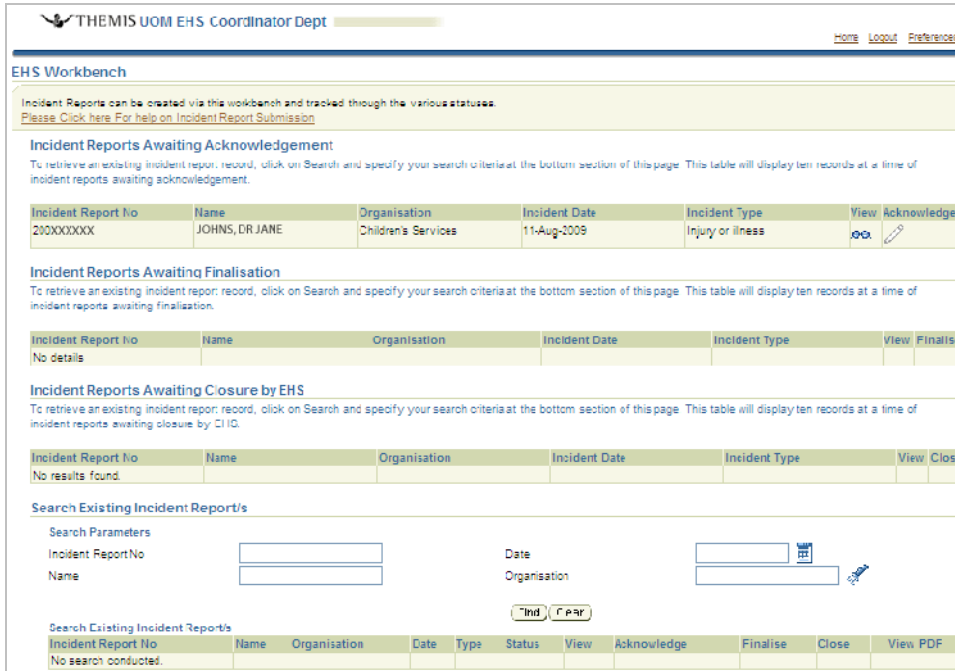



This quick reference card refers to features available to the **UOM EHS Coordinator Dept, UOM EHS Coordinator Dept & Below, UOM EHS Coordinator Dept & One Above** and **UOM EHS Incident Report Super User** responsibilities in Themis. Refer to <http://safety.unimelb.edu.au/tools/incident/manage/responsibilities> for further information.

Change the supervisor/nominated recipient of an EHS incident report

- 1 Log in to Themis using the **UOM EHS Coordinator Dept, UOM EHS Coordinator Dept & Below, UOM EHS Coordinator Dept & One Above** or **UOM EHS Incident Report Super User** responsibility.
- 2 Navigate to the responsibility menu for your EHS responsibility, then select the **Review status of existing incident report** function.

The EHS Workbench appears.

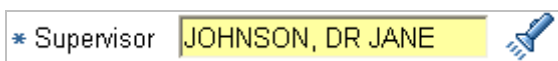



- 3 Locate the incident for which you wish to change the supervisor/nominated recipient or organisation. Review the incident report by selecting the glasses icon .

4 Changing the supervisor/nominated recipient

Navigate to the **Incident Details** screen by pressing the **Next** button twice.

The **Supervisor** field will be editable, and will contain the name of the current supervisor or nominated recipient.





- 5 Select and delete the text in the **Supervisor** field, then search for a new supervisor using the torch icon. 
Note: supervisors or nominated recipients must have a Themis profile that contains an email address. The injured person for an incident may not be selected as the supervisor.
- 6 Click the **Submit** button.

The Incident Report Confirmation screen will display. Confirmation emails will be sent to the reporter, the injured person (if different to the reporter) and the new supervisor.

Changing the organisation – for UOM EHS Incident Report Super User only

Note: the **Organisation** field controls which EHS Coordinators can access an incident. Organisation should only be changed in consultation with the Local EHS Practice Expert of the proposed new Organisation. Organisation should reflect the division/department with which the injured/involved person has the most relevant relationship for the purposes of the incident.

- 1 Log in to Themis using the **UOM EHS Incident Report Super User** responsibility and navigate to your **UOM EHS Incident Report Super User** workbench.
- 2 Review  the incident for which you wish to change the organisation.
 The **EHS Create New Incident Report** screen appears. On this screen, the **Organisation** field will be editable, and will contain the name of the current organisation.
- 3 Select and delete the text in the **Organisation** field, then search for a new organisation using the torch icon. 
- 4 Click the **Save** button.
- 5 Click the **Cancel** button to return to the workbench.