Government of **Western Australia**
Department of **Mines and Petroleum**
Resources Safety

Quick help guide to related communication for industries
(sending or receiving communications via SRS)

1. How do I access the Related Communication screen?

You can access the Related Communication screen from within any notification (Occurrence, Injury or Monthly Status Report) before or after it has been submitted.

From within the relevant notification, select the 'Related Communication' button located under the wizard step buttons and progress bar.
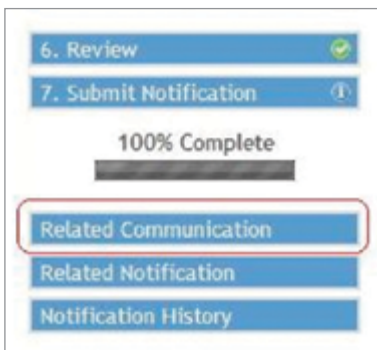
2. What is shown on the Related Communication screen?

The Related Communication screen displays a historical listing of relevant information and question/answers which have been logged against this notification. Queries and information entries can be logged by Industry users or Department of Mines and Petroleum staff.

Any queries or information entries on the Related Communication screen are displayed in 'collapsed' format. For each entry you can click the down arrow icon to expand and view details.

3. What type of related communications can I add to the notification?

You can add the following types of related communication.

Industry query

Use this topic if you want to ask a question with regards to the notification. This will also generate a task.

The task has the following pre-set details:

- Response required: Yes. DMP users will need to respond to the industry user promptly.
- Due date: Industry user should expect a response from DMP within five business days (system default).
- Reminder: Reminder Alert will be sent to DMP one business day (system default) before due date to respond to outstanding industry query.

Industry information

Use this topic if you want to advise the department of information that is related to the notification. Where possible, information related to the actual occurrence/injury should be recorded in the 'Other Information' screen of the main form before the notification is submitted.

4. How do I print all related communication?

Within the Related Communication screen, click on <Print>. This will print all related communications to PDF file. You will need Adobe Reader to be installed on your computer.


You may save or open the Pdf file which will include all communications in expanded mode, excluding drafts.

5. How do I reply to a communication?

You can open the communication via email, alerts on SRS Home page or via the related communication on the notification.

When the communication is open, within 'Links and Actions' section, click the 'Carry out Task-Reply' icon to respond.

Carry Out Task - Reply
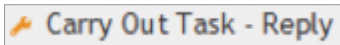
6. I have received an alert via the Notifications Manager. How do I forward the alert to a colleague?

You can open the communication via email, alerts on SRS Home page or via the related communication on the notification.

When the communication is open, within 'Links and Actions' section, click on 'View Task (Open)' to view the related task. In the pop-up box that appears, click on 'Manage Assignees' to assign this task to other colleagues. Select the appropriate colleague from the 'Assign Task to' list.

(Please note if the colleague is not listed - 'To' and 'Cc' recipient lists are populated according to the security roles of the same site and/or Company)

7. My query has been responded to by the Notifications Manager. How do I close the task?

As an industry user, the response received can be accessed via your email, alerts on SRS Home page or via the related communication on the notification.

If you have received a response from the Notifications Manager and your query is complete, under 'Links and Actions', click on 'Mark Task as Complete' to close the task.

Mark as Complete
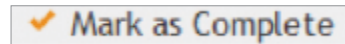
For more detailed information and a help guide on Related Communications (including Alerts and Tasks) refer to the Online Help in SRS.