



HSEM BULLETIN

Assigning C.H.A.R.M. Workplace Inspection Actions

Who needs to read this?

All Curtin University Staff

Information

When assigning actions in the C.H.A.R.M. Workplace Inspection module, any actions which require a Maintenance / Service Request should be assigned to the Local Area Manager or the Safety and Health Representative. The action should specify that a Maintenance / Service Request needs to be raised through the [Properties, Facilities and Development \(PF&D\) website](#). Once complete, the person responsible for the action should enter the Request Number and close out the action on C.H.A.R.M.

Please note - Assigning an action to a member of the PF&D team will NOT trigger a Maintenance / Service Request.

The screenshot shows the Curtin University website's Properties, Facilities & Development (PF&D) section. The URL in the browser is <https://properties.curtin.edu.au>. The page has a navigation bar with links like CURTIN HOME, STUDY, ABOUT, RESEARCH, COMMUNITY, and POPULAR LINKS. Below this is a yellow banner for 'PROPERTIES, FACILITIES & DEVELOPMENT' with an 'Insite Login' link. The main content area is titled 'MAKING CURTIN A GREATER PLACE'. On the left, there's a 'DO IT NOW' section with quick links: 'Request Maintenance / Service', 'Pay / Appeal a Parking Fine', 'Parking Information', 'Campus Buses', and 'Find a Map'. A red arrow points to the 'Request Maintenance / Service' link. Below this is a 'WHO CAN I CALL?' section with contact numbers for the Service Centre (+61 8 9266 2020) and Safety & Security (+61 8 9266 4444). On the right, there's a large image of a modern building at night, with the caption 'Properties Projects - What We Do' below it.



Preventative and corrective actions should be SMART:

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| S – Specific: | Well defined and specific to the area. |
| M – Measurable: | Ensure that actions can be measured for completion. |
| A – Achievable: | Ensure that actions can be achieved or completed. |
| R – Relevant: | Relevant to the work environment. |
| T – Timely: | Ensure time frames are sufficient for completion. |

Who do we call with questions?

If you have any other queries, please contact Health, Safety and Emergency Management on 9266 4900 or email healthandsafety@curtin.edu.au.

References

[Workplace Inspection Procedure](#)

[Properties, Facilities and Development \(PFD\) Website](#)

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