



OHS Hazard and Incident Reporting: A guide for managers and supervisors

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 Queensland.

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

Struck by falling or : 4 (17.39%)
Foreign object: 3 (13.04%)
Vehicle - powered (e.: 3 (13.04%)
Slip, trip or fall: 7 (30.43%)
Animal or insect (e.g. 5 (20.09%)

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

Click to view and manage incidents and hazards

Incident/Hazard Reporting
Report an Incident/Hazard

Click to report an incident or hazard

Analyse Data
Analyse my data

Click to analyse your local data

Incident/Hazard Register

Common buttons

View Details

Provides details of submitted hazards/incidents and allows for editing, inviting and investigating (see over page)

Complete Action Plan

Close out hazards/incidents by entering your Action Plan control measures (see over page)

Invite

Invite others to view incident/hazard (see over page)

Transfer

Transfer a particular incident/hazard to another person

Delegation Delegate the management of hazards and incidents to a more appropriate person

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

43 Joan Smith

IN PROGRESS - YOU NEED TO COMPLETE YOUR ACTION PLAN

Date: 07/04/2016
 Type: NLTI
 Status: Open

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

You need to complete an Action Plan for every hazard or incident.

Step 1 – Enter the immediate action you took after being informed of the incident of hazard

Enter the immediate action you took after being notified of the incident:

Step 3 – 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 form 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

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

Control Measure*	Target Completion Date*	Person Responsible*	Actual Completion Date																																																	
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																																																	
-- Select a Hierarchy Control --	<div style="border: 1px solid #ccc; padding: 2px;"> May 2016 <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> </div>	M	T	W	T	F	S	S	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	<input type="checkbox"/> OHS Test <input type="text"/> Search	<input type="checkbox"/>
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Add another Control Measure

Step 2 – Rate the risk level at the time the hazard/incident occurred.

Rate the level of Risk (Consequence X Likelihood) at the time of this Incident:

	Consequence				
	Near Hit/Miss - No Injury	First aid treatment required for a minor injury	Medical treatment may be required	Serious injury requiring admission to hospital	Fatality or permanent disabling injury
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	High	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

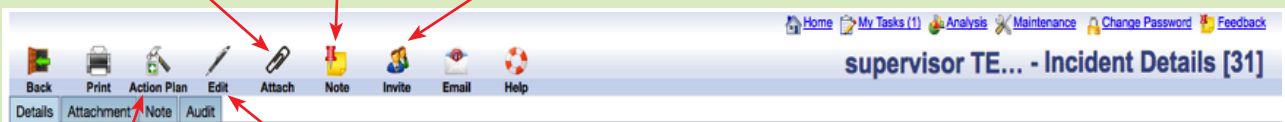
Step 4 – This step requires you to rate the risk once the appropriate controls have been implemented.

Once you have completed Step 4, click the submit button



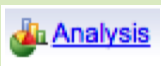
View Incident/Hazard Details

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

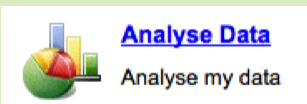


Enter your **Action Plan** **Edit** incident/hazard

Reporting/Analysis



An extensive number of reports are available to analyse your area’s data under the “Analysis” or “Analyse Data” tabs.



Recommended templates include:

- Incident and hazard summary report by organisational unit
- Incident and hazard summary report with actions
- Health and safety executive summary.

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#/login>