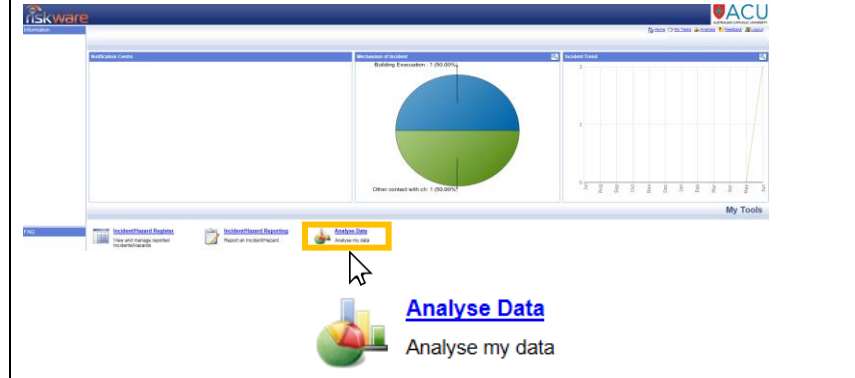
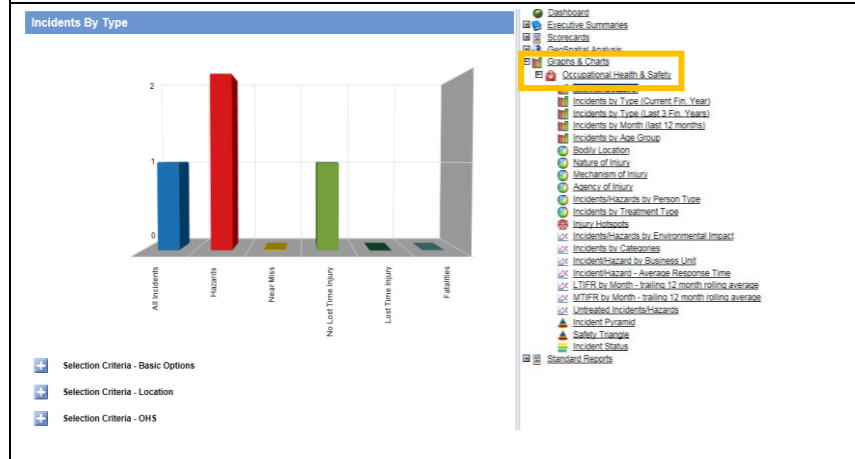

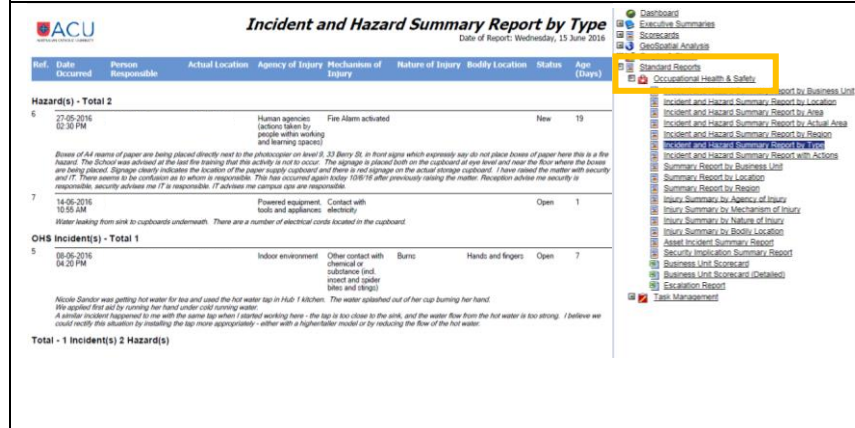



Generating a Summary Report within riskware

A summary of the incident and hazard reports, which have been logged by each organisational or functional unit or team, can be generated within **riskware**. This information can be used as a decision making tool within organisational unit or Faculty meetings (submitted at least, quarterly) and some of these treated risks (controls have been applied) may be placed on organisational unit or ACU risk registers. This capability to summarise and analyse incidents reports helps ACU to identify trends in incident data and prioritise the management of its most significant risks. This information should also be used to update Officers (a legal obligation) about hazards and risks which are present within their organisational unit.

Heads of School, Directors and Senior Officers have viewing access to the summary reports that are logged across their organisational unit or portfolio. Nominated Supervisors can view summary reports of the reports that were logged by their team members.

If Nominated Supervisors need to generate summary reports on behalf of their entire organisational unit, they should contact HR (hr@acu.edu.au/#4222) to obtain this higher level of reporting access within **riskware**.

What appears on screen	The information you should enter:																																																																																																				
 <p>Analyse Data Analyse my data</p>	<p>From the home page, select 'Analyse Data'</p>																																																																																																				
 <p>Incidents By Type</p> <ul style="list-style-type: none"> Dashboard Executive Summaries Scorecards Geographical Analysis Graphs & Charts Occupational Health & Safety Incidents by Type (Current Fin. Year) Incidents by Type (Last 3 Fin. Years) Incidents by Month (Last 12 months) Incidents by Age Group Body Location Nature of Injury Mechanism of Injury Agency of Injury Incidents/Hazards by Person Type Incidents by Treatment Type Injury Hotspots Incidents/Hazards by Environmental Impact Incidents by Category Incident/Hazard by Business Unit Incident/Hazard - Average Response Time LTI/FI by Month - trailing 12 month rolling average LTI/FI by Month - trailing 12 month rolling average Unsettled Incidents/Hazards Incident Pyramid Safety Triangle Incident Status Standard Reports 	<p>To review the various graphs and charts available, click on  to collapse the listing under 'Graphs & Charts' and then 'Occupational Health & Safety'.</p> <p>A number of graphs and charts can be viewed by clicking on the relevant item e.g. Incidents by Type.</p>																																																																																																				
 <p>Incident and Hazard Summary Report by Type Date of Report: Wednesday, 15 June 2016</p> <table border="1"> <thead> <tr> <th>Ref.</th> <th>Date Occurred</th> <th>Person Responsible</th> <th>Actual Location</th> <th>Agency of Injury</th> <th>Mechanism of Injury</th> <th>Nature of Injury</th> <th>Body Location</th> <th>Status</th> <th>Age (Days)</th> </tr> </thead> <tbody> <tr> <td colspan="10">Hazard(s) - Total 2</td> </tr> <tr> <td>6</td> <td>27-05-2016 02:30 PM</td> <td></td> <td></td> <td>Human agencies: (actions taken by people within working and learning spaces)</td> <td>Fire Alarm activated</td> <td></td> <td></td> <td>New</td> <td>19</td> </tr> <tr> <td colspan="10"><i>Boxes of A4 sheets of paper are being placed directly next to the photocopier on level 19, 23 Berry St. In front signs which expressly say do not place boxes of paper here this is a hazard. The School was advised of the fact the starting that this activity is not to occur. The signage is placed both on the cupboard of one level and near the floor where the boxes are being placed. Signage clearly indicates the location of the paper nearby cupboard and there is no signage on the actual storage cupboard. I have raised the matter with security staff. These signs to be confirmed as to whom is responsible. This has occurred again today 10/6/16 after previously raising the matter. Reception advise the security is responsible, security advise me IT is responsible, IT advise me campus ops are responsible.</i></td> </tr> <tr> <td>7</td> <td>14-06-2016 10:55 AM</td> <td></td> <td></td> <td>Powered equipment: Contact with tools and appliances: electricity</td> <td></td> <td></td> <td></td> <td>Open</td> <td>1</td> </tr> <tr> <td colspan="10"><i>Water leaking from sink to cupboards underneath. There are a number of electrical cords located in the cupboard.</i></td> </tr> <tr> <td colspan="10">OHS Incident(s) - Total 1</td> </tr> <tr> <td>5</td> <td>09-06-2016 04:10 PM</td> <td></td> <td></td> <td>Indoor environment: Other contact with chemical or substance (incl. insect and spider bites and stings)</td> <td>Burns</td> <td>Hands and fingers</td> <td></td> <td>Open</td> <td>7</td> </tr> <tr> <td colspan="10"><i>Nicole Sander was getting hot water for tea and used the hot water tap in Hub 1 kitchen. The water splashed out of her cup burning her hand. We applied first aid by running her hand under cold running water. A similar incident happened to me with the same tap when I started working here - the tap is too close to the sink, and the water flow from the hot water is too strong. 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What Appears on Screen

The information you should enter

The screenshot shows the 'Business Unit Level' selection screen with a dropdown menu set to 'Please Select a Level --'. Below it is the 'Incident and Hazard Summary Report by Business Unit' interface. The report is for 'Faculty of Health Sciences' and shows 0 incidents and 1 hazard. The hazard details include a fire alarm activation on 02-09-2016 at 02:30 PM, caused by a person leaving a fire alarm system on. Another incident on 14-09-2016 at 10:55 AM involves a person getting water on their hand and using a hot water tap, resulting in a burn to the hand.

Some reports will require a Business Unit (Organisational unit) level to be selected. The levels, for a School, are classified as:

- Level: 1 Australian Catholic University
- Level 2: Provost/Deputy Vice Chancellor
- Level 3: Faculty
- Level 4: School

For example, if Level 3 is selected, the summary report will display the details and types of incident and hazard reports for each Faculty.

To generate reports for organisational units, within the Chief Operating Officer's portfolio, the following options should be chosen:

- Level 1: Australian Catholic University
- Level 2: Chief Operations Officers
- Level 3: Directorate
- Level 4: Organisational unit within Directorate

The screenshot shows the 'Selection Criteria' configuration screen for 'Graphs & Charts Appearance'. It includes sections for 'Date Range', 'Date Logged', and 'Status'. The 'Date Range' section has dropdowns for 'Period', 'Start period', and 'End period'. The 'Date Logged' section has similar dropdowns. The 'Status' section has checkboxes for 'New', 'Open', and 'Closed'. There is also a 'Custom Title' field for overriding the default title for graphs and reports.

For each Graph & Chart or Summary Report option, the selection criteria can be altered to adjust the date range, report status, risk ratings e.g. greater than or equal to 'High' etc.

If you want to view all of these relevant reports, click on the Closed box, below Status