



OHS Hazard and Incident Reporting: A guide for safety coordinators or managers

This guide will help you navigate your way around the functions you will use when managing hazard and incident reports in your role as WHSC, safety manager or safety coordinator at UQ.

Home page

Notification Centre
You have **1 Task** to perform.
You have delegated your IM authority to emp4 uq
You have **1 New Incident**.

Mechanism of Incident

Mechanism	Count	Percentage
Struck by falling or -	4	17.39%
Foreign object	3	13.04%
Vehicle - powered (e.g.)	3	13.04%
Slip, trip or fall	7	30.43%
Animal or insect (e.g.)	6	26.09%

Incident Trend

The notification centre lists your new incidents and hazards

Click either link to access incident/hazard register

The two graphs above provide a summary of your incident data

Incident/Hazard Register
View and manage reported Incidents/Hazards

Incident/Hazard Reporting
Report an Incident/Hazard

Analyse Data
Analyse my data

Click to view and manage incidents and hazards

Click to report an incident or hazard

Click to analyse your local data

Incident/Hazard Register

Register default shows open incident reports.

Limit the incidents shown in the register e.g. only those in a particular location, or only those where an injury is reported.

View **closed** reports

View **all** incident reports

View **incidents assigned to you** for action


View **incident/hazard reports you have logged**


Delegation
To **delegate** incidents to someone else while you will be away


Export
To **export** the incident/hazard register to an excel spreadsheet

FAQs


OHS SIGN OFF: Please tick the **incident verification** box once you have read and verified the details of both the incident report and the action plan.


TO CHANGE LOCATION OF INCIDENT: If entered incorrectly click **view details**  from the register.


Then click **edit**  and change the location.

TO CHANGE SUPERVISOR: If entered incorrectly/wrong person nominated, select **transfer** , enter the appropriate supervisor details and search the "everyone" field. Select appropriate person, provide reason for transfer, then click **transfer**.

TO SHARE AN INCIDENT: Click **view details**  from the register.

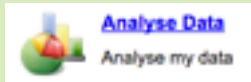
Then click **invite**  and enter name of person to invite.

INCIDENT VERIFICATION: Once the supervisor has completed the action plan, click **view details** , then check the incident verification box.

REPORTING SHARPS INJURIES: Note infection control measures in the **event details** section. If the sharps injury involved equipment contaminated with human blood or body fluid, or animal blood or body fluid capable of transmitting zoonotic infection, notify Fiona Coulthard, the OHS Health Nurse Advisor, using the **invite** function. 

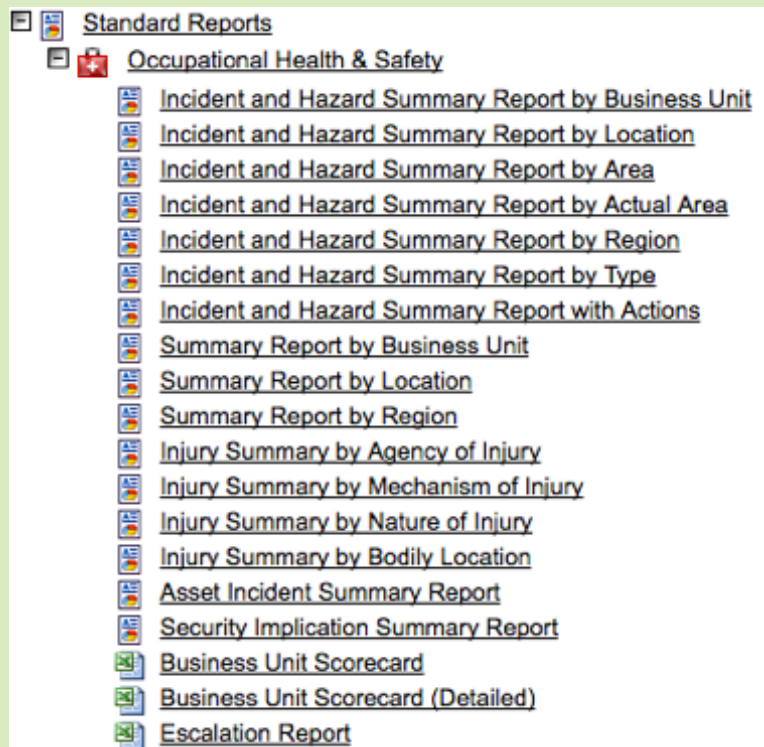
RUNNING REPORTS ON INCIDENT REPORTS:

Click **analyse data**



There are several **standard reports** set up in the system.

For more detailed information on **customising reports**, please see separate info sheet on analysing data.



For technical assistance and support please phone ITS Help Desk on **(07) 336 56000** or log a job via the self-service portal:

<https://servicedesk.its.uq.edu.au/ServiceDesk.bridgeit#/logon>