
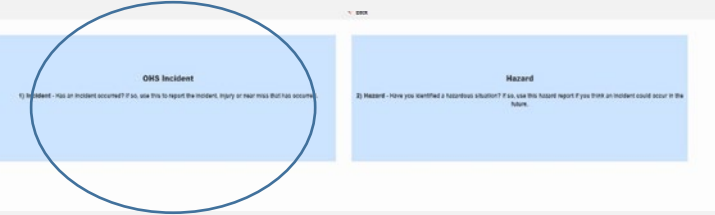
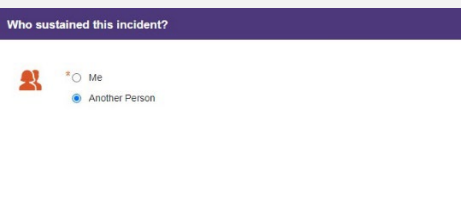
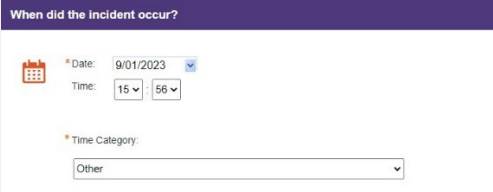
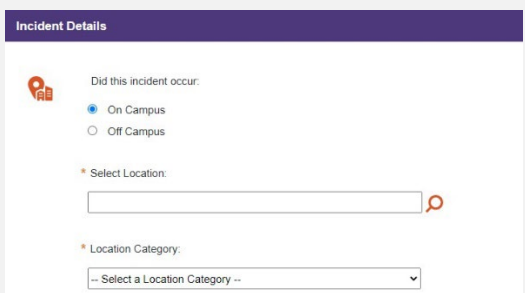



# Reporting an incident, including injuries

When logging a report of an incident, near miss or injury in *riskware*, including enough detail so that Nominated Supervisors, Course Coordinators and/or relevant staff members can determine what 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><b>Step 1:</b></p> <p>Click on the Incident/Hazard Reporting – Report an Incident/Hazard.</p>
	<p><b>Step 2:</b></p> <p>Select 'OHS Incident' in order to report an injury which has affected you or another person. Also, use 'OHS Incident' to report a near miss which is an event which could have caused an injury.</p>
	<p><b>Step 3:</b></p> <p>Who did the incident affect? If someone has gone for further treatment you may log the incident on their behalf.</p>
	<p><b>Step 4:</b></p> <p>Enter the date and time of the incident and the time category e.g. did the incident occur during business hours or was it during a lunchbreak?</p>
	<p><b>Step 5:</b></p> <p>Enter the details of the incident starting with the location of the incident. Use the  icon to select the relevant campus location. Use the dropdown box to select the appropriate location category.</p>

## What appears on screen

### Location Details:

Enter any further location details (if Maps Interface used, Map Location Address will be populated).



\* What was the work or activity being undertaken at the time of the incident?

What work/activity was being done at the time of the incident? I.e. driving, lifting boxes, typing etc.



\* Describe the incident with as much detail as possible:

Describe the incident with as much detail as possible. What exactly were you doing? What exactly happened? What process, product, chemical or equipment was involved? What was the outcome? Please do not include personal information unless required.



### Details of person who sustained the incident:



\* Person Type:

-- Please select a type of person --

*Search the database for this person before entering details*

\* First Name:



Middle Name:


\* Surname:

ID Number:

Title:

## Instructions

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.

Click  to move to the next page.

### Step 6:

1. Select the Person Type from the dropdown boxes
2. For employees you may search and select the person from the staff database. Otherwise, enter the persons details in the spaces provided.
3. Fill in the relevant Emergency contact details for the individual if applicable.

## What appears on screen

## Instructions

Phone/Ext:

Email:

Mobile:

Date of Birth:

Date of Birth

Gender:

- Male  
 Female  
 Unknown/Intersex/Unspecified

Home Address:

Country:

State:

Post Code:

Suburb:

Home Phone:

Fax:

### Emergency Contact Details

Name:

Phone:

### Did an injury/illness occur?



- No  
 Yes

### Step 7:

Select if an injury/illness occurred.

## What appears on screen

## Instructions

**Witness Details:**

No  
 Yes

Witness Details (include name and phone number if known)

Check the tickbox and enter the names, addresses, phone numbers and any other relevant information for all witnesses.  
Eg. John Smith – 123 Apple Road, 1400 010 020

**Step 8:**

If there was a witness, please provide their details (if known) to support Nominated Supervisors and others to identify Contributing Factors (causes) to the incident.

**Was there any asset/property involved/damaged?**

No  
 Yes

Company Asset/Property  
 Contractor or Third Party Asset/Property

Description of damage:

If you have selected any of the above options for asset/property involved in the incident, please provide a detailed description of any damages incurred.

**Step 9:**

If any property or assets were involved or damaged as a result of the incident please provide details of the actual damage. For example, if a colleague trips on a step that has a raised tread, select 'yes' and the actual damage would be listed as 'raised stair tread'.

Click to move to the next page.

**Incident Classification:**

Identify what occurred (Mechanism):

-- Please select the most severe incident type --

\* What was the most significant cause (Breakdown Agency):

-- Please select the most severe possible cause --

**Step 10:**

Using the dropdown menu, select the most appropriate action or activity that contributed to the incident and the most appropriate object, substance or circumstance that caused the injury.

**Assign to:**

Select Yes if you don't want your Nominated Supervisor to be informed of this confidential incident.

No  
 Yes

\* Manager/Supervisor:

Brett Carroll

**Step 11:**

Your Nominated Supervisor's details have been prepopulated within the report. If you need to allocate the report to someone else, use the magnifying glass icon, enter the staff member's details and click search and select. The staff member will receive a notification email which prompts them to follow up with an investigation and to develop an Action Plan to prevent reoccurrence.

If you do not want your Nominated Supervisor to be notified, select "yes" and enter the details of why the incident is confidential.

**Who was notified of this Incident?**

Staff:

Date: 13/01/2023 Time: 15 : 19

Contractor/Visitor/Other:


Date: 13/01/2023 Time: 15 : 19

**Step 12:**

Enter the details of anyone else that has been notified of the incident and when.

## What appears on screen

Attachment



Attachment Type	Document Description	File Name	Date Uploaded	Uploaded By
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### You are about to submit an Incident

To complete this process, please follow the instructions below


## Instructions

### Step 13:

Attachments can be added to the incident report to assist Nominated Supervisors to identify what factors contributed to the incident. You may attach photos, previous incident reports, maps, etc.

Click  to move to next page.

### Step 14:

Click on the  button to finalise the reported incident. A confirmation email will be sent to you and your Nominated Supervisor once you have submitted the report.