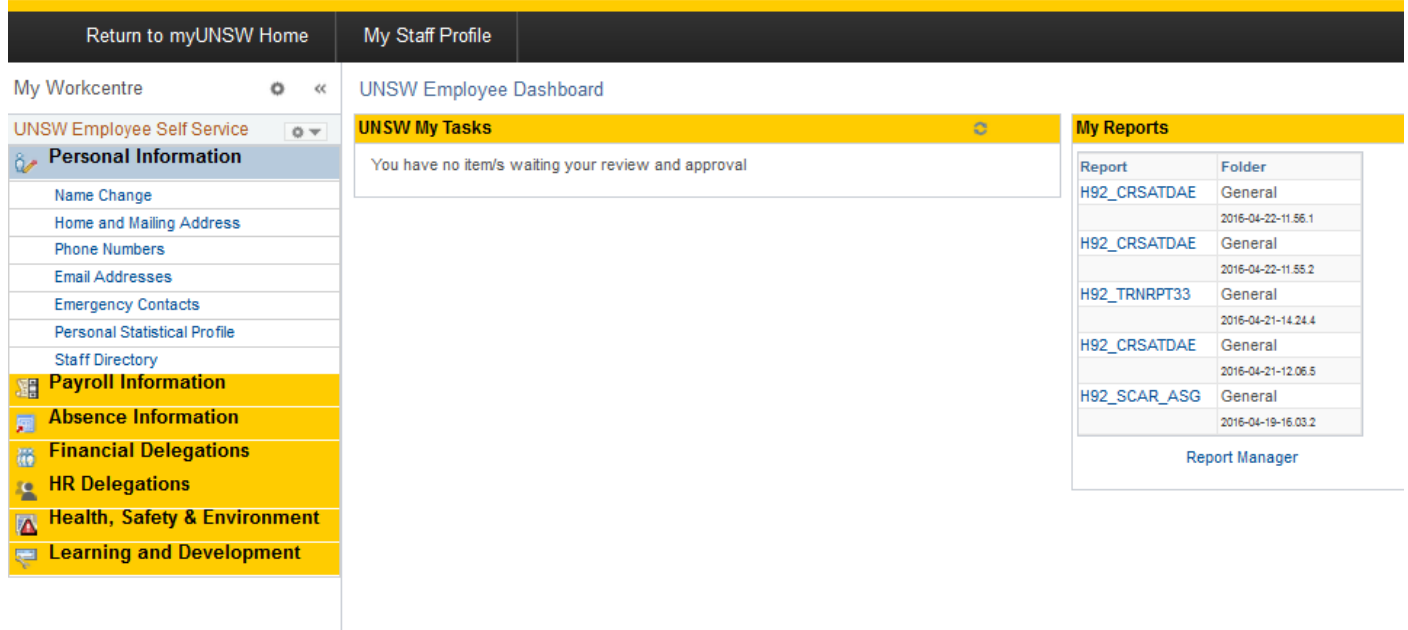


Health & Safety Hazard & Incident Reporting System

Step 1: Enter MYUNSW/ My Staff Profile/My Profile <https://my.unsw.edu.au/>

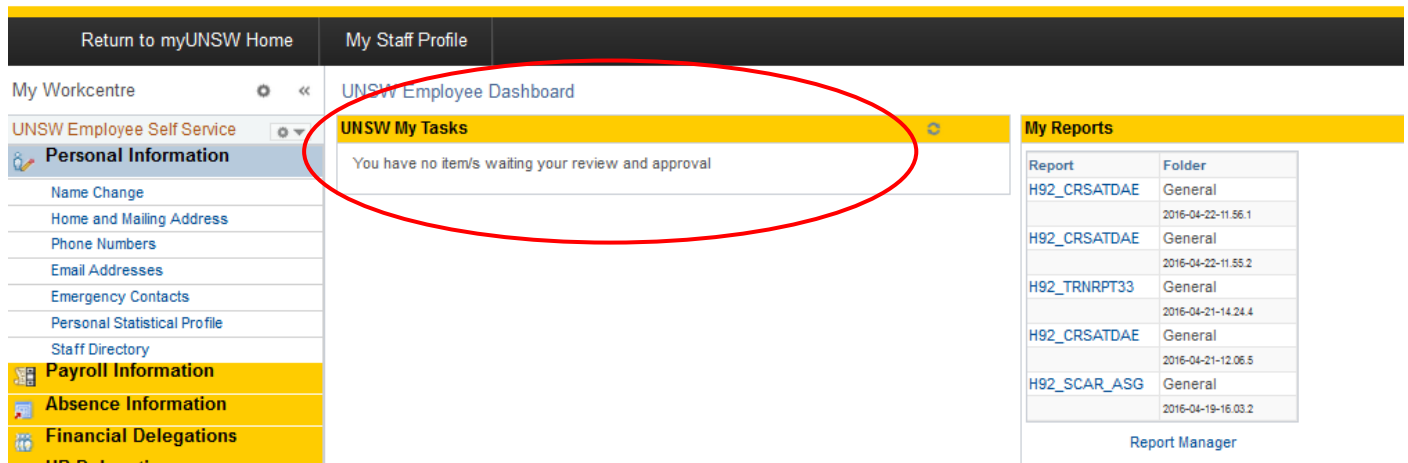


The screenshot shows the UNSW Employee Dashboard. The 'UNSW My Tasks' section is highlighted in yellow and contains the text: "You have no item/s waiting your review and approval". The 'My Reports' section on the right contains a table of reports.

Report	Folder
H92_CRSDAE	General 2016-04-22-11.56.1
H92_CRSDAE	General 2016-04-22-11.55.2
H92_TRNRPT33	General 2016-04-21-14.24.4
H92_CRSDAE	General 2016-04-21-12.06.5
H92_SCAR_ASG	General 2016-04-19-16.03.2

Report Manager

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



The screenshot is identical to the previous one, but the 'UNSW My Tasks' section is circled in red to highlight it.

Alternatively please follow the below instructions.

Step 3: Enter Health, Safety & Environment Section

The screenshot shows the UNSW Employee Dashboard. The top navigation bar includes 'Return to myUNSW Home' and 'My Staff Profile'. The left-hand menu is expanded to show 'Health, Safety & Environment' with sub-options: 'Report a Hazard/Incident', 'My Reported Hazard/Incident', 'Manage Hazard/Incident', and 'Learning and Development'. The main content area is titled 'UNSW My Tasks' and contains the message: 'You have no item/s waiting your review and approval'. On the right, there is a 'My Reports' section with a table of reports.

Report	Folder
H92_CRSATDAE	General
	2016-04-22-11.56.1
H92_CRSATDAE	General
	2016-04-22-11.55.2
H92_TRNRPT33	General
	2016-04-21-14.24.4
H92_CRSATDAE	General
	2016-04-21-12.06.5
H92_SCAR_ASG	General
	2016-04-19-16.03.2

Report Manager

Step 4: Enter Manage Hazard/Incident

The screenshot shows the UNSW Employee Dashboard with the 'Manage Hazard/Incident' option selected in the left-hand menu. The main content area is titled 'UNSW My Tasks' and contains the message: 'You have no item/s waiting your review and approval'.

Step 5: Click Search. This step may take time

The screenshot shows the 'Manage HS Issue - Issue Search' form. The form includes the following fields and options:

- Issue# (text input)
- OR
- Issue Type (dropdown menu)
- Date From (text input with calendar icon)
- Issue State (dropdown menu)
- Date-To (text input with calendar icon)
- Staff/Student ID (text input)
- Name of Staff/Student (text input)
- Search button (circled in red)

Radio buttons are present for 'All Issues' (selected) and 'Issues I'm Responsible For'. Below the form is a table with the following columns: Issue#, Empl ID, Name, School/Unit, Issue Type, Primary Category, Date Recorded, and Status. The table currently shows 1 of 1 results.

Step 6: Find required Hazard from list

Return to myUNSW Home | My Staff Profile | Logged in as

My Workcentre << | UNSW Employee Self Service

- Personal Information
- Payroll Information
- Absence Information
- Financial Delegations
- HR Delegations
- Health, Safety & Environment**
 - Report a Hazard/Incident
 - My Reported Hazard/Incident
 - Manage Hazard/Incident
- Learning and Development

Manage HS Issue - Issue Search

This screen displays any hazards or incidents for which you have been designated as the responsible person.

Issue#

OR

Issue Type

Date From To

Issue State

Date-To

All Issues Issues I'm Responsible For

Staff/Student ID

Name of Staff/Student

Inspection#	Issue#	Empl ID	Name	School/Unit	Issue Type	Primary Category	Date Recorded	Status
	00014971	3101505	Laura Amos	Biotech & Biomolecular Science	Incident/Injury	Air Quality	21/04/2016	Submitted
	00014969	3409129	Renecia Lowe	School of Chemistry	Incident/Injury	Temperature	21/04/2016	Submitted
	00014968	5109611	Ellen Little	UC Phys, Environ and Math Sci	Incident/Injury	Manual Handling	20/04/2016	Submitted
	00014967	3211001	Marjka Azzopardi	University Library	Hazard	Electrical	20/04/2016	Submitted
	00014966	3211001	Marjka Azzopardi	University Library	Hazard	Electrical	20/04/2016	Submitted
	00014965	3211001	Marjka Azzopardi	University Library	Hazard	Electrical	20/04/2016	Submitted
00000060	00014964	3029910	Donna Pulham	Mech & Manufacturing Engineer	Workplace Inspection	Plant & Equipment	20/04/2016	Submitted
00000060	00014963	3029910	Donna Pulham	Mech & Manufacturing Engineer	Workplace Inspection	Plant & Equipment	20/04/2016	Submitted
00000060	00014962	3029910	Donna Pulham	Graduate Sch-Biomedical Engine	Workplace Inspection	Plant & Equipment	20/04/2016	Closed
00000060	00014961	3029910	Donna Pulham	Mech & Manufacturing Engineer	Workplace Inspection	Other	20/04/2016	Submitted
00000060	00014960	3029910	Donna Pulham	Mech & Manufacturing Engineer	Workplace Inspection	Slips, trips and falls	20/04/2016	Closed
	00014959	3211001	Marjka Azzopardi	University Library	Hazard	Electrical	20/04/2016	Submitted

Step 7: View Issue:

Manage an Issue: Access to this screen is limited to supervisors and other specified personnel. This screen is used to update or make changes to an initial report, and to specify the corrective action.

View Issue - Summary

Reported By	Emma Gillham	Issue relating to	Theresa Kahwati	Staff	Phone	0293851578
Issue Type	Hazard	Issue #	00014872			
Division	Faculty of Science	Unit	Biotech & Biomolecular Science			
Date/Time	22/04/2016 9:00AM	Location	On Campus Inside building Kensington Campus Biological Sciences Level 3 301B1 Clinic or hospital			

Faculty **Department**

First 1 of 1 Last

Responsible Supervisor/Staff Member

The supervisor is responsible for ensuring that appropriate actions have been taken to address this hazard. The system will automatically default to the supervisor's name, but if you believe there is another staff member who is more appropriate for managing this hazard, please select this staff member's name below. The system will automatically send the nominated Supervisor or the new Responsible Staff Member an email notifying them about this hazard. (Note: Do NOT enter the name of your Client Facilities Manager (CFM) here.)

Responsible Supervisor/Staff Member **Emma Gillham** **Telephone** 51565

If responsibility should be assigned to a more appropriate staff member, please select new responsible

Empl ID **Name**

Hazard - Details

Brief Description of Hazard

Hazard Type

Hazard Cause

Below are action(s)/control(s) already taken by the person submitting the report, to address this hazard

Action Date
20/04/2016

test

Residual Risk Rating

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, person 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 Consequence

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/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?

Hazard Likelihood

Risk Rating

Likelihood	Alm Certn	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium
		Insignificant	Minor	Moderate	Major	Severe
Consequences						

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

				First 1 of 1 Last
Hierarchy of Controls	Corrective action Required	Proposed Completion	Click to Mark Complete /	

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

Add Attachment If relevant, please attach more information about hazard, photos, investigation report etc.

Status Submitted

Status Explanation

Step 8: Complete Hazard Consequence

Residual Risk Rating

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, person 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 Consequence:

Consider the Likelihood before? How long are people exposed to the hazard? Does the environment affect it (e.g. lighting/temperature/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?

Hazard Likelihood:

Risk Rating:

Likelihood	Alm Certn	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium
		Insignificant	Minor	Moderate	Major	Severe

Consequences

Step 9: Complete Hazard Likelihood

Residual Risk Rating

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, person 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 Consequence:

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/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?

Hazard Likelihood:

Risk Rating:

Likelihood	Alm Certn	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium
		Insignificant	Minor	Moderate	Major	Severe

Consequences

Step 10: Risk Rating automatically populates

Residual Risk Rating

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, person 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 Consequence:

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/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?

Hazard Likelihood:

Risk Rating: Low - Act this month to reduce risk

Likelihood	Alm Certn	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium
		Insignificant	Minor	Moderate	Major	Severe

Consequences

Step 11: Add Hierarchy of Controls

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

		First 1 of 1 Last	
Hierarchy of Controls	Corrective action Required	Proposed Completion Date	Click to Mark Complete / Incomplete
<input type="text" value="Can this H&S Hazard be eliminated altogether?"/>			<input checked="" type="checkbox"/>

sent to FM Assist outlining the instructions you have listed below

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 12: Add Corrective Action Required

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

		First 1 of 1 Last	
Hierarchy of Controls	Corrective action Required	Proposed Completion Date	Click to Mark Complete / Incomplete
<input type="text" value="Can this H&S Hazard be eliminated altogether?"/>	Test		<input checked="" type="checkbox"/>

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

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

		First 1 of 1 Last	
Hierarchy of Controls	Corrective action Required	Proposed Completion Date	Click to Mark Complete / Incomplete
<input type="text" value="Can this H&S Hazard be eliminated altogether?"/>	Test	26/04/2016	<input checked="" type="checkbox"/>

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

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

		First 1-2 of 2 Last	
Hierarchy of Controls	Corrective action Required	Proposed Completion Date	Click to Mark Complete / Incomplete
<input type="text" value="Can this H&S Hazard be eliminated altogether?"/>	Test	26/04/2016	<input checked="" type="checkbox"/>
<input type="text"/>			<input checked="" type="checkbox"/>

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)

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

Hierarchy of Controls	Corrective action Required	Proposed Completion Date	Click to Mark Complete / Incomplete		
Can this H&S Hazard be eliminated altogether?	Test	26/04/2016	<input checked="" type="checkbox"/>	Add Action	Delete
			<input checked="" type="checkbox"/>	Add Action	Delete

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

Instructions for Facilities Management

Test

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

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

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

Instructions for Facilities Management

Test

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

Step 17: Click Submit

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

Instructions for Facilities Management

Test

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

[Add Attachment](#) If relevant, please attach more information about hazard, photos, investigation report etc.

Status Submitted

Status Explanation

[Back](#) [Print](#) [Submit](#)

Step 18: Go Back to Manage Hazards. Enter Issue Number. Click Search

Manage HS Issue - Issue Search

This screen displays any hazards or incidents for which you have been designated as the responsible person.

Issue#

OR

Issue Type

Date From

All Issues Issues I'm Responsible For

Issue State

Date-To

Staff/Student ID

Name of Staff/Student

[Search](#)

Issue#	Empl ID	Name	School/Unit	Issue Type	Primary Category	Date Recorded	Status

Step 19: Status has changed to In Progress

Issue#	Empl ID	Name	School/Unit	Issue Type	Primary Category	Date Recorded	Status
00014872	9673019	Theresa Kahwati	Biotech & Biomolecular Science	Hazard	Manual Handling	26/04/2016	In Progres

Step 20: Close Issue. Enter Issue

Issue#	Empl ID	Name	School/Unit	Issue Type	Primary Category	Date Recorded	Status
00014872	9673019	Theresa Kahwati	Biotech & Biomolecular Science	Hazard	Manual Handling	26/04/2016	In Progres

Step 21: Scroll to Corrective Actions Required Section

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

Hierarchy of Controls	Corrective action Required	Proposed Completion Date	Click to Mark Complete / Incomplete		
Can this H&S Hazard be eliminated altogether?	Test	26/04/2016	<input checked="" type="checkbox"/>	Add Action	Delete

Step 22: Click to Mark as Complete

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

Hierarchy of Controls	Corrective action Required	Proposed Completion Date	Click to Mark Complete / Incomplete		
Can this H&S Hazard be eliminated altogether?	Test	26/04/2016	<input checked="" type="checkbox"/>	Add Action	Delete

Step 23: Enter Status Explanation. Click Submit

Status: In Progress

Status Explanation: Test

Back Print **Submit**

Step 24: Status has changed to Close

Issue#	Empl ID	Name	School/Unit	Issue Type	Primary Category	Date Recorded	Status
00014872	9673019	Theresa Kahwati	Biotech & Biomolecular Science	Hazard	Manual Handling	26/04/2016	Closed