Assura Quick Start Guide

Assura is our new and easy to use health and safety system. Reporting through Assura will increase the visibility over what is affecting you, so we can correct issues and share safety successes.

Health and safety is all of our responsibility, and by working together we can protect our community.

What can I do in Assura?

Incidents
Report work-related injury, illness, and near misses.

Safety Observations
Report safe practices, suggestions, unsafe practices, and unsafe conditions.

Meetings
Store meeting minutes. Record and track progress of meeting actions.

Actions
Address health and safety concerns through allocating and closing out actions.

How can I access Assura?

Website
Use Google Chrome or Microsoft Edge from a UC device and head to *ucsafety.assurasoftware.net*

Mobile Application
Download the *Assura One* app on your IOS or Android device. Use the URL *ucsafety.assurasoftware.net* and use your UC login credentials to sign in.

What happens once I report?

Once you report an incident or safety observation an email notification will go to the Health and Safety team, Department Safety Officer, and your manager. Your manager will then assess next steps and determine if further investigation is needed.

Where can I get support?

Contact IT, your Department Safety Officer, or email the Health and Safety team at *health-safety@canterbury.ac.nz* or refer to the *www.canterbury.ac.nz/about/health-and-safety/* website.

Access Assura

Head to **ucsafety.assurasoftware.net** from any UC computer. You will be signed in automatically.

Create a report

Click "Create" to make a report. This will take you to the incident report page for completion.

List report

Select this button to review the reports you have submitted.

Save

Once the report form has been completed, click "Save" to submit your report.

Navigation

Select these options in the left hand menu to navigate Assura.

Dashboard: see an overview of the reports or actions allocated to you for completion.

Incidents: Report an incident or review the reports made.

Safety Observations: Report a safety observation or review the reports made.

Actions: Review and close out actions allocated to you.

Meetings: Record or review meeting minutes and associated actions.

Next steps

Once the report is saved, it will be automatically allocated to your manager for review and to determine next steps . Allocate actions to prevent further harm.

Help text

Hovering over some fields with your cursor will provide guidance for answering the question.

Mandatory fields

Fields denoted with a * must be completed before saving.

✖ Close Menu

📷 Incidents > Incidents > Create

Samara Hodges (University of Canterbury)

Assura

Incidents

Create   Lodged by Me

🔳 Dashboard

📷 Incidents

🛡 Safety Observations

✈ Actions

👥 Meetings

‹ Incident

Incident   🖫 Save   🖫 Save & Close   🖫 Save & Create New Incident   👁 Hide all

• Overview
• Incident Details
• Attachments
• Assignment

⓪ CREATE — ① TRIAGE — ② INVESTIGATE — ③ COMPLETE

Overview   👁 Show section

Incident Details   👁 Hide section

Incident date/time *   12-Oct-2021 11:30 AM   📅

Brief description *   Accidentally spilt hot water on my hand causing light burns

Tell us what happened *   I was using the zip in the staff room to make a cup of tea. Mary started to talk to me and as I turned to talk to her I accidentally moved my hand to be under the stream of hot water coming out of the zip. My left hand was burning hot and red.

Actions taken following the incident   I ran my hand under cold water for 10 minutes but it is still sensitive and red.

Examples:
- First aid given
- Spill cleaned
- Notified Security
- BIEMS request made

Business un...   People and Culture - People, Culture and Campus - University of Canterbury   🔍

Location *   Okeover - Ilam Campus - University of Canterbury   🔍 🗂

Exact location   Staff room

Are you reporting this on behalf of someone else? *   ⦿ No ◯ Yes

Was anyone injured or become unwell as a result of this Incident? *   ◯ No ⦿ Yes

Injured or ill person(s) *   ☑ Employee ☐ Contractor ☐ Student ☐ Visitor ☐ Member of the public

Employee(s) injured or ill *   [   ]   🔍 Remove   Max Items: 10

Proper Name
Samara Hodges

Attachments   👁 Hide section

Attachments   New...   Max Items: 100   Drag files here

	Title	Attached Date	Attached By	
🖼	Injured hand.jpg			✖

Assignment   👁 Hide section

Owner *   Individual ⌄   barnett, natasha   🔍

Website Quick Start Guide

Assura

Mobile Application Quick Start Guide

Assura One is available to

IOS and Android phones through the App store.

Assura One
Assura Software Ltd

Download the application and follow the prompts to set up the device. You will need to specify the UC Assura URL , which is https://ucsafety.assurasoftware.net. You will also need to sign with your UC login details, so follow the prompts required.

Main menu

Once you sign in you will be taken to the main menu. Here you will be able to select to report an incident or safety observation. Other Assura functionality must be completed using the website.

☰ **Menu**

⊘ Report an Incident

🔭 Report a Safety Observation

Offline capability

You can report incidents and safety observations when you are out of internet/cell coverage. The application will automatically switch over to Offline Mode. If you report while the application is offline, you will simply need to reopen the application once you reach internet coverage and it will submit the report for you.

Simply ensure you have completed the initial installation of the application before needing to use the offline mode.

← **New Incident** ✓ ✓

* Required

Incident Details

Incident date/time

14-10-2021   10:25 a.m.   ✕

Brief description *
_____

Tell us what happened *
_____

Actions taken following the incident
_____

Injury & Illness Details

Was anyone injured or become unwell as a result of this Incident? *
▾

Attachments

Attachments (Max Items: 100)

Attachment (0 item) 📎

Submit

Completing the report

Selecting date/time

The time and date will automatically populate to your current time. Adjust this to the time of the incident.

Speech to text

🎤 The application has speech to text functionality. Simply click into the field, then click on the micro-phone symbol and start speaking. The text will be automatically written in the selected field.

Selecting an Employee

Some fields will require you to select a UC employee. To do this, simply click on the field, then click on the + symbol on in the top right hand corner to search and select an employee. Once this person is selected. Click the ← to return to the report.

← Employee(s) injured or ill +

Samara Hodges   ✕

Changing the Business unit or Location

To update the business unit and location, simply click on the field and select either "Delete" or "Change", You will then be taken to a search page where you can search the person's name and select the correct option.

Attachments

Clicking on attachments will allow you to take a photo or video through the application or to attach a document already stored in your phone. Simply press the + symbol to add an attachment or use the X to remove the attachment.

← Attachments +

Attachments (1 items)

🖼 images.jpeg   ✕
4.49 KB

Submit

Click the submit button or click the ✓ to submit your report. You will be notified at this point if any mandatory fields haven't been completed. This will be submitted to your manager for further review.