

Overview

This Work Instruction provides guidance on how to use the search and lookup functions in the RSHQ Portal. We will demonstrate this process using the incident 'Cases' module. This process is the same throughout the Portal.

Note: **Bold** words in the text refer to field, link, and button names within the Portal.

Prerequisites

When conducting a search, it is recommended that you use the wild card (*) at the beginning and end of the string of letters. This looks for the letter string in a sentence.

Procedure

In this example, we have accessed an incident record.

1. Using the search function

A search field appears next to the **Create Case** button.

Cases

Reference Number	Account	Topic	Event	Status	Incident Date ↓
INC-01021-H4G3N6	Portal Mine 1A	Electrical	Cable damage from electrical failure	Fact Finding	14/08/2024 11:52 PM

- As an example, using the * wildcard, type ***Fall of Ground*** into the search field and hit enter. All cases with an event type of **Fall of Ground** will be returned.

Cases

Reference Number	Account	Topic	Event	Status	Incident Date ↓
INC-01020-T4D7Z1	Portal Mine 1A	Gravity	Fall of ground on surface	Confirmation Required	14/08/2024 12:17 PM
INC-01018-MSL0S7	Portal Mine 1A	Gravity	Fall of ground on surface	Fact Finding	13/08/2024 7:45 AM

2. Using the lookup function

Using the first lookup function method we will complete the **Topic** and **Event** fields at the incident **Notification** stage.

- Click on **Create Case**.
- Scroll down to the **Topic** and **Event** field.
- Click on the **Topic lookup** icon to bring up the list of topics.

Additional details

What have you identified as the topic of this incident? *

This was previously known as Hazard class. A high-level grouping to categorise similar types of issues such as Environmental, Plant, Thermal, Vehicles, and tracked mobile plant. Only one Topic can be selected.

How many individuals were involved in this incident?

This number may include persons involved or injured in the incident, as well as direct or indirect witnesses.

What have you identified as the event of this incident? *

This was previously known as Hazard. A subcategory within each Topic providing more clarity on the general initiating event. Only one Event can be selected.

Option 1:

- Scroll through the list to locate your selection.
- Select the topic **Electrical** and click on the **Select** button.

Lookup records

Active Topics for Incidents

Search

Q

Choose one record and click Select to continue

✓	Name ↑
☐	Autonomous plant or equipment
☐	Biological
☐	Contaminant Exposure
☐	Electrical
☐	Environmental

Select

Cancel

Remove value

Work Instruction Using the search and lookup functions

Option 2:

- Using the * wildcard, type *Electrical* into the search field and hit enter to return the topic **Electrical**.
- Select the checkbox beside **Electrical** and click on the **Select** button.

Lookup records

Active Topics for Incidents

Electrical

Q

Choose one record and click Select to continue

✓	Name ↑
☒	Electrical

Select

Cancel

Remove value

- The **Topic** field will now show the topic **Electrical**.
- Click on the **Event** lookup icon.

Additional details

What have you identified as the topic of this incident? *

This was previously known as Hazard class. A high-level grouping to categorise similar types of issues such as Environmental, Plant, Thermal, Vehicles, and tracked mobile plant. Only one Topic can be selected.

Electrical

x

Q

What have you identified as the event of this incident? *

This was previously known as Hazard. A subcategory within each Topic providing more clarity on the general initiating event. Only one Event can be selected.

Q

How many individuals were involved in this incident?

This number may include persons involved or injured in the incident, as well as direct or indirect witnesses.

A list of events associated with the topic **Electrical** is now available for selection.

3. Searching for an **Event** based on **Topic** selection

Values for selection are often dependent on your previous selections.

Option 1:

- Locate the event **Cable damage from Electrical failure**.
- Select the checkbox beside the event and click on the **Select** button.

Lookup records

Active Events for Incidents

Search

Choose one record and click Select to continue

✓	Name ↑	Topic ↑
☐	Arc flash or blast	Electrical
☒	Cable damage from electrical failure	Electrical
☐	Cable damage from mechanical insult	Electrical
☐	Direct electric shock	Electrical
☐	Explosion protected equipment failure or defect identified	Electrical
☐	Failure of equipment or installation	Electrical
☐	Full or partial failure of communication system	Electrical
☐	Indirect electric shock	Electrical
☐	Other electrical event	Electrical

Select

Cancel

Remove value

Option 2:

- Use the wildcard search.

Lookup records

Active Events for Incidents

cable

Choose one record and click Select to continue

✓	Name ↑	Topic ↑
☒	Cable damage from electrical failure	Electrical
☐	Cable damage from mechanical insult	Electrical

Select

Cancel

Remove value