

Prompt list for required minimum information that is expected to be included on/in common file types.

Attach means attach to electronic file or enclose in a hard file.

INFONET RELATED	NSI	NDI	Complaint	Proactive (alongside reactive)
Correct PCBU?	Y	Y	Y	Y
ABN confirmation	Y	Y	Y	Y
Site address updated on InfoNET	Y	Y	Y	Y
HSR contact	Y	Y	Y	Y
Inspection report 1 st visit (when inspection work is done)	Y	Y	Y	Y
Worksite visit entry for other visits	Y	Y	Y	Y
HRWL check where appropriate	Y	Y	Y	Y
Any email sent – note the content of and attach	Y	Y	Y	Y
Phone call entries - include brief note of what call was about	Y	Y	Y	Y
Notices issued - include compliance slips and evidence of compliance	Y	Y	Y	Y
Case conference & Record of outcome	Y	Y	Y	Y
Field Notes	Y	Y	Y	Y
Evidence collection entries and attach • photos / photo log • documents • (include receipt number when something was seized [s.175])	Y	Y	Y	Y
Investigation Summary • Tell the whole story without the reader having to refer to the body of the file and includes o Salient facts – e.g. who was affected and how, what happened, why it happened, what has been done to rectify etc • Have a beginning middle and end	Y	Y	Y	Y (brief summary only required)
Revise the Description* field on front page of the InfoNET job to clearly and accurately describe what the matter is about	Y	Y	Y	
Letter sent entries for any agency letters/emails sent + attach letter	Y	Y	Y	Y
Stakeholder engagement entry	Y	Y	Y	Y
Desktop audit when documents, photos evidence received	Y	Y	Y	Y
Investigation checklist updated asap at relevant intervals as the matter progresses	Y	Y		
Original notification from Help Centre	Y	Y	Y	
AFFECTED PERSON	NSI	NDI	Complaint	Proactive (non-campaign)
Spoken to them about their: • version of events • training / induction etc as relevant • have they seen any SOP/ risk assessment etc • their overall feel about the matter • notes of conversation; or • statement; or • dot points of any audio-recorded conversation if not formally written up as a statement	Y	Y		
Evidence the person has been contacted re file actions	Y	Y	Y	
OTHER DOCUMENTARY EVIDENCE	NSI	NDI	Complaint	Proactive (non-campaign)
Risk assessments (pre & post) e.g. activity / equipment / environment / process / control measures / containment etc.				Where relevant
SOP/SWMS/JSEA (pre & post)				Where relevant
Evidence of relevant workers knowledge of above 2 items				Where relevant
Training / retraining				Where relevant
PCBU Incident/Investigation				Where relevant

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PLANT EQUIPMENT STRUCTURES <i>(Additional info required as relevant to case in question)</i>	NSI	NDI	Complaint	Proactive (non-campaign)
Serial Number, Make, Model (plant/equipment)			Where relevant	
Manufacturer's book (plant/equip)			Where relevant	
Maintenance/Service records			Where relevant	
Certificate / Licence (forklift/crane)			Where relevant	
Engineer report (buildings)			Where relevant	
Evidence from competent person item is safe for use / entry etc			Where relevant	
OTHER	NSI	NDI	Complaint	Proactive (non-campaign)
Evidence that you have dealt with the actual incident / matters complained about	Y	Y	If relevant	

It is important to note the list above is what is recognised as the usual things expected to be on the above listed file types.

Further file content items will no doubt be required depending on the individual circumstances of each file with those items being relevant and specific to that individual file.