



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](#).

**Mechanism of Incident**

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

**Incident Trend**

Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Count	0	0	1	0	0	0	1	0	7	0	9	7

Click either link to access Incident/Hazard Register

The notification centre lists your new incidents and hazards

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

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

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

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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:

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain Will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)	Medium	High	High	Very High	Very High
	Likely Will occur in most circumstances when the activity is undertaken (10 to 90% chance of occurring)	Medium	Medium	High	Very High	Very High
Possibility	Might occur when the activity is undertaken (1 to 10% chance of occurring)	Low	Medium	Medium	High	Very High
	Unlikely Could happen at some time when the activity is undertaken (1 to 20% chance of occurring)	Low	Low	Medium	High	High
Rare May happen in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)	Low	Low	Low	Medium	High	

**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.

Can this Risk be eliminated?  Yes  No

Eliminate - Whenever possible you must eliminate the Risk. This is the most preferable solution.

Start at the top of this list and select one or more controls you will put in place:

Contributing Factor	Control Measure*	Target Completion Date*	Person Responsible*	Actual Completion Date
Identified Contributing Factor(s) that led to the incident	Start at the top of this list and select one or more controls you will put in place.	Enter your anticipated date for completion	Who is responsible for implementing this Control?	Tick the checkbox when complete
1 Behavioural Causes Equipment not used correctly The worker did not know how to use the equipment	S - Administration Ensure training is provided and recorded	August 2017 August 2017	Joe Bloggs Work Order: Search	% Complete: 50



**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

Back   Print   Action Plan   Edit   Attach   Note   Investigate   Invite   HiPo   Help   Incident Details

Enter your Action Plan      Edit incident/hazard      Enter investigation details

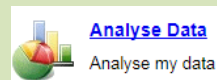
## Undertake Investigation

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.



Quick Reference Guide - Hazard and Incident Reporting for Managers and Supervisors	Published July 20 19	Version 1
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Uncontrolled when printed. The current version is available on the Safety Health and Wellbeing website		