All hazards and incidents

Hazard / Incident occurs

Individual or someone on their behalf records the hazard / incident online (using the online myUNSW system) or using form HS001

Supervisor receives notification of hazard / incident report from myUNSW or receives a copy of form HS001

Supervisor carries out investigation (document in myUNSW online reporting system). If it is a significant incident (very high risk or potential very high risk) the supervisor or HS Unit carries out a detailed investigation and may use HS003. Other incidents may be investigated using HS003 following consultation with local area.

Inform Security and/or HS unit immediately by phone

Preserve the site

HS Unit to notify the Regulator

Implement corrective actions

Review effectiveness of corrective actions then Close off hazard / incident

Death, serious injury or illness, dangerous occurrence

Investigation conducted by the HS Unit and/or Regulator. HS003 may be used for carrying out an investigation

HS Unit to notify the Regulator