Guide to reporting hazards and incidents (HS713)

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Never Stand Still | Human Resources | Health and Safety Unit

To assist in reporting hazards and incidents online

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Importance of reporting hazards and incidents

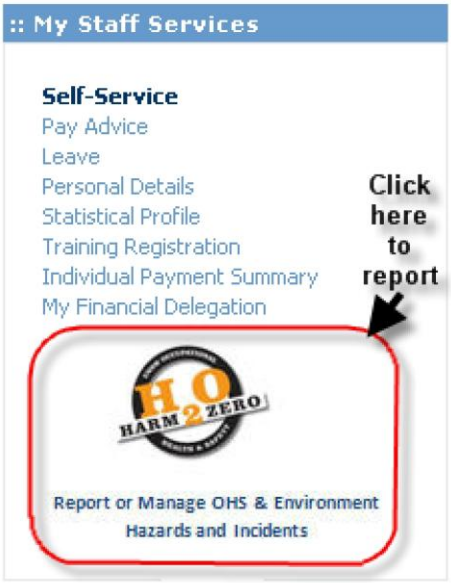
Reporting hazards and incidents ensures appropriate controls are put in place to eliminate/reduce the chance of an incident occurring or re-occurring.

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

Login to myUNSW and select My staff profile. To report a hazard or incident click on the H2O logo.



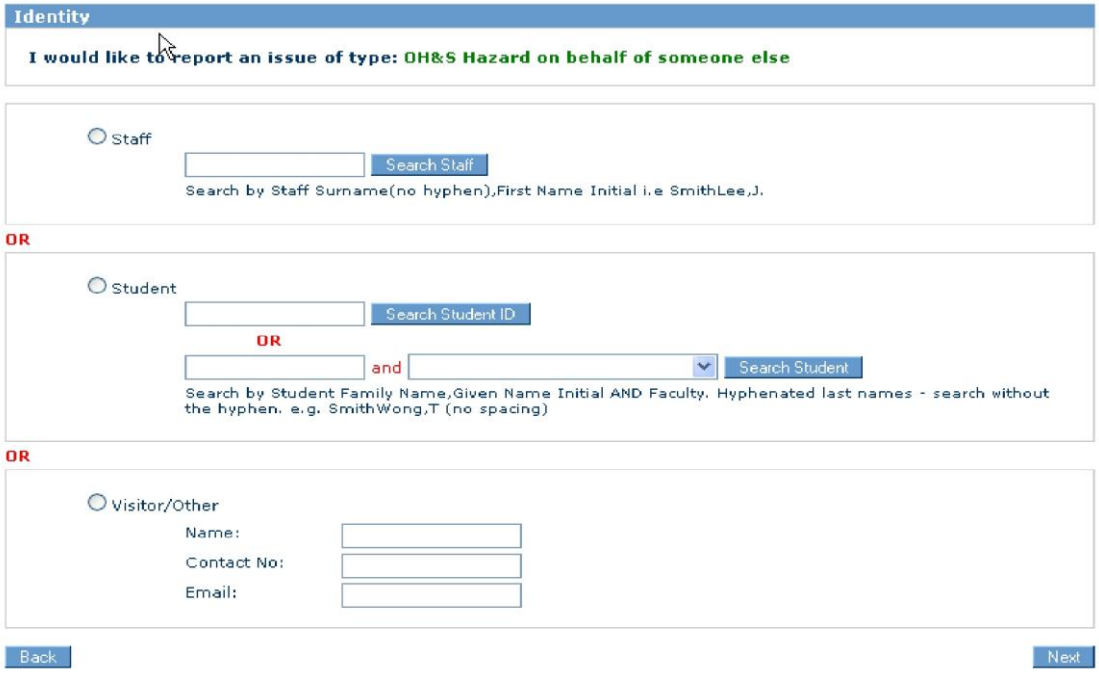
Step 2

Select type of 'report' hazard, incident, environment or workplace inspection.

Step 3

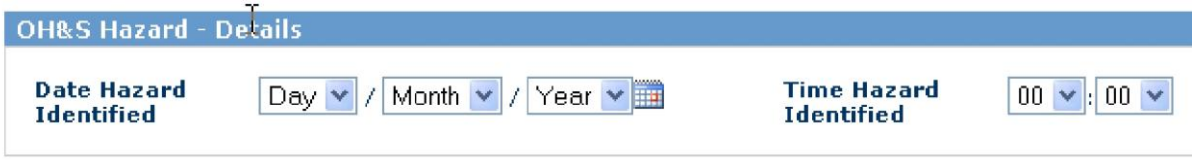
You can either report the issue on your own behalf or someone else's behalf.

If you are reporting the issue on someone else's behalf the screen below will appear. Search by Staff/Student Surname, First Name Initial i.e. Smith,J. Ensure there are no spaces between the two names and ensure a capital is used as the first letter of each of the names. For hyphenated surnames do not include the hyphen. For student searches you need to select their Faculty as well.



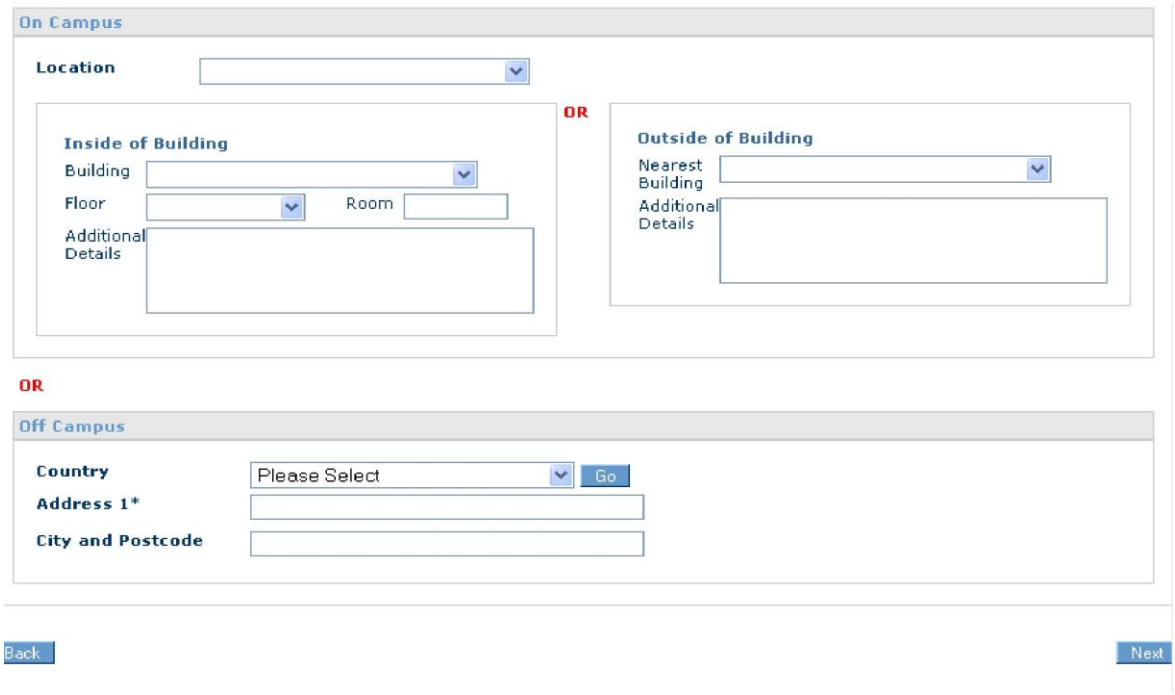
Step 4

Select the date and time the hazard/incident was identified /occurred.



Step 5

Enter the details of where the hazard/incident occurred. For the location the names of the suburb appear. For example, if the hazard is at main campus you would select Kensington.



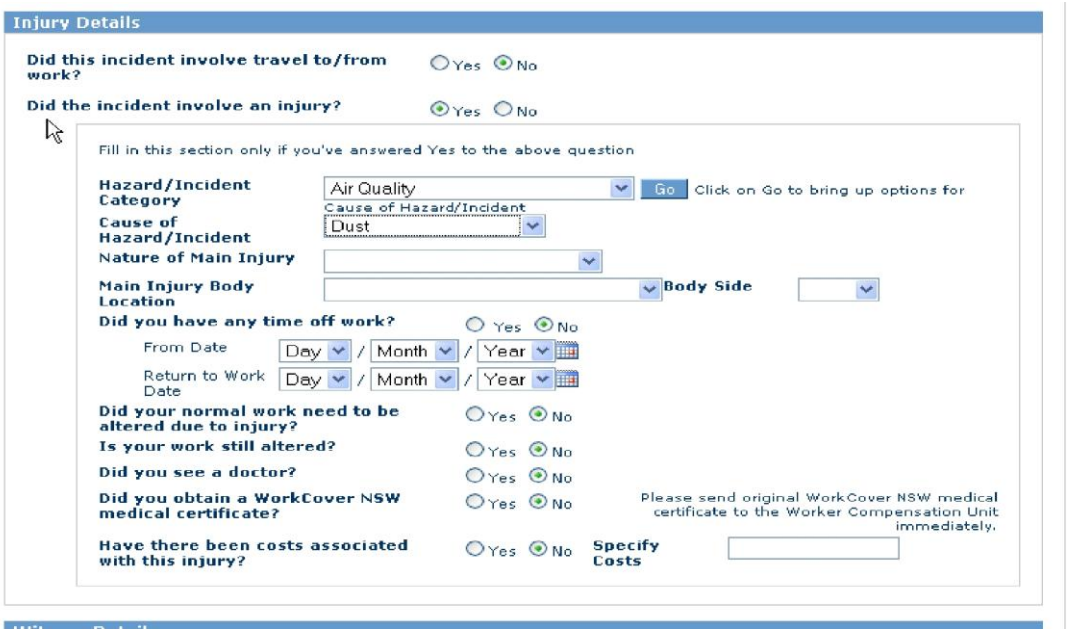
Step 6

For hazards you need to enter the hazard category and then **click on go** to activate the hazard cause menu. Then select the cause of the hazard and add a short description of the hazard.

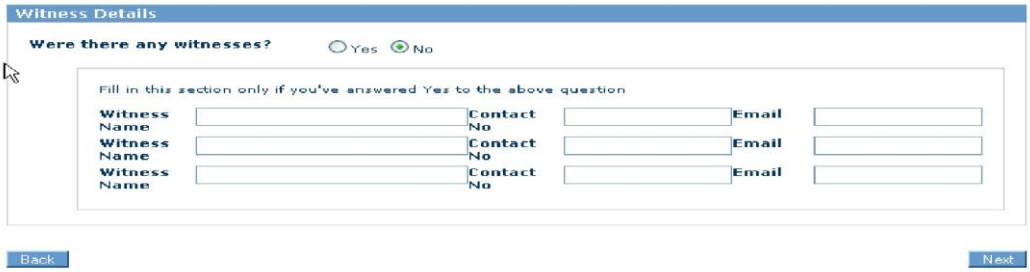
For Incidents you need to enter a description of the incident.

Then enter the details of the incident

1. The incident category
2. The cause
3. The nature of the injury
4. The body location of injury and body side if applicable.
5. Enter any dates you had off work and when you returned to work and whether or not you received a WorkCover medical certificate from your Doctor.
6. Specify any costs you have had in relation to the injury i.e Medical costs

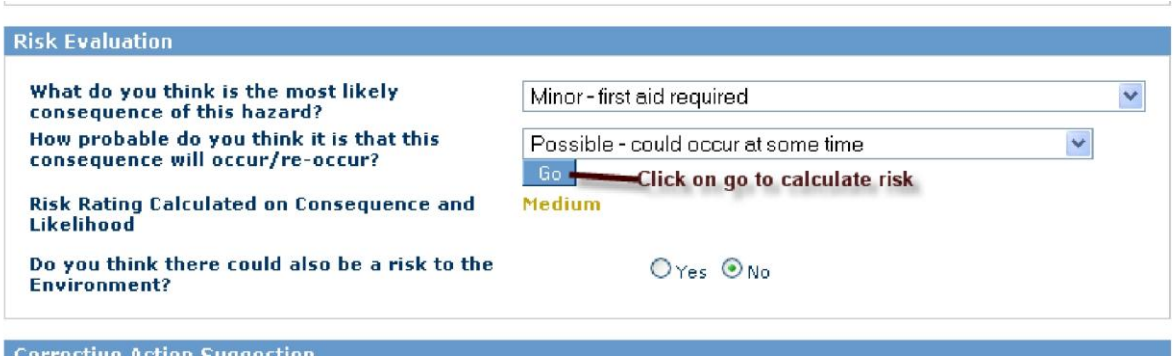


Add any witness details for incidents.



Step 7

You will then need to complete a risk evaluation of the Hazard/Incident.



There are 2 factors you need to consider when determining the risk rating of the Hazard namely: The **consequence** of being exposed to the hazard and the **likelihood** this outcome will take place.

For consequences: Refer to the following table to assisting in selecting the consequence.

What do you think is the most likely consequence of this hazard?	
Severe	death or permanent disability to one or more persons
Major	hospital admission required
Moderate	medical treatment required
Minor	first aid required
Insignificant	injuries not requiring first aid

For likelihood: Refer to the following table to assist in selecting the likelihood.

How probable do you think it is that this consequence will take place?	
Almost certain	expected to occur in most circumstances
Likely	will probably occur in most circumstances
Possible	could occur at some time
Unlikely	is not likely to occur in normal circumstances
Rare	may occur only in exceptional circumstances

Step 8

You then need to suggest any corrective actions to eliminate the hazard or if this is not possible to reduce the risk of the hazard.

Work Health and Safety legislation requires that foreseeable hazards are identified and where possible, the risks arising from these hazards are **eliminated entirely** or the risks reduced to the lowest level possible. The following **Hierarchy of Controls** must be followed**:**

1. **Eliminate**

Examples of Elimination:

- Removing faulty or hazardous equipment
- Using reticulated gases (i.e. gases through pipes) rather than moving & storing gas cylinders in the workplace
- When designing a new work area, making sure furniture & fittings don't create ergonomic hazards

If you can't eliminate these risks, you must follow steps 2 – 5.

2. **Substitution**

This involves replacing the hazardous substance, equipment or process with a safe alternative.
Examples:

- Using water-based chemicals instead of solvent-based chemicals
- Use detergent instead of chlorinated solvent for cleaning
- Replace photocopier toner ink with sealed cartridges
- Replacing an unsuitable office chair with an ergonomic chair with proper lumbar support for lower back

3. **Engineering**

This involves modifying a piece of equipment or work process, enclosing equipment, putting guards in place, to make it safer.
Examples:

- Adding machine guards or lock-out devices
- Automatic cut-off switches

4. **Administration**

This involves developing and implementing safe work procedures and introducing training for hazardous tasks. Please note this is a less effective control because it is reliant on people following the correct

procedures and adhering to their training at all times. Consequently, elimination, substitution and engineering controls are preferred.

5. **Personal protective equipment and clothing**

This involves safety glasses, footwear and hearing protection. As a control measure, personal protective equipment should be used a last resort, as its effectiveness is dependent on the individual take responsibility to wear the equipment or clothing.
NOTE: Wherever possible try to put controls in place that are at the top of this hierarchy (i.e. eliminate and substitution), as these are the most effective controls. You can also implement more than one control at a time. E.g. Substituting a safer piece of equipment, but also provide training how to use the new piece of equipment.

Step 9

When you submit your report this will appear on your screen and you and the nominated supervisor will receive an email. Your supervisor is responsible for closing off on any corrective actions.

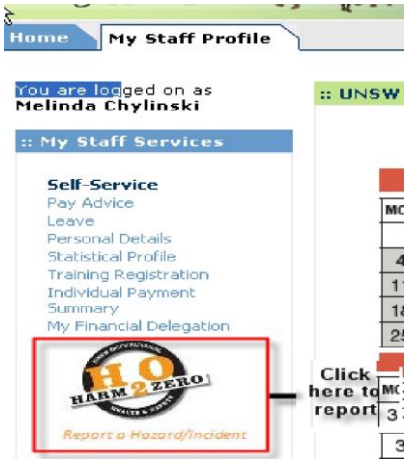
Step 10

You can check the status of your reported hazard by logging back in to reporting system and selecting My reported hazards and incidents.

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.

Step 1

Log in to the hazard and incident reporting system through myUNSW.



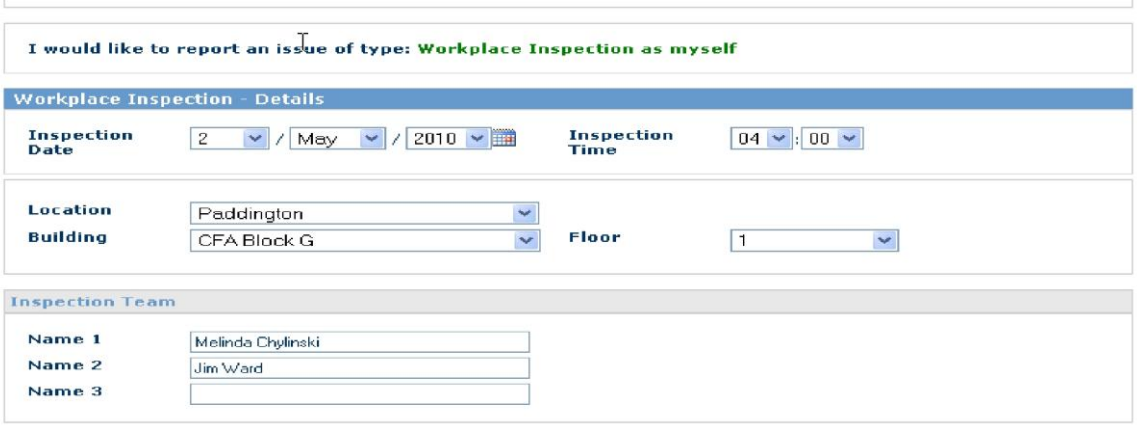
Step 2

Select type of report hazard, incident, environment or workplace inspection.

Next

Step 3

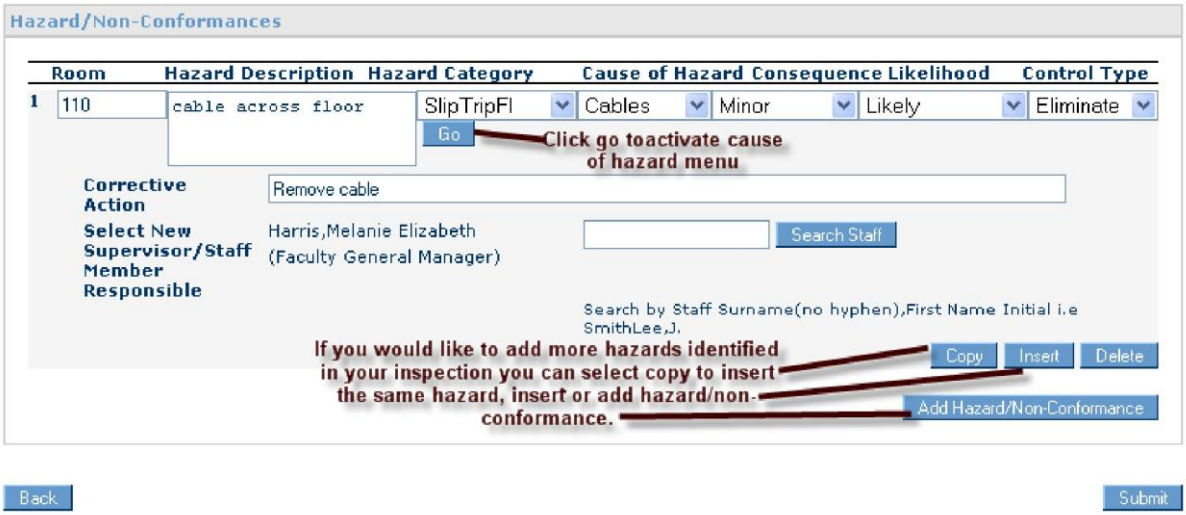
Enter the date and time of the inspection. Then enter the location of the inspection and the names of the inspection team.



Step 4

Enter the details below:

1. Room number
2. Hazard description
3. Hazard category
4. Cause of hazard
5. Consequences and likely hood of the hazard
6. Control type
7. Corrective action needed
8. Select the person responsible for corrective action
9. If you wish to add more hazards identified during the inspection you can either select copy to copy the details of the hazard you just entered, insert to insert another hazard or add hazard/non-conformance.



Step 5

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