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## Definitions

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**Hazard:** A hazard is a source of potential harm or a situation with the potential to cause to harm to people, property or the environment.

**Incident:** A Health and Safety incident is any unplanned event which occurs in the course of UNSW work which could result in:

- Work illnesses
- Uncontrolled fire and explosion
- Physical injuries
- Equipment plant or property damage
- Dangerous occurrences which could have, but did not injure any person
- Exposure to hazardous substances or circumstances
- Minor injuries
- Any other incident that could put employees or plant at risk

**First Aid Treatment:** An injury has resulted in assistance being required

**Environment Hazard:** An Environmental hazard or incident is an event or action which may have an impact on the natural environment. Environment hazards or incidents can be divided into the following categories:

- Uncontained chemical spill
- Contained chemical spill
- Resource depletion
- Waster generation
- Illegal dumping
- Water, air or noise pollution

**Workplace Inspection:** A workplace inspection involves a small team of staff/students walking through a work area/s to do a “visual inspection” of the area, as well as observing people at work. The purpose of the inspection is to help identify hazards in the workplace and to check how well risk controls are working for particular activities, processes or areas.

**Supervisor:** A person who is responsible for planning and/or directing the work of others, including staff/contractors/students. For example staff members responsible for the supervision of staff and/or students, supervising a work program, supervising a study program or overseeing students in lectures and practical classes.

**Responsible Person:** Is the person responsible for ensuring corrective action(s) are implemented and reviewed.

## Importance of reporting hazards and incidents

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Reporting hazards and incidents ensures appropriate controls are put in place to eliminate/reduce the chance of an incident occurring or re-occurring.

In addition if you are injured or suffer from a work related injury and need to make a worker’s compensation claim then it is important that the injury be reported to your supervisor as soon as possible.

# How to Report Hazards and Incidents Online

## STEP 1: Access the Hazard and Incident Reporting System

Log in to myUNSW and go to **My Staff Profile**. Under **Manage My Profile** click on **My Profile** then select **Report a Hazard/Incident** from the options under the **Health, Safety and Environment** folder. Note that any field with an \* is mandatory.

## STEP 2: Select Type of Report

Select the type of issue to report:

- Hazard
- Incident
- Environment Hazard

Report Type Of Issue

Issue Type

## STEP 3: Reporter Details

You can either report the issue on your own behalf or someone else's behalf.

Reporting Identity

I would like to report an Issue  as myself -  on behalf of someone else

Back Next

If you are reporting the issue on someone else's behalf the screen below will appear and will then select the type of person you are reporting on behalf of.

Patient Details

Staff  Student  Visitor  Contractor  Affiliate

Back Save As Draft Next

## Staff and Students

Enter the Staff or Student ID and click on **Search** to see a list of possible matches. Click on **Select** to add the person's details and then click on **Next**. . If you are unable to obtain any of the details, enter *unknown* into the relevant field.

Reporting Identity

I would like to report an Issue  as myself -  on behalf of someone else

Staff  Student  Visitor  Affiliate  Contractor

Student Id  Name  Search

Back Next

## Visitors and Affiliates

Enter the name, telephone and email address of the person and then click on Next. If you are unable to obtain any of the details, enter *unknown* into the relevant field.

Reporting Identity

I would like to report an Issue  as myself -  on behalf of someone else

Staff  Student  Visitor  Affiliate  Contractor

\*Name

\*Telephone

Email Address

Back Next

## Contractors

Enter the name, telephone and email address of the person, also enter the company details and then click on **Next**. If you are unable to obtain any of the required details, enter *unknown* into the relevant field.

Reporting Identity

I would like to report an Issue  as myself -  on behalf of someone else

Staff  Student  Visitor  Affiliate  Contractor

\*Name

\*Telephone

Email Address

\*Company Name

\*Contact Person at Company

\*Contact Phone

\*UNSW Supervisor /Contact person

Back Next

## STEP 4: Date and time of Hazard/Incident

Select the date and time the hazard/incident was identified /occurred and if it occurred on campus or off campus and then click on **Next**.

Hazard - Details

\*Date Hazard Identified   Time Hazard Identified

Location

On Campus  Off Campus

Back Save As Draft Next

## STEP 5: Location of Hazard/Incident

Enter the details of where the hazard/incident is located or occurred.

### ON CAMPUS

Choose either **Inside Building** or **Outside Building** and complete the location details.

**Hazard** Person Name

---

**Hazard - Details**

\*Date Hazard Identified  Time Hazard Identified

**Location**

On Campus     Off Campus  
 Inside building     Outside building

---

### OFF CAMPUS

Choose the **County** by clicking on the magnifying glass to select the country. Complete the **Address** and **City** details. Enter any additional details to help identify the location.

**Hazard - Details**

\*Date Hazard Identified  Time Hazard Identified

**Location**

On Campus     Off Campus

\*Country

\*Address 1

City

Additional Details

---

If reporting a *hazard* proceed to **STEP 6**

If reporting an *incident* proceed to **STEP 7**

If reporting an *environmental* Issue proceed to **STEP 8**

## STEP 6: Reporting a Hazard

For incidents you need to **briefly describe the hazard** and identify the **Hazard Category** and the **Cause of Hazard** (please choose the best description and avoid using *other*). Then outline any actions you have taken to address the hazard. If you have submitted a Request for Works and Services (RWS) to Facilities Management note the RWS number and any other relevant details in the Action taken field.

If no action was immediately taken then enter *No Action Taken*.

You can add any relevant attachments, including photographs. Must be pdf or jpg files only.

When all details have been completed click on **Next**.

Hazard - Details

\*Briefly describe the Hazard

\*Hazard Category

\*Cause of Hazard

\*What action(s) have you taken to address this Hazard  
If no action was immediately taken please state No Action Taken

Date Actioned

If relevant, please attach more information about hazard, photos, investigation report etc.

## PROCEED TO STEP 9: Submitting the Report

## STEP 7: Reporting an Incident

For incidents you need to **briefly describe the incident** and identify the **Incident Category** and the **Cause of Incident** (please choose the best description and avoid using *other*). Then outline any actions you have taken to address the hazard. If no action was immediately taken then enter *No Action Taken*.

**Incident/Injury - Details**

\*Briefly describe the incident/injury

\*Incident Category

\*Cause of Incident

---

\*What action(s) have you taken to address this Hazard  
If no action was immediately taken please state No Action Taken

Date Actioned

Identify the **Work Activity** and the **Incident Time Category** from the drop down menus. Indicate if the incident involved an injury.

\*Work Activity

Incident Time Category

\*Did the Incident Involve an Injury  Yes  No

If the incident resulted in an injury, the window will expand with an additional set of questions requiring a response.

**Group Box 2**

\*Nature of Main Injury

\*Body Part Code  Body Side

Did you have any time off work  Yes  No

Did your normal work need to be altered due to injury?  Yes  No

Is your work still altered?  Yes  No

Did you see a doctor  Yes  No

Did you obtain a "Workcover NSW - certificate of capacity certificate"?  Yes  No

Do you intend to lodge a worker's compensation claim?  Yes  No

Have there been costs associated with this injury?  Yes  No

Ambulance used?  Yes  No

Medical Aid

Please attach the "Workcover NSW certificate of capacity certificate"

Identify any witnesses to the incident or injury (to add more than one witness, add a new row). Add any attachments (in pdf or jpeg format) that are relevant to the report, this might include witness reports or photographs of a hazard.

**Witness Details** Personalize | Find | First 1 of 1 | Last

Name 1	Telephone	Email Address	
1 <input style="width: 90%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 90%;" type="text"/>	+ -

**Add Attachment** If relevant, please attach more information about the incident/injury, Workcover NSW - certificate of capacity, photos, investigation report etc.

## PROCEED TO STEP 9: Submitting the Report

## STEP 8: Reporting an Environmental Issue

For environment issues you need to **briefly describe the environmental issue**, identify the **Environment Category** and the **Cause of the Environmental Hazard**.

Indicate if the issue has been reported to UNSW Security.

Then outline any actions you have taken to address the hazard. If no action was immediately taken then enter *No Action Taken*. You can also add any attachments including witness reports or photographs of the hazard. Click on **Next** when all details have been completed.

**Environmental Issue Details**

\*Briefly Describe the Environmental Issue

\*Environmental Category

\*Cause of Environmental Hazard

Has this already been reported to security?  Yes  No

\*What action(s) have you taken to address this Hazard  
If no action was immediately taken please state No Action Taken

Date Actioned

If relevant, please attach more information about hazard, photos, investigation report etc.

## PROCEED TO STEP 9: Submitting the Report



### STEP 9: Submitting the Report

If you require further information before submitting the report, you can click on **Save as Draft**. Reopen the report when you have the required information through the **My Reported Hazard/Incident** link in My Staff Profile.

When the report is complete, you need to submit the report to your Supervisor or Responsible Person. Enter the Employee ID or the name of the person (first name then surname) and click on Search to view a list of possible matches. Select the relevant person.

To submit the report click on **Submit**.

**Responsible Supervisor/Staff member**

Your supervisor is responsible for ensuring that appropriate actions have been taken to address this hazard. The system will automatically default to their name, but if you think there is another staff member who is more appropriate for managing this hazard, please select this staff member's name below. The system will automatically send your Supervisor or the new Responsible Staff Member an email notifying them about this hazard. (Note: Do NOT enter the name of your Client Facilities Manager (CFM) here.)

**Responsible Supervisor/Staff member**

If responsibility should be assigned to a more appropriate staff member, please select new responsible

Empl ID  Name

For incident reports, you can provide any additional details and you also need to provide the preferred contact details for the injured person.

Additional Comment

**Responsible Supervisor/Staff member**

Your supervisor is responsible for ensuring that appropriate actions have been taken to address this hazard. The system will automatically default to their name, but if you think there is another staff member who is more appropriate for managing this hazard, please select this staff member's name below. The system will automatically send your Supervisor or the new Responsible Staff Member an email notifying them about this hazard. (Note: Do NOT enter the name of your Client Facilities Manager (CFM) here.)

**Responsible Supervisor/Staff member**

If responsibility should be assigned to a more appropriate staff member, please select new responsible

Empl ID  Name

**Preferred Contact Details for Injured Person**

Contact Number

Email Address

An email will be sent to the nominated person advising them the report has been submitted and that they need to review it and complete any required actions.

# Reporting First Aid

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This section is for First Aid Officers to record any first aid treatment given.

## STEP 1: Access the Hazard and Incident Reporting System

Log in to myUNSW and go to **My Staff Profile**. Click on **Manage My Profile** to select Report a Hazard/Incident from the options under the Health, Safety and Environment folder. Note that any field with an \* is mandatory.

## STEP 2: Select Type of Report

Select the type of issue to report:

- First Aid Report

Report Type Of Issue

Issue Type

## STEP 3: Reporter Details

You can either report the issue on your own behalf or someone else's behalf.

Reporting Identity

I would like to report an Issue  as myself -  on behalf of someone else

Back Next

If you are reporting the issue on someone else's behalf the screen below will appear and you enter the employee ID or the person's name. If entering a name, click on **Search** to return a list of possible matches to select the name from.

Reporting Identity

I would like to report an Issue  as myself -  on behalf of someone else

Empl ID  Name  Search

Back Next

## STEP 4: Patient Details

Identify the type of person who received the first aid and complete the relevant details.

Patient Details

Staff    Student    Visitor    Contractor    Affiliate

Back

Save As Draft

Next

## Staff and Students

Enter the Staff or Student ID and click on **Search** to see a list of possible matches. Click on **Select** to add the person's details and then click on **Next**.

Patient Details

Staff    Student    Visitor    Contractor    Affiliate

Empl Id  Name

## Visitors and Affiliates

Enter the name, telephone and email address of the person and then click on **Next**.

To be completed by first aid officers if they have given first aid treatment to an injured person.

Patient Details

Staff    Student    Visitor    Contractor    Affiliate

\*Name  \*Gender

\*Contact No  \*Email

\*Address

## Contractors

Enter the name, telephone and email address of the person, also enter the company details and then click on **Next**.

Reporting Identity

I would like to report an Issue    as myself -    on behalf of someone else

Staff    Student    Visitor    Affiliate    Contractor

\*Name

\*Telephone

Email Address

\*Company Name

\*Contact Person at Company

\*Contact Phone

\*UNSW Supervisor /Contact person

## STEP 4 - Date and time of First Aid

Select the date and time the was given and if it occurred on campus or off campus and then click on **Next**.

First Aid Report - Details

\*Incident Date   Incident Time

Location

On Campus  Off Campus

[Back](#)

[Save As Draft](#) [Next](#)

## STEP 5: Location of Hazard/Incident

Enter the details of where the hazard/incident is located or occurred.

### ON CAMPUS

Choose either **Inside Building** or **Outside Building** and complete the location details.

Hazard Person Name

Hazard - Details

\*Date Hazard Identified   Time Hazard Identified

Location

On Campus  Off Campus  
 Inside building  Outside building

[Back](#) [Save As Draft](#) [Next](#)

### OFF CAMPUS

Choose the **County** by clicking on the magnifying glass to select the country. Complete the **Address** and **City** details. Enter any additional details to help identify the location.

Hazard - Details

\*Date Hazard Identified   Time Hazard Identified

Location

On Campus  Off Campus

\*Country

\*Address 1

City

Additional Details

[Back](#) [Save As Draft](#) [Next](#)

## STEP 6: Incident/Illness Details

Briefly describe the **Incident/Illness**.

Incident Details

\*Incident/Illness Description

If known, complete any **Medical History** details.

Medical History

Allergy

Medication

Medical Condition

Indicate the nature of the **Trauma** received.

Trauma

If the first aid given was a s a result of a traffic incident, then complete the **Accident Type**, **Estimated Speed** and **Seatbelt/Helmet** details. When all details are complete, click on **Next**.

Traffic Accident

Accident Type  Estimated Speed  Seatbelt/Helmet

### STEP 7: Treatment Details

Fill in the nature of the injury, treatment notes, actions/referrals and witness details. To add more than one witness, click on the “+” sign to add a new row.

Treatment Details

Nature of Injury

\*Treatment Notes

Action/Referral

\*Action/Referral

Witness Details

	Name 1	Telephone	Email Address		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

### STEP 8 – Submit the Report

If you require further information before submitting the report, you can click on **Save as Draft**. Reopen the report when you have the required information through the **My Reported Hazard/Incident** link in My Staff Profile.

To submit the report click on **Submit**.



# Reporting a Workplace Inspection Hazard

This part of the Hazard and Reporting System is for use by Health and Safety Team Members and those who are reporting the outcome of a workplace inspection.

Once workplace inspection has been completed, use the Hazard and Incident Reporting System to record any identified hazards.

## STEP 1: Access the Hazard and Incident Reporting System

Log in to myUNSW and go to **My Staff Profile**. Click on **Manage My Profile** to select Report a Hazard/Incident from the options under the Health, Safety and Environment folder. Note that any field with an \* is mandatory.

## STEP 2: Select Type of Report

Select the type of issue to report:

- Workplace Inspection

Report Type Of Issue

Issue Type

## STEP 3: Reporter Details

You can either report the issue on your own behalf or someone else's behalf.

Reporting Identity

I would like to report an Issue  as myself -  on behalf of someone else

Back Next

If you are reporting the issue on someone else's behalf the screen below will appear and you enter the employee ID or the person's name. If entering a name, click on **Search** to return a list of possible matches to select the name from.

Reporting Identity

I would like to report an Issue  as myself -  on behalf of someone else

Empl ID  Name  Search

Back Next

### STEP 4: Workplace Inspection Team Details

Enter the **date and time** of the inspection. Then enter the type of inspection:

- Workplace Inspection General
- Task Force Inspection
- GTRC Inspection
- RSC Inspection
- Biosafety Inspection

Complete the **location** of the inspection and the names of the inspection team.

**Workplace Inspection - Details**

\*Inspection Date   Inspection Time

---

**Location**

\*Inspection Type

\*Campus

\*Building

\*Floor Level

\*Location Category

---

**Inspection Team**

\*Name 1

Name 2

Name 3

### STEP 5: Hazard Identification

Enter the details of each hazard identified including the **Room** the hazard is located in, a **Description** of the hazard, a **Hazard Type** and a **Hazard Cause**. Insert a row to add additional hazards.

You must click on the "Actions" button to open a new pop-up section, where you enter the risk rating, and appropriate corrective action(s) to address the hazard.

Room	Description	Hazard Type	Hazard Cause	Actions
1				Actions

View All | First | 1 of 1 | Last

Insert Delete

Copy Last Row

### STEP 6: Hazard Risk Rating and Actions

For each item you entered you need to click on the **Actions** button to open up a new pop up section, where you initially rate the risk of the identified hazard by choosing the **Hazard Consequence** and **Hazard Likelihood**.

Workplace Inspection Hazard

Please rate the "residual risk" of this hazard i.e. rate the risk of this hazard considering the implementation of the action(s)/control(s) listed above

Consider the Consequences: What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task etc.). How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?

Hazard Consequence

Consider the Likelihood: How often is the task done? Has an accident happened before? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g. lighting/temperature/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?

Hazard Likelihood

Likely Hood	Almost c...	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium
		Insignificant	Minor	Moderate	Major	Severe
Consequences						



When you have selected the two options, the risk rating will be displayed on the screen:

Workplace Inspection Hazard

Please rate the "residual risk" of this hazard i.e. rate the risk of this hazard considering the implementation of the action(s)/control(s) listed above

Consider the Consequences: What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task etc.). How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?

Hazard Consequence: Insignificant - injuries not requiring first aid

Consider the Likelihood: How often is the task done? Has an accident happened before? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g. lighting/temperature/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?

Hazard Likelihood: Rare - may occur only in exceptional circumstances

Low - Act this month to reduce risk

Likely hood	Almost c...	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium
		Insignificant	Minor	Moderate	Major	Severe
		Consequences				

### STEP 7: Responsible Person

If another person (besides your supervisor) should be assigned responsibility for the report, enter their employee ID or name and click on search. A list of possible matches will be returned. Click on **Search** to choose that person.

Responsible Supervisor/Staff member

Your supervisor is responsible for ensuring that appropriate actions have been taken to address this hazard. The system will automatically default to their name, but if you think there is another staff member who is more appropriate for managing this hazard, please select this staff member's name below. The system will automatically send your Supervisor or the new Responsible Staff Member an email notifying them about this hazard. (Note: Do NOT enter the name of your Client Facilities Manager (CFM) here.)

Responsible Supervisor/Staff member

If responsibility should be assigned to a more appropriate staff member, please select new responsible

Empl ID:  Name:

### STEP 8: Corrective Actions

Select from the **Hierarchy of Controls** drop down menu, the most appropriate question, indicate the **Corrective Action Required** and the **Proposed Completion Date** for the implementation of the corrective action. For more information regarding the Hierarchy of Controls visit the Health and Safety Web Page.

Corrective Action Suggestions

Hierarchy of Controls	Corrective action Required	Proposed Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

### STEP 9: Facilities Management Notification and Environmental Hazard


Indicate if the hazard required action by Facilities Management or is an environment hazard and an email with the details will be sent to the relevant unit.

Notify Facility Management Tick this box, if this hazard requires action by Facilities Management to fix the hazard.

Do you think there could also be a risk to the Environment?  Yes  No

## STEP 10: Attachment(s)

Click on **Add Attachment** to add any relevant attachments to help identify the hazard, for example, photographs or the investigation report. You can add more than one attachment by clicking on the **Add Attachment** button. When all documents have been uploaded, click on **OK**. Note: attachments can be either pdf or jpeg files.

	View Attachment	Attached File	Description
1			<input type="text"/>

If relevant, please attach more information about hazard, photos, investigation report etc.

## STEP 11: Submit the Report

If you require further information before submitting the report, you can click on **Save as Draft**. Reopen the report when you have the required information through the **My Reported Hazards/Incidents** link in My Staff Profile.

If you are ready to submit the report, click on **Submit**.

An email will be sent to you and the staff members responsible for any corrective actions required. You can check the status of your reported hazards by logging back in and selecting my reported hazard.

## My Reported Hazards and Incidents

You can check the status of your reported hazards and incidents, by logging back into myUNSW and selecting **My Reported Hazard/Incident** from the Health, Safety and Environment menu located within **My Staff Profile**.

To view a report, click on the Issue Number or search for the issue type, status or date.

**My Reported Hazards/Incidents**

This page shows a summary of any hazards or incidents you have reported and their progress.

Issue#

**OR**

Issue Type  Issue State

Date From   Date-To

Issue#	Name	ID	Empl Rec#/Program	School/Unit	Issue Type	Date Recorded	Status
First 1-3 of 3 Last							

**Note:** If you have a worker's compensation claim associated with your report the claim will still remain active even though the corrective actions have been closed off.

If your report is still in **Draft** status, you can make changes to the report and then **Submit** it.

You can not make any changes to report that has been submitted for action or is closed. You can however print the report if you require by scrolling to the bottom of the report and clicking on the **Print** button.