# Reporting an Incident

This guide is designed to assist staff and students to report an incident using the Riskware system. Please complete the Notification screen with as much information as possible.

<table>
<thead>
<tr>
<th>On Screen</th>
<th>Information to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Riskware Login" /></td>
<td>Log into Riskware using your UWA ID and password (Pheme access)</td>
</tr>
<tr>
<td><img src="image" alt="Incident/Hazard Reporting" /></td>
<td>Click the Incident/Hazard Reporting icon and click on Incident</td>
</tr>
<tr>
<td><img src="image" alt="Multiple Incident Types" /></td>
<td>Select multiple event types if more than one incident type occurred. E.g. If there was a spill that damaged the environment and injured a person. You would select: Environment and People</td>
</tr>
<tr>
<td><img src="image" alt="Me vs Another Person" /></td>
<td>If you are reporting on behalf of another person please select “another person”.</td>
</tr>
<tr>
<td><img src="image" alt="Incident Date" /></td>
<td>Enter the date, time and time category that the incident occurred.</td>
</tr>
<tr>
<td><img src="image" alt="Event Details" /></td>
<td>Select the sub event type from the drop down box.</td>
</tr>
<tr>
<td><img src="image" alt="Location Details" /></td>
<td>Enter the specific location details of where the incident occurred. Click the icon to perform a search of the relevant location. The Find Location pop up box will appear. Use the drop down box to select a location. E.g. Guild Village Campus. The text box can be used to enter specific location information</td>
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</tbody>
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**Riskware – Reporting an Incident**

Published: July 2019  
Version 1  
Authorised by: Safety Health and Wellbeing  
Review: July 2023  
Page 1 of 5  
Uncontrolled when printed. The current version is available on the Safety Health and Wellbeing website
### Reporting an Incident

**What was the work or activity being undertaken at the time of the incident?**
- **Work Activity Category:** Other
- **Walking from the library to the guild village**

**Describe the incident with as much detail as possible:**
I was walking from the library to the Guild Village when I tripped on a raised brick near the entrance to the Co-op bookshop. I tried to break my fall with my arms and landed on my wrist spraining it.

**Did an injury/illness occur?**
- No
- Yes

**Did the activity you were doing at the time require specific Skills, Training or Certification?**
- No
- Yes
- Unknown

**Witness Details:**
- No
- Yes

**Witness Details (include name and phone number if known):**

If there was a witness please select Yes. Look up UWA staff and students by clicking on the icon. If the witness was an external person, please provide their details (name and contact information) in the text box.

**Was there a vehicle involved?**
- No
- Yes

**Registration number:**

Select if a vehicle was involved, if applicable to the incident.

**Does this incident have an impact on the environment?**
- No
- Yes

**Identify the impact on the environment?**
- Select the most severe environmental impact
- Describe the Actual Impact on the environment

Select yes if the incident have an impact on environment, and select the impact from the drop down box. Enter a description of the impact into the text box.

**Do you believe you were sufficiently trained/qualified in the task?**
- Yes
- No

Select if you were sufficiently trained/qualified in the task.
Experience in the task being carried out when the incident occurred:

<table>
<thead>
<tr>
<th>Years</th>
<th>Months</th>
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<tbody>
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<td></td>
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</table>

Enter the number of years and months experience in the task at the time of the incident.

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 --

Select the most appropriate mechanism and causes that contributed to the incident from the drop down box.

Injury/Illness Classification:

- Identify the type of injury or illness sustained (Nature) (select the most severe):
  Lacerations, bruises, wounds (including crushing, amputation)

- What part of the body was/is most affected (Bodily Location) (select the most severe):
  Hands and fingers

Select the most appropriate Nature of Injury and Bodily Location. Provide further detail of the injury in the text field.

Injury Details:

Describe the injury in detail:

Sprained right wrist

Assign your Manager/Supervisor to manage the incident.

- If the person who appears here automatically is not your Manager/Supervisor, please select the correct person by clicking on the magnifying glass icon.
- If you DO NOT want your Manager/Supervisor to be notified please select Yes and a confidential incident will occur. You will be prompted with a confidentially statement and the incident will be assigned to the Safety Health and Wellbeing team.

Do you require that this incident remains confidential from your supervisor/manager?

- Yes
- No

Manager/Supervisor:

Notify your local Health and Safety Representative:

HS Representative:

Click the magnifying glass icon to notify your Safety and Health Representative via email. Your local SHR can be found on the SHR list.
Enter the details of people who have been informed of the incident.

Use the attachment function to add images, document or other media that may assist with the investigation and action plan for the incident.

Enter all the treatment for injury/illness questions and provide as much detail as possible in the free text box if applicable.

Select whether you wish to seek medical treatment for your injury.

Select whether a Lost Time Injury Occurred (LTI). If less than 1 whole working day was lost please select No Lost Time From Work.
Lodgement of Worker Compensation Claim:

- Do you wish to lodge a Worker Compensation Claim for this injury?
  - No
  - Yes

- Has a Workers’ Compensation Medical Certificate been issued?
  - No
  - Yes

Select whether a Workers’ Compensation Medical Certificate has been issued and if you intend to pursue a Workers Compensation Claim.

What immediate action, if any, has been taken?

Describe the immediate action taken after the incident occurred in the free text box.

What further action do you recommend?

Provide details of any further recommended actions (if any).