Health & Safety Hazard & Incident Reporting System

Step 1: Enter MYUNSW/ My Staff Profile/My Profile [https://my.unsw.edu.au/]

Step 2: Any Hazards or Incidents which require you to complete a task should be found in UNSW My Task Section

[Diagram of UNSW Employee Self Service interface]
Alternatively please follow the below instructions.

Step 3: Enter Health, Safety & Environment Section

Step 4: Enter Manage Hazard/Incident

Step 5: Click Search. This step may take time
Step 6: Find required Hazard from list

Step 7: View Issue:
Below are actions/controls already taken by the person submitting the report to address this hazard:

<table>
<thead>
<tr>
<th>Hazard Type</th>
<th>Manual Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard Cause</td>
<td>Applying force object</td>
</tr>
</tbody>
</table>

Please rate the "residual risk" of this hazard i.e. rate the risk of this hazard considering the implementation of the action(s)/control(s) listed above.

**Consider the Consequences:** What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g., proximity to hazard, persons involved in task etc.). How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?

**Hazard Likelihood**
- **Consider the Likelihood:** How often is the task done? Has an accident happened before? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g., lighting, temperature, place)? What are people's behaviours (e.g., stress, panic, deadlines)? What people are exposed (e.g., disabled, young workers etc.)?

**Risk Rating**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Utilized</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Probability</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Hazard</td>
<td>Insignificant</td>
<td>Minor</td>
<td>Moderate</td>
<td>Major</td>
<td>Severe</td>
</tr>
</tbody>
</table>

### Corrective Action Required

In this section you need to outline the corrective actions required for this hazard using the hierarchy of controls. You must also enter the proposed date of implementation for this corrective action. As an action is implemented click to mark as complete. If you have more than one corrective action click add action.

<table>
<thead>
<tr>
<th>Hierarchy of Controls</th>
<th>Corrective Action Required</th>
<th>Proposed Completion</th>
<th>Click to Mark Complete</th>
</tr>
</thead>
</table>

| First | 1 of 1 | Last |

- **Tick this box**, if this hazard requires action by Facilities Management to fix the hazard. An email will be sent to Hill Assist outlining the instructions you have listed below.

- **Do you think there could also be a risk to the Environment?**
  - Yes
  - No

- **Attach any relevant documents** about the hazard, photos, investigation report, etc.

**Status**
- Submitted

**Status Explanation**

[Print] [Submit]
Step 8: Complete Hazard Consequence

Step 9: Complete Hazard Likelihood

Step 10: Risk Rating automatically populates
Step 11: Add Hierarchy of Controls

<table>
<thead>
<tr>
<th>Hierarchy of Controls</th>
<th>Corrective action Required</th>
<th>Proposed Completion Date</th>
<th>Click to Mark Complete / Incomplete</th>
</tr>
</thead>
</table>

Can this H&S Hazard be eliminated altogether?
Can the Hazard be substituted by something less dangerous?
Can you modify tools or equipment, enclose equipment, or put guards in place?
Can the Hazard risk be reduced by changing workplace procedures, documenting safe work procedures or training?
Can you reduce the Hazard risk by using personal protective equipment or clothing?
Do you have any other suggestions or comments?

Step 12: Add Corrective Action Required

<table>
<thead>
<tr>
<th>Hierarchy of Controls</th>
<th>Corrective action Required</th>
<th>Proposed Completion Date</th>
<th>Click to Mark Complete / Incomplete</th>
</tr>
</thead>
</table>

Tick this box, if this hazard requires action by Facilities Management to fix the hazard. An email will be sent to FM Assist outlining the instructions you have listed below.

Do you think there could also be a risk to the Environment?  
- Yes
- No

Step 13: Add proposed completion date

<table>
<thead>
<tr>
<th>Hierarchy of Controls</th>
<th>Corrective action Required</th>
<th>Proposed Completion Date</th>
<th>Click to Mark Complete / Incomplete</th>
</tr>
</thead>
</table>

Tick this box, if this hazard requires action by Facilities Management to fix the hazard. An email will be sent to FM Assist outlining the instructions you have listed below.

Do you think there could also be a risk to the Environment?  
- Yes
- No

Step 14: Add Action If Required

<table>
<thead>
<tr>
<th>Hierarchy of Controls</th>
<th>Corrective action Required</th>
<th>Proposed Completion Date</th>
<th>Click to Mark Complete / Incomplete</th>
</tr>
</thead>
</table>

Tick this box, if this hazard requires action by Facilities Management to fix the hazard. An email will be sent to FM Assist outlining the instructions you have listed below.

Do you think there could also be a risk to the Environment?  
- Yes
- No
Step 15: Tick Box if FM required involvement (Include Archibus Number if already Logged)

Step 16: Tick Yes if Risk to Environment (Triggers Email to UNSW Sustainability)

Step 17: Click Submit

Step 18: Go Back to Manage Hazards. Enter Issue Number. Click Search
Step 19: Status has changed to In Progress

Step 20: Close Issue. Enter Issue

Step 21: Scroll to Corrective Actions Required Section

Step 22: Click to Mark as Complete

Step 23: Enter Status Explanation. Click Submit

Step 24: Status has changed to Close