# THE UNIVERSITY OF WESTERN AUSTRALIA
*SEEK WISDOM*

## Quick Reference Guide - Hazard and Incident Reporting for Managers and Supervisors

This guide will help you navigate your way around the functions that you will use when managing hazards and incidents in your role as a supervisor or manager at The University of Western Australia

## Home page

**Notification Centre**

You have 1 Task to perform.
You have 2 New Incidents.

The notification centre lists your new incidents and hazards

Click either link to access Incident/Hazard Register

**Mechanism of Incident**

Body stressing from l: 2 (11.11%)
Being hit or bitten b: 2 (11.11%)
Body stressing from r: 2 (11.11%)
Striking objects with: 2 (11.11%)
Falls, trips and slip: 10 (55.56%)

**Incident Trend**

*The two graphs above provide a summary of your incident data*

**Incident/Hazard Register**
View and manage reported Incidents/Hazards

**Click to view and manage incidents and hazards**

**Hazard & Incident Reporting**
Hazard & Incident Reporting

**Click to report an incident or hazard**

**Analyse Data**
Analyse my data

**Click to analyse your local incident data**

## Incident/Hazard Register – Common Buttons

**View Details**
Provides details of submitted hazards/ incidents and allows for editing, inviting and investigating (see over page)

**Enter Action Plan**
Close out hazards/incidents by entering your Action Plan control measures (see over page)

**Invite**
Invite others to view incident /hazard

**Transfer**
Transfer a particular incident/hazard to another person

**Delegation**
Delegate the management of hazards and incidents to your safety officer

**Investigate**
Enter investigation details

**Print**
Print information

**Cancel**
Cancel incident/hazard

**Manage** all incidents/hazards assigned to you

**View** all incidents/hazards reported by you, open or closed

**View all** incidents/hazards reported by your department, open or closed

Back | New | Refresh | Delegation | Export | Help

**Assigned Incidents/Hazards**

Assigned Incidents/Hazards | My Incidents/Hazards | Department Register

Open | Closed | All | For Review | Show me [3] items per page | All

Invite | Print | Investigate | Transfer | Cancel

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**NEW - YOU NEED TO ENTER YOUR ACTION PLAN**
Date: 04/07/2017
Type: Near Miss
Status: New

View Details
Enter Action Plan

had an incident

**You need to complete an Action Plan for every hazard or incident (see over page for more). When completing an action plan you will be prompted to enter the immediate action you took after being informed of the incident or hazard.**

## Action Plan Steps

**Step 1** - you will be prompted to enter the immediate action you took after being informed of the incident or hazard

Enter the immediate action you took after being notified of the incident:

**Step 2-** Rate the risk level at the time the hazard or incident occurred. If the level of risk is high or very high at this step, you must undertake an investigation (see below*).



Rate the level of Risk (Consequence X Likelihood) at the time of this Incident:

**Step 3** - In this step, select the most appropriate contributing factor from the drop down menu, and provide a description in the text below. Then select the most appropriate control measure from the next drop down menu and provide details below. To add more contributing factors or control measures, click on the green cross at the bottom of each window.



**Step 4 -** You will also be asked to rate the level of Risk (Consequence X Likelihood) after the appropriate Control Measures are put in place. Once you have done this, click the submit button.

## View Incident/Hazard Details

Attach document to incident/hazard

Add a note to the incident/hazard

Invite others to assist in developing the action plan or investigate an incident



Enter your Action Plan
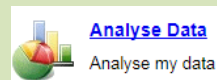
Edit incident/hazard

Enter investigation details

## Undertake Investigation

If the level of risk prior to any control measures being taken is estimated as high or very high, you must undertake an investigation. Click on the investigation button and enter details of the investigation as prompted.

## Reporting Analysis

An extensive number of reports are available to analyse your business unit data under the 'Analysis' or 'Analyse Data' tabs. Data can be exported and filtered as required. Recommended templates include:

- Incident and hazard summary report by business unit
- Incident and hazard summary report with actions
- Health and safety executive summary.



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