

# Actions

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- Using actions you can allocate tasks to address the concerns raised from the incident or investigation, or to action positive changes and suggestions.
- Only Managers, DSO's, and Health & Safety are able to allocate actions.
- These can be allocated to any team member. They will receive an email to notify them that they have been allocated an action, but it is still good practice to follow up with a conversation with that person about what's required.
- The due date specified will generate escalation emails:
  - **1 day before** the action is due, the person allocated the action will be notified.
  - When the action becomes **overdue**, the person who created the action will be notified.
  - When the action is **7 days overdue**, the manager of the person who has been allocated the action will be notified.
- **This does not replace BIEMs. If you need something to be resolved by Facilities Management, please continue to log a BIEMs request.**

