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### My Reported Hazards and Incidents

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Definitions

**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**

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

STEP 3: Reporter Details
You can either report the issue on your own behalf or someone else’s behalf.

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.

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.
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.

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.

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.
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.

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.

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**.

**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*.

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

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

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.

**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](image)

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**.

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

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

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

**STEP 3: Reporter Details**

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

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.

**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
**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**.

![Staff and Student Details](image)

**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.

![Visitors and Affiliates Details](image)

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

![Contractors Details](image)

**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**.
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.

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.

STEP 6: Incident/Illness Details
Briefly describe the Incident/Illness.

If known, complete any Medical History details.
Indicate the nature of the **Trauma** received.

If the first aid given was 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**.

**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.

**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

STEP 3: Reporter Details

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

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.
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.

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.

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

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.

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.

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.
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.

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](image)

**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.