**INTRODUCTION**

**Orator** This short demonstration shows some of the features of the updated Annual Safety Assessment.

Thank you to everyone in schools and regional offices who helped with the design, review and testing of this new system.

**(0:17)** The Annual Safety Assessment is now available as an electronic reporting tool. The revised tool includes the following updates.

* Change from a work document to an Excel interactive template to facilitate data collection and analysis.
* Simplifying answers to yes/no or yes/no/not applicable.
* Moving the tool from paper reliant to being electronic with electronic submission via email.

**(0:49)** Let’s look at the new electronic annual safety assessment.

Here’s the cover page

Follow the blue arrows to see some of the important cover page features.

**(1:19)** Now we will open the live environment.

It’s very important to enable content for the tool to work.

Begin the ASA by completing your workplace identifiers and the date of assessment.

**(1:41)** Click on the first tab – communication and consultation to get started. Read the questions on the left, check against the guidelines provided and then use the drop down list to answer.

You can add notes alongside your responses.

**(2:11)** Once the section is complete return back to the cover page to track progress.

See the section status for communication and consultation is now complete as shown by the green bar.

**(2:22)** Continue through the ASA, clicking on each section until you reach the last section “leadership and governance”.

**(2:31)** The leadership and governance section is a different colour.

This section must be completed by the principal or Officer-in-Charge.

**(2:43)** Read through the questions, add notes, and answer using drop down lists.

**(3:16)** When you return to the results page you can see the progress of your ASA.

The graph, colour coding and score error indicates there is an error with your report.

**(3:33)** Luckily editing is easy.

Go back to the section, edit the content or fix errors.

**(3:49)** Jumping back to the results page, you can see the results are updated. The sections are complete and based ono the information put into the ASA and the weighting of the questions, there is an overall score of 78%.

**(4:11)** From the results page you can click on a button to go to a list of printable actions from this assessment.

**(4:15)** Here is a summary of actions.

You can refine the views using filter buttons.

Note the colour coding matches the priority assigned by the system.

Notes can also be added against actions.

**(4:33)** Head back to the results page and check to see your content is ready to review.

**(4:43)** Submit the completed ASA to the department’s Organisational Safety and Wellbeing unit via email.

**(4:53)** Clicking submit opens an email, populates the address, and attaches your ASA. You can leave a message.

**(5:05)** That was pretty easy.

Once submitted, go back to the tool and start working on your actions.

**(5:15)** We hope this video was useful.

Remember the department of Education has a 6th Value

Work safe, Learn safe, Be safe.