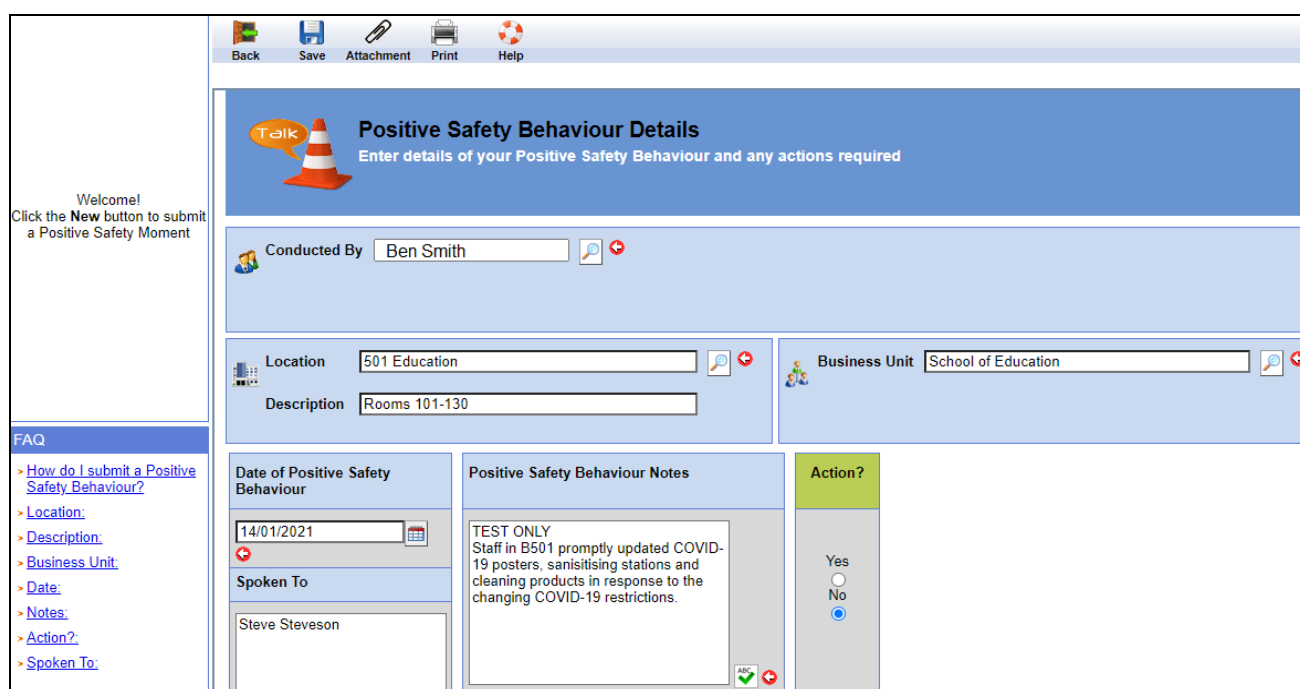


## How to Report a Positive Safety Behaviour

Reporting Positive safety behaviours help create a safe environment for our staff, students, contractors and visitors by reinforcing safe behaviours.

1. **Staff:** access CHARM from the [Staff Portal](#), and clicking the CHARM icon located on the application wheel  
**Students:** access CHARM from [OASIS](#), click on the "Campus Life & Guild" tab and clicking on the CHARM icon.  
**Prequalified contractors:** receive their [CHARM](#) login details sent via email or text message after completion of the Rapid Global Online Induction.
2. Once logged in to CHARM, click on the **Positive Safety Behaviour** icon from your CHARM dashboard.
3. From the **Positive Safety Behaviours** page, click on the **New** button
4. Fill in all of the fields located on the form. (See below for detailed descriptions of each field).
5. To add attachments, click on the **Attachment** icon to browse your computer and upload the attachment.
6. Once complete, click on the **Save** button to submit the report.



Welcome!  
Click the **New** button to submit a Positive Safety Moment

FAQ

- > [How do I submit a Positive Safety Behaviour?](#)
- > [Location:](#)
- > [Description:](#)
- > [Business Unit:](#)
- > [Date:](#)
- > [Notes:](#)
- > [Action?:](#)
- > [Spoken To:](#)

Back Save Attachment Print Help

**Positive Safety Behaviour Details**  
Enter details of your Positive Safety Behaviour and any actions required

Conducted By Ben Smith

Location 501 Education

Description Rooms 101-130

Business Unit School of Education

Date of Positive Safety Behaviour 14/01/2021

Spoken To Steve Steveson

Positive Safety Behaviour Notes

TEST ONLY  
Staff in B501 promptly updated COVID-19 posters, sanitising stations and cleaning products in response to the changing COVID-19 restrictions.

Action?

Yes  
No

**Conducted by:** This will default to the user logged in to CHARM filling out the form. To change this person, click on the magnifying glass icon and search for the staff member or student.

**Location:** Click the magnifying glass icon and select the building where the positive safety behaviour was observed.

**Description:** Describe the specific location where the positive safety behaviour was observed.

**Business Unit:** Click the magnifying glass icon and select the School/Area of the people observed.

**Date:** Use the calendar icon to select the date that the positive safety behaviour was observed.

**Notes:** Enter specific details of the positive safety behaviour that was observed.

**Spoken To:** If applicable, enter the name/s or the person/s you spoke to regarding the positive safety behaviour.

**Action:** To raise an action select Yes and enter the action details and person responsible for the action. If No, no further action is required here. An email will be sent to the action owner.

Revision history		
Revision #	Date	Amendment Description
Version 1.0	24/02/2021	New Document