, then open the native incident process. Access is limited to authorised HR users and the employees they may view. This Coming Soon guide uses fictional Star Wars examples.



Incident document task and report actions with fictional Star Wars examples.

Incidents, Open, Closed, Pending steps, Employees and Recorded progress describe matching authorised data. Progress reflects the nine saved process steps; it is not a risk score, claim outcome or legal assessment.

2. Find and open the right incident

1. Open the permitted HR Health and Safety Dashboard route. Confirm company and employee scope.
2. Set company, department, incident type, status and dates. Search can narrow employee, incident, claim or place. Choose Apply; use Reset when changing the question.
3. Compare Grid and Cards under the same criteria. Use paging for more rows and read the matching count.
4. Open an incident through its row action. Check employee, type, date, location and status before editing.
5. Use Insights for type, status, timeline, department and progress; follow available drill actions to inspect supporting incidents.

Charts explain filtered scope. They cannot replace incident records. Document and task counts still respect their own viewing permissions.

3. Work through the incident process

For New incident / disease, select the authorised employee and correct capture type. Accident and disease use their corresponding particulars. Complete required fields and save through the native control. Keep medical or case detail in the authorised application, never in a shared training screenshot.

Control or prerequisite	Use and boundary
Incident and further particulars	Complete event or disease detail and native step validation.
Documents and payments	Use native controls and permissions for evidence and recorded payments.
Employee particulars and claim	Review required employee and claim information before reports.
Resumption information	Record appropriate return-to-work detail and review its report.
Linked tasks	Open permitted follow-up tasks when enabled. A task does not itself complete an incident step.
Close	Follow native closure checks. Closed records can disable editing; a full progress bar is not closure.

Where a manager or HR workflow is configured, follow its actual inbox route. Saving particulars, submitting and approving a workflow are separate actions.

4. Prepare reports and resolve questions

Use an available WCL or resumption action to open the native preview. Review its body before a permitted save or update. Use history to identify the intended saved version. Previewing does not file a report with an external authority.

- Missing action: check incident type, saved state, licence and record access.
- Incomplete process: inspect the outstanding native step.
- No report: check required particulars and permissions.
- Unexpected documents: verify incident and employee context before opening.
- Wrong scope: reset criteria, apply the intended filters and compare detail rows.

Retained captures illustrate native appearance and report controls. No incident, workflow, report save/update or external submission was performed for these companions. Validate those actions separately in an authorised test environment. Export acceptance requires the actual downloaded file and scope.