

Risk and Compliance Form Documentation

The risk and compliance form is a combination of two forms, with information forwarded and stored in the Risk and Compliance SharePoint site. The first is the incident reporting form found on the external website [here](#). The second is reporting done through SEQTA from staff.

Once a incident form is submitted on the external website, an email notification is sent to the WHS officer. The external form data is automatically forwarded into SharePoint using a Microsoft Flow, upon successful forwarding another email notification is sent to the WHS officer.

SEQTA data is imported manually at the end of each month by IT (via powershell script).

Accessing the full set of data

1. *Navigate* to the [Risk and Compliance Sharepoint site](#)



Related articles

- [Checking a File's Version History in SharePoint](#)
- [Navigating to a file location in the BrigHub Document Repository](#)
- [Uploading Documents to a BrigHub Document Repository](#)
- [Syncing a SharePoint Document Library](#)
- [SharePoint Alerts](#)