Health & Safety Hazard & Incident Reporting System

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

Step 2: Click on Health, Safety & Environment
Step 3: Enter Report a Hazard/Incident

Step 4: Select Hazard or Incident from Drop Down

Step 5: Report on behalf of yourself or Someone Else
Step 6: Enter Location Details

Step 7: Click Next
Step 8: Enter Hazard Description

Step 9: Enter Hazard Category from Drop Down

Step 10: Enter Cause of Hazard from Drop Down
Step 11: Enter any Immediate Action Taken or State No Action Taken. Enter Date.

Step 12: Add Attachments (Photos, reports etc.)

Step 13: Check Correct Responsible Person is chosen. Change if Required
Step 14: Submit Report

Alternatively

Step 12: Save as Draft

Step 13: Retrieve Draft - Enter My Reported Hazard/Incident
Step 14: Enter Draft

Step 15: Add Attachments (Photos, reports etc.)

Step 16: Check Correct Responsible Person is chosen. Change if Required
Step 17: Submit Report