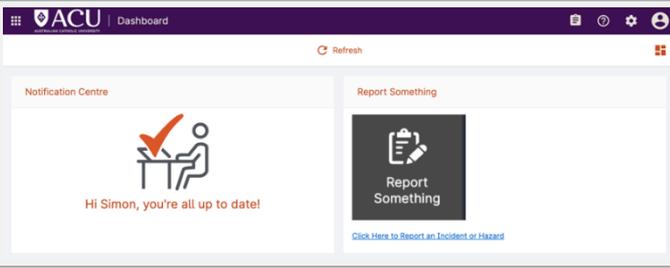
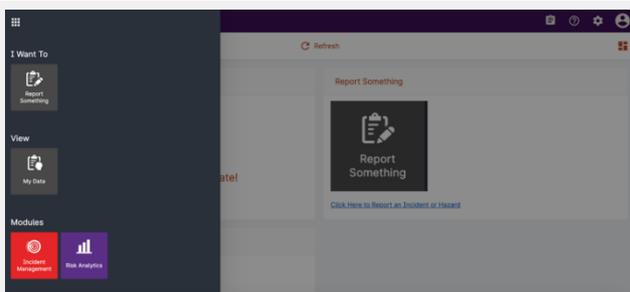
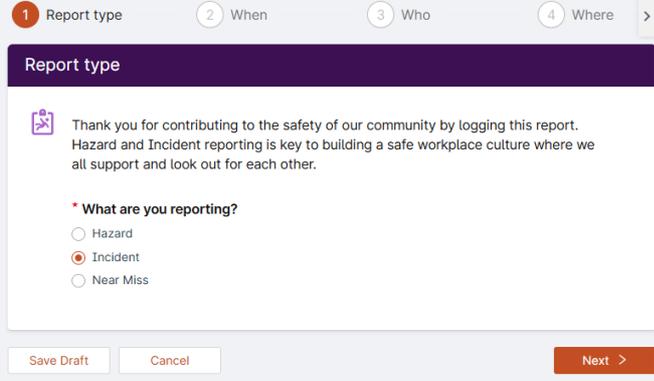


Reporting an Incident (including near miss)

When logging a report of an incident, near miss or injury in **Riskware**, you must include enough detail to support Nominated Supervisors, Course Coordinators and/or relevant staff members to determine has occurred and contributing factors to the incident. Attach photos to the report (if possible) to support staff members to identify these casual factors and take actions to reduce the risk that a similar incident will occur.

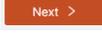
What appears on screen	Instructions
 <p>The screenshot shows the ACU Dashboard. On the left is a 'Notification Centre' with a message: 'Hi Simon, you're all up to date!'. On the right is a 'Report Something' button with a clipboard icon and a link below it: 'Click Here to Report an Incident or Hazard'.</p>	<p>Step 1:</p> <p>To report an Incident, click on Report Something on the dashboard.</p> <p>Alternatively, click on the nine dots in the top-left corner to open the quick view menu. This is explained further in Step 2. Otherwise, skip to Step 3.</p>
 <p>The screenshot shows the quick view menu on the left side of the dashboard. The 'Report Something' option is highlighted in the 'I Want To' section.</p>	<p>Step 2:</p> <p>Click on Report Something.</p>
 <p>The screenshot shows the 'Incident and Hazard Report' page. A large purple box with a lightning bolt icon and the text 'Incident and Hazard Report' is centered on the page.</p>	<p>Step 3:</p> <p>Click on the Incident and Hazard Report box.</p>
 <p>The screenshot shows the 'Report type' selection form. At the top are navigation buttons: 'Back', 'Save Draft', 'Submit', and 'Print'. Below are four steps: '1 Report type', '2 When', '3 Who', and '4 Where'. The 'Report type' section contains a message: 'Thank you for contributing to the safety of our community by logging this report. Hazard and Incident reporting is key to building a safe workplace culture where we all support and look out for each other.' Below this is the question '* What are you reporting?' with three radio button options: 'Hazard', 'Incident' (which is selected), and 'Near Miss'. At the bottom are 'Save Draft', 'Cancel', and 'Next >' buttons.</p>	<p>Step 4:</p> <p>Click on Incident/Near Miss to report an Incident or a Near Miss.</p> <p>Click Next > to move to the next page.</p>

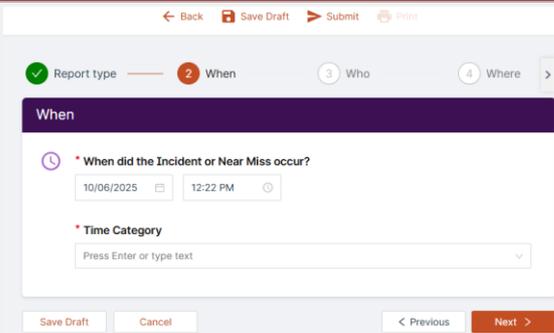
What appears on screen

Instructions

Step 5:

Enter the date and time that the Incident or Near Miss occurred.

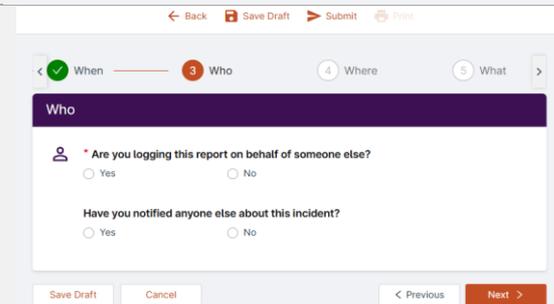
Click  to move to the next page.



The screenshot shows the 'When' step of a reporting process. At the top, there are navigation buttons: 'Back', 'Save Draft', 'Submit', and 'Print'. Below these are four progress indicators: 'Report type' (checked), 'When' (active), 'Who', and 'Where'. The main content area is titled 'When' and contains two sections: '* When did the Incident or Near Miss occur?' with a date field set to '10/06/2025' and a time field set to '12:22 PM', and '* Time Category' with a dropdown menu. At the bottom, there are buttons for 'Save Draft', 'Cancel', '< Previous', and 'Next >'.

Step 6:

Indicate whether you are submitting this report on behalf of someone else and if you have informed anyone else about the incident.



The screenshot shows the 'Who' step of a reporting process. At the top, there are navigation buttons: 'Back', 'Save Draft', 'Submit', and 'Print'. Below these are five progress indicators: 'When' (checked), 'Who' (active), 'Where', and 'What'. The main content area is titled 'Who' and contains two sections: '* Are you logging this report on behalf of someone else?' with 'Yes' and 'No' radio buttons, and 'Have you notified anyone else about this incident?' with 'Yes' and 'No' radio buttons. At the bottom, there are buttons for 'Save Draft', 'Cancel', '< Previous', and 'Next >'.

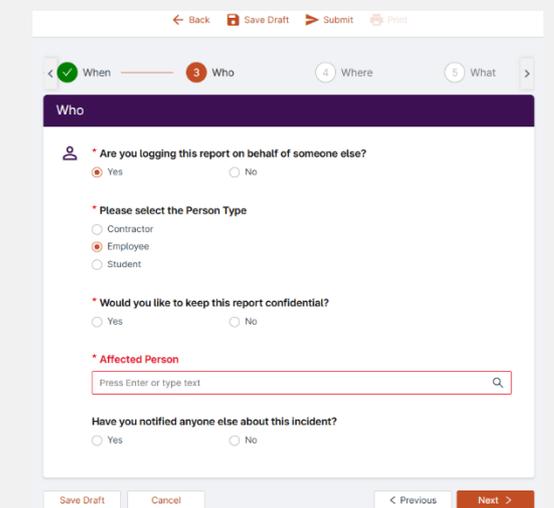
Step 7:

If you select '**Yes**' for the question 'Are you logging this report on behalf of someone else?', the system will prompt you to choose a Person Type, specify whether you want to keep the report confidential, and input the Affected Person.

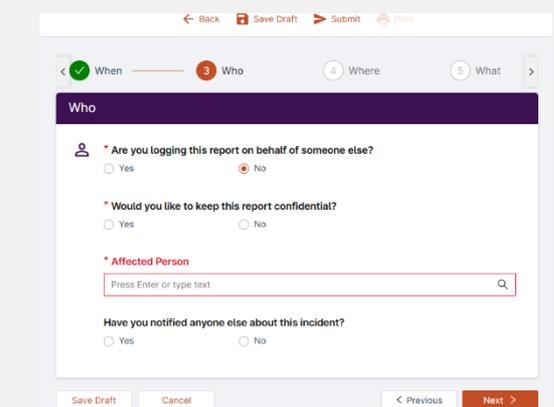
If you select '**No**', the system will prompt you to specify whether you want to keep the report confidential, and it will ask you to input the Affected Person.

If you select '**Yes**' for the question 'Would you like to keep this report confidential?', the system will display an alert confirming your selection and informing you that your report will be assigned to the Safety and Wellbeing team for review and action.

If you select '**No**', the system will automatically assign the report to your supervisor for review and action.



The screenshot shows the 'Who' step of a reporting process. At the top, there are navigation buttons: 'Back', 'Save Draft', 'Submit', and 'Print'. Below these are five progress indicators: 'When' (checked), 'Who' (active), 'Where', and 'What'. The main content area is titled 'Who' and contains four sections: '* Are you logging this report on behalf of someone else?' with 'Yes' selected; '* Please select the Person Type' with 'Contractor', 'Employee' (selected), and 'Student' options; '* Would you like to keep this report confidential?' with 'Yes' and 'No' radio buttons; and '* Affected Person' with a text input field. At the bottom, there are buttons for 'Save Draft', 'Cancel', '< Previous', and 'Next >'.



The screenshot shows the 'Who' step of a reporting process. At the top, there are navigation buttons: 'Back', 'Save Draft', 'Submit', and 'Print'. Below these are five progress indicators: 'When' (checked), 'Who' (active), 'Where', and 'What'. The main content area is titled 'Who' and contains three sections: '* Are you logging this report on behalf of someone else?' with 'No' selected; '* Would you like to keep this report confidential?' with 'Yes' and 'No' radio buttons; and '* Affected Person' with a text input field. At the bottom, there are buttons for 'Save Draft', 'Cancel', '< Previous', and 'Next >'.

What appears on screen

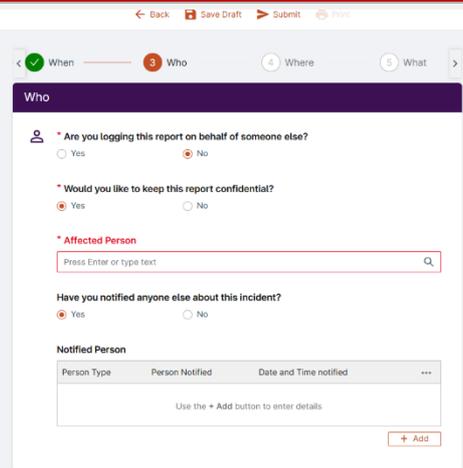
Instructions

Step 8:

If you select 'Yes' for the question 'Have you notified anyone else about this incident?', the system will prompt you to enter the Notified Person's details in a table format. Select 'Add' in the bottom right-hand corner and fill in the necessary details.

If you select 'No', you will not be required to enter in any additional information.

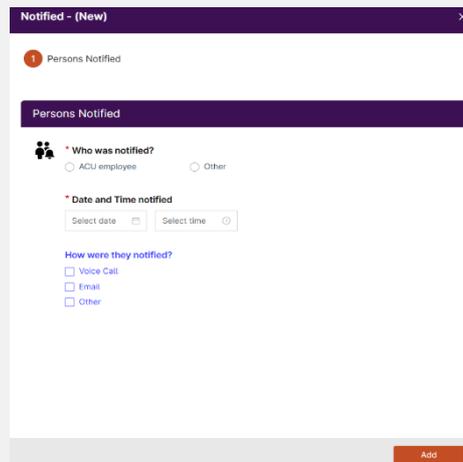
Click  to move to the next page.



The screenshot shows the 'Who' step of a reporting process. At the top, there are navigation buttons: 'Back', 'Save Draft', 'Submit', and 'Print'. Below this is a progress bar with five steps: 'When' (checked), 'Who' (active), 'Where', and 'What'. The main content area is titled 'Who' and contains the following questions and options:

- Are you logging this report on behalf of someone else?**
 Yes No
- Would you like to keep this report confidential?**
 Yes No
- Affected Person**
Press Enter or type text
- Have you notified anyone else about this incident?**
 Yes No

Below these questions is a table for 'Notified Person' with columns for 'Person Type', 'Person Notified', and 'Date and Time notified'. A '+ Add' button is located at the bottom right of the table.



The screenshot shows the 'Notified - (New)' step. At the top, there are navigation buttons: 'Save Draft', 'Cancel', '< Previous', and 'Next >'. Below this is a progress bar with five steps: 'When', 'Who' (checked), 'Where', and 'What'. The main content area is titled 'Notified - (New)' and contains the following questions and options:

- Who was notified?**
 ACU employee Other
- Date and Time notified**
Select date [calendar icon] Select time [clock icon]
- How were they notified?**
 Voice Call
 Email
 Other

An 'Add' button is located at the bottom right of the form.

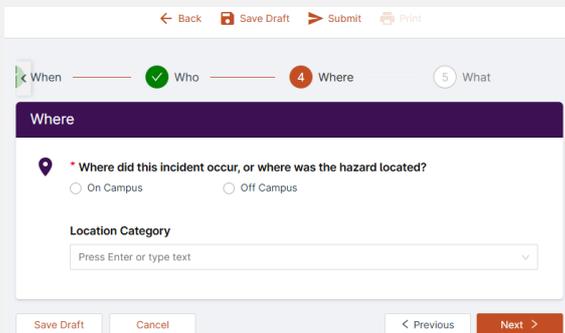
Step 9:

Select whether the incident has occurred on campus or off campus. Use the drop-down menu to select the location category.

If you select 'On Campus', you will be prompted to enter the On Campus Location.

If you select 'Off Campus', you will be prompted to enter the Off Campus Location.

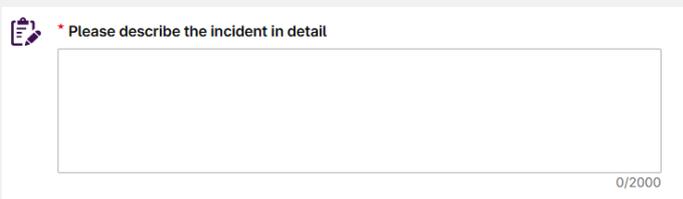
Click  to move to the next page.



The screenshot shows the 'Where' step of a reporting process. At the top, there are navigation buttons: 'Back', 'Save Draft', 'Submit', and 'Print'. Below this is a progress bar with five steps: 'When', 'Who' (checked), 'Where' (active), and 'What'. The main content area is titled 'Where' and contains the following questions and options:

- Where did this incident occur, or where was the hazard located?**
 On Campus Off Campus
- Location Category**
Press Enter or type text

At the bottom, there are navigation buttons: 'Save Draft', 'Cancel', '< Previous', and 'Next >'.



The screenshot shows the 'Please describe the incident in detail' step. It features a large text area for entering details. At the bottom right of the text area, there is a character count: '0/2000'.

Step 10:

Describe the incident in as much details as possible.

What appears on screen	Instructions
<p>Please advise what actions were taken following report of the incident / hazard by you or another person</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">0/2000</p>	<p>Step 11:</p> <p>Describe in detail what actions were taken following the report of the incident. You should provide enough detail in these fields to support nominated supervisors and other relevant staff to identify exactly where, what and how the incident occurred.</p>
<p>What was the work or activity being undertaken at the time of the incident?</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">0/2000</p>	<p>Step 12:</p> <p>Describe in detail the work or activity that was being carried out at the time of the incident.</p>
<p>* Was there any damage to Property or Asset?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please provide a brief description of the damage to the property or asset</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">0/2000</p> <p>* Was there any damage to Property or Asset?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Step 13:</p> <p>Select if there was any Property or Asset damage.</p> <p>If you select 'Yes', you must provide a description of the damage to the property or asset.</p> <p>If you select 'No', you will not be required to enter in any additional information.</p>
<p>* Did an injury or illness occur?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Injury Details</p> <p>* Select the most significant injury or illness sustained</p> <div style="border: 1px solid #ccc; padding: 2px;">Press Enter or type text</div> <p>* Select the Mechanism of Injury</p> <div style="border: 1px solid #ccc; padding: 2px;">Press Enter or type text</div> <p>* Select the part of the body most affected</p> <div style="border: 1px solid #ccc; padding: 2px;">Press Enter or type text</div> <p>* Select the side of the body affected</p> <p><input type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Both <input type="radio"/> Not Applicable</p> <p>Enter any further details about the Injury or Illness</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">0/2000</p> <p>* Was First Aid administered?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>* Was Medical Treatment provided?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>* Did an injury or illness occur?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Step 14:</p> <p>Select if an injury or illness occurred.</p> <p>If you select 'Yes', you must provide the Injury/Illness details and ensure all questions with a red asterisk are completed.</p> <p>If you select 'No', you will not be required to enter in any additional information.</p>

What appears on screen

Instructions

Step 15:

Select if there were any witnesses.

If you select **'Yes'**, the system will prompt you to enter the witnesses details in a table format. Select **'Add'** in the bottom right-hand corner and fill in the necessary details.

If you select **'No'**, you will not be required to enter in any additional information.

*** Were there any witnesses?**

Yes No

Witness Details

Witness Type	Witness	Phone Number	...
Use the + Add button to enter details			

[+ Add](#)

Witness Details - (New) ×

1 Untitled Label

Untitled Label

*** Select the type of witness**

ACU Employee or Student Other

*** Search for the witness**

Press Enter or type text

Title

Email

[Add](#)

Please add any photos or documents that are relevant



Click or drag files to this area to upload

[Save Draft](#)

[Cancel](#)

[< Previous](#)

[Submit](#)

Step 16:

If applicable, attach any relevant files, such as photos, previous incident reports, or maps.

Please add any photos or documents that are relevant



Click or drag files to this area to upload

[Save Draft](#)

[Cancel](#)

[< Previous](#)

[Submit](#)

Step 17:

After completing all steps, click the Submit button to finalize the reported incident. You will receive a confirmation email once the incident has been logged, followed by a notification when the report has been resolved.



Thank you, Mia.

Your details have been recorded successfully.

Your reference number is
27

[View details](#) [Add new](#) [Go to register](#)