

Health & Safety Manage Hazards

Never Stand Still

Health, Safety & Environment Unit

Health & Safety Hazard & Incident Reporting System

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

Return to myUNSW Home	My Staff Profile		
My Workcentre o «	UNSW Employee Dashboard		
UNSW Employee Self Service	UNSW My Tasks 🔹 🔍	My Reports	
🧽 Personal Information	You have no item/s waiting your review and approval	Report	Folder
Name Change		H92_CRSATDAE	General
Home and Mailing Address			2016-04-22-11.55.1
Phone Numbers		H92_CRSATDAE	General
Email Addresses			2016-04-22-11.55.2
Emergency Contacts		H92_TRNRPT33	General
Personal Statistical Profile			2016-04-21-14.24.4
Staff Directory		H92_CRSATDAE	General
Bayroll Information			2016-04-21-12.06.5
		H92_SCAR_ASG	General
Absence Information			2016-04-19-16.03.2
Financial Delegations		Rej	oort Manager
Le HR Delegations			
Health, Safety & Environment			
🧫 Learning and Development			

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

Return to myUNSW	Home	My Staff Profile		
My Workcentre	o «	UNSW Employee Dashboard		
JNSW Employee Self Service	0 -	UNSW My Tasks	My Reports	
Personal Information	(You have no item/s waiting your review and approval	Report	Folder
Name Change			H92_CRSATDAE	General
Home and Mailing Address				2016-04-22-11.56.1
Phone Numbers			H92_CRSATDAE	General
Email Addresses				2016-04-22-11.55.2
Emergency Contacts			H92_TRNRPT33	General
Personal Statistical Profile				2016-04-21-14.24.4
Chaff Diseaters			H92_CRSATDAE	General
Statt Directory				2016-04-21-12.06.5
			H92_SCAR_ASG	General
Absence Information				2016-04-19-16.03.2
Financial Delegations			Rei	port Manager
HD Delegations				

Alternatively please follow the below instructions.

Step 3: Enter Health, Safety & Environment Section

Return to myUNSW Home	My Staff Profile		
My Workcentre o «	UNSW Employee Dashboard		
UNSW Employee Self Service	UNSW My Tasks C	My Reports	
Personal Information	You have no item/s waiting your review and approval	Report	Folder
Payroll Information		H92_CRSATDAE	General
Absence Information			2016-04-22-11.56.1
Einensiel Delegations		H92_CRSATDAE	General
Financial Delegations			2016-04-22-11.55.2
IR Delegations		H92_TRNRPT33	General
Health, Safety & Environment			2016-04-21-14.24.4
		H92_CRSATDAE	General
Report a Hazard/Incident			2016-04-21-12.06.5
My Reported Hazard/Incident		H92_SCAR_ASG	General
Manage Hazard/Incident			2016-04-19-16.03.2
Learning and Development		Rej	oort Manager

Step 4: Enter Manage Hazard/Incident

Return to myUNSW Home	My Staff Profile	
My Workcentre • «	UNSW Employee Dashboard	
UNSW Employee Self Service	UNSW My Tasks C	
Personal Information	You have no item/s waiting your review and approval	
Payroll Information		
Absence Information		
Financial Delegations		
IR Delegations		
Health, Safety & Environment		
Report a Hazard/Incident		
My Reported Hazard/Incident		
Manage Hazard/Incident		
Learning and Development		

Step 5: Click Search. This step may take time

Return to myUNSW Home	My Staff Profile
My Workcentre • «	
UNSW Employee Self Service	Manage HS Issue - Issue Search
Personal Information	This screen displays any hazards or incidents for which you have been designated as the responsible person
Absence Information	па зопост израуз илу падагоз от повола по типки уче пате вост изаднасе из не гозронавке регзон.
Financial Delegations	
Health, Safety & Environment	Issue#
Report a Hazard/Incident	Issue Type Issue State
Manage Hazard/Incident	Date From Date-To
	All Issues Issues I'm Responsible For Staff/Student ID Name of Staff/Student Search
	Tirst @ 1 of 1 @ Last
	Issue# Empl ID Name School/Unit Issue Type Primary Category Date Recorded Status

Step 6: Find required Hazard from list

Return to myUNSW Home	My Staff Profile								Log	ged in as:
My Workcentre o « UNSW Employee Self Service ov Personal Information E Payroll Information Absence Information	This screen display	ys any hazard	ds or incident	Mana s for which you have been designated as	age HS Issue - Issue Search the responsible person.					
Financial Delegations Hrancial Delegations Health, Safety & Environment Report a Hazard/incident My Reported Hazard/incident Manage Hazard/incident Learning and Development	Issue≢ OR Issue Type Date Fron		jes O	• Issues I'm Responsible For	Issue State Date-To Staff/Student ID Name of Staff/Stude	Di nt	Search			
	Inspection#	Issue#	Empl ID	Name	School/Unit	Issue Type	Primary Category	Firs Date Recorded	t ④ 1-600 of 600 Status	Last
		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	Marijka Azzopardi	University Library	Hazard	Electrical	20/04/2016	Submitted	
		00014966	3211001	Marijka Azzopardi	University Library	Hazard	Electrical	20/04/2016	Submitted	
		00014965	3211001	Marijka Azzopardi	University Library	Hazard	Electrical	20/04/2016	Submitted	
	0000060	00014964	3029910	Donna Pulham	Mech & Manufacturing Engineer	Workplace Inspection	Plant & Equipment	20/04/2016	Submitted	
	0000060	00014963	3029910	Donna Pulham	Mech & Manufacturing Engineer	Workplace Inspection	Plant & Equipment	20/04/2016	Submitted	
	0000060	00014962	3029910	Donna Pulham	Graduate Sch-Biomedical Engine	Workplace Inspection	Plant & Equipment	20/04/2016	Closed	
	0000060	00014961	3029910	Donna Pulham	Mech & Manufacturing Engineer	Workplace Inspection	Other	20/04/2016	Submitted	
	0000060	00014960	3029910	Donna Pulham	Mech & Manufacturing Engineer	Workplace Inspection	Slips, trips and falls	20/04/2016	Closed	
		00014959	3211001	Marijka Azzopardi	University Library	Hazard	Electrical	20/04/2016	Submitted	

Step 7: View Issue:

Manage an Issue: A corrective action.	ccess to this screen is lim	nited to supervisors and other specified per	rsonnel. This screen i	s used to update or make changes to	an initial report, and to	o specify the	
View Issue - Summ	ary]
Reported By	Emma Gillham Hazard		Issue relating to Issue #	Theresa Kahwati 00014872	Staff	Phone 0293851578	
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	SCI - Faculty of Science	✓ Department	BABS - Biotech & Bi	omolecular Science 👻			
							First 🕙 1 of 1 🕑
Responsible Super	visor/Staff Member						
The supervisor is re but if you believe the automatically send Facilities Manager (esponsible for ensuring the ere is another staff member the nominated Supervisor (CFM) here.)	at appropriate actions have been taken to a er who is more appropriate for managing th or the new Responsible Staff Member an	address this hazard. T his hazard, please sel email notifying them a	he system will automatically default to ect this staff member's name below. I bout this hazard. (Note: Do NOT enter) the supervisor's nam The system will the name of your Clie	ne, 1 ent	
Responsible Super	visor/Staff Member 3387	^{/891} Emma Gillham		Telephone 5156	5		
lf responsibil	ity should be assigned to a	a more appropriate staff member, please s	select new responsibl	e			
Empl ID		Name					Search
Hazard - Details							
Brief Description of Hazard	Test						

Hazard Type	Manual Handling 🗸 🗸								
Hazard Cause	Applying force object 🗸 🗸								
Below are action(s)/control(s) already taken by the person	submitting the report, to address	this haza	rd					Action Date
test									20/04/2016
Residual Risk Ra	ting			Ð	Medium	High	High	Very High	Very High
Please rate the "res implementation of t	sidual risk" of this hazard i.e. rate the risk o the action(s)/control(s) listed above	of this hazard considering the		Alm Ce					
Consider the Cons there anything tha task etc.). How ma failures? Could a s	sequences: What type of harm could occ it will influence the severity (e.g. proximit any people are exposed to the hazard? C small event escalate?	ur (minor, serious, death)? Is ty to hazard, person involved in ould one failure lead to other		Likelv	Medium	Medium	High	High	Very High
Hazard Conseque	nce	\checkmark	pooq	ossible	Low	Medium	High	Hiqh	Very High
Consider the Like How long are peo environment affe stress, panic, dea	lihood: How often is the task done? Has ple exposed? How effective are the cont ct it (e.g. lighting/temperature/pace)? Wh adlines) What people are exposed (e.g. d	an accident happened before? rol measures? Does the lat are people's behaviours (e.g. isabled, young workers etc.)?	Likeli	Unlikelv	Low	Low	Medium	Medium	High
Hazard Likelihood Risk Rating		\checkmark		Rare	Low	Low	Medium	Medium	Medium
				_					
					Insignificar	nt Minor	Moderate	Major	Severe
						Cons	equences		
Corrective Action I In this section you r corrective action. As	Required need to outline the corrective actions requi s an action is implemented click to mark a	red for this hazard using the hierard s complete. If you have more than d	thy of con one corre	ntrols. Y ctive ac	'ou must also tion click add	enter the propos action	ed date of imple	mentation for	this
							F	irst 🕙 1 of 1	East
Hierarchy of Contr	ols	Corrective action Required				Proposed Completion	Click to Mark Complete /		
		v				3	ſ¶ [*]	Add Action	Delete
Tick this box	<, if this hazard requires action by Facilitie	S Management to fix the hazard. A	An email	will be	sent to FM As	sist outlining the	✓	Add Action	Delete
Tick this boy	k, if this hazard requires action by Facilitie e could also be a risk to the Environment?	es Management to fix the hazard. A	An email	will be	sent to FM As	sist outlining the	✓	Add Action	Delete
Tick this box Do you think there Add Attachment	x, if this hazard requires action by Faciliti e could also be a risk to the Environment? If relevant, please attach more informa	Sea Management to fix the hazard. / Yes No ation about hazard,photos, investigation	An email t	will be rt etc.	sent to FM As	sist outlining the	instructions you	Add Action	Delete
Tick this box Do you think then Add Attachment Status	x, if this hazard requires action by Facilitie e could also be a risk to the Environment? If relevant, please attach more informa Submitted	Ses Management to fix the hazard. A Yes No ation about hazard,photos, investiga	An email t	will be	sent to FM As	sist outlining the	instructions you	Add Action	Delete
Tick this box Do you think there Add Attachment Status Status Explanation	x, if this hazard requires action by Facilitie e could also be a risk to the Environment? If relevant, please attach more informa Submitted	es Management to fix the hazard. <i>A</i> Yes No ation about hazard,photos, investiga	In email	will be	sent to FM As	sist outlining the	instructions you	Add Action	Delete

Step 8: Complete Hazard Consequence

Residual Risk Rating		-	Medium	High	High	Verv	Verv
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		Alm Certr		Ĵ	Ŭ	High	High
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		Likely /	Medium	Medium	High	High	Very High
one failure lead to other failures? Could a small event escalate? Hazard Consequence	lihood	Possible	Low	Medium	High	High	Very High
Consider the Likeliho Minor - Instal equired before? How long are Does the environment Major - hospital admission required	Likel	Unlikely	Low	Low	Medium	Medium	High
Hazard Likelihood		Bare	Low	Low	Medium	Medium	Medium
KISK KATING			Insignificant	Minor	Moderate	Major	Severe
				Consec	uences		

Step 9: Complete Hazard Likelihood



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 Insignificant - injuries not requiring first aid

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.)?

Hazerd Likelihood Possible - could occur at some time Risk Rating Low - Act this month to reduce risk

	Alm Certn	Medium		High		High		Very High	Very High	
	Likely	Medium	N	ledium		High		High	Very High	
lihood	Possible	Low	N	ledium		High		High	Very High	
Like	Unlikely	Low		Low		Medium		Medium	High	
	Rare	Low		Low		Medium		Medium	Medium	
		Insignificar	nt	Minor		Moderate	•	Major	Severe	
				Cons	eq	uences				

Step 11: Add Hierarchy of Controls

Corrective Action Required						
In this section you need to outline the corrective actions required to corrective action. As an action is implemented click to mark as corrective action.	or this hazard using the hierarchy of controls. You must nplete. If you have more than one corrective action click a	also ente add actio	er the propos n	ed date of imple	ementation for th	nis
					First 🕚 1 of 1	Last
Hierarchy of Controls	Corrective action Required	Pro Cor Dat	posed npletion e	Click to Mark Complete / Incomplete		
			31	1	Add Action	Delete
Can this H&S Hazard be eliminated altogether? Can this Hazard be substituted by something less dangerous? Can you modify tools or equipment, enclose equipment, or put gu Can the Hazard risk be reduced by changing workplace proced Can you reduce the Hazard risk by using personal protective eq Do you have any other suggestions or comments?	lards in place? ures, documenting safe work procedures or training? uipment or clothing?	sent to	FM Assist	outlining the i	instructions y	rou have

Step 12: Add Corrective Action Required

of 1 🕑 Last	First 🕚 1 of 1 🤅				
		Click to Mark Complete / Incomplete	Proposed Completion Date	Corrective action Required	archy of Controls
ction Delete	Add Action	*	Ħ	Test	n this H&S Hazard be eliminated altogether?
•	Add Ac	Click to Mark Complete / Incomplete	Proposed Completion Date	Corrective action Required	rarchy of Controls n this H&S Hazard be eliminated altogether?

Step 13: Add proposed completion date

r this hazard using the hierarchy of controls. You must also plete. If you have more than one corrective action click add	enter the propose action	ed date of imple	mentation for th	is
			First 🕙 1 of 1	🕭 Last
Corrective action Required	Proposed Completion Date	Click to Mark Complete / Incomplete		
Test	26/04/2016 🛐	~	Add Action	Delete
r ol C	this hazard using the hierarchy of controls. You must also lete. If you have more than one corrective action click add corrective action Required	this hazard using the hierarchy of controls. You must also enter the propose lete. If you have more than one corrective action click add action corrective action Required Proposed Completion Date est 26/04/2016	this hazard using the hierarchy of controls. You must also enter the proposed date of implet lete. If you have more than one corrective action click add action If you have more than one corrective action click add action Corrective action Required Completion Date Complete / Incomplete Incomplete	this hazard using the hierarchy of controls. You must also enter the proposed date of implementation for the lete. If you have more than one corrective action click add action First I of 1 Circle to mark Click to Mark Completion Date Incomplete Incomplete Fest 26/04/2016

Step 14: Add Action If Required

Conective Action Required					
In this section you need to outline the corrective actions n corrective action. As an action is implemented click to man	equired for this hazard using the hierarchy of controls. rk as complete. If you have more than one corrective ac	You must also enter the proposition click add action	ed date of imple	mentation for th	nis
			Fi	rst 🕚 1-2 of 2	🕑 Last
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 🛐	×	Add Action	Delete
			1.1	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

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 require corrective action. As an action is implemented click to mark as c	d for this hazard using the hierarchy of controls. You must als omplete. If you have more than one corrective action click add	o enter the propos action	ed date of imple	mentation for th	nis
			Fi	rst 🐠 1-2 of 2	Last
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 🛐	×*	Add Action	Delete
		31	×	Add Action	Delete

Do you think there could also be a risk to the Environment? O Yes O 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				
Instructions for Facilities Management Test				
Do you think there could also be a risk to the Environment?				
Add Attachment If relevant, please attach more information about hazard, photos, investigation report etc.				
Status Submitted	\frown			
Print	Submit			

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

	Manage HS Issue - Issue Search						
This scr	een displays a	ny hazards or incidents for which you h	ave been designated as the responsible pe	rson.			
(
	ssue# 148	372					
(DR Issue Type	-		Issue State	•		
I	Date From	F		Date-To	B		\frown
	۲	All Issues 🔘 Issues I'm Resp	onsible For	Staff/Student ID		(
	Name of Staff/Student Search					Search	
							First 🕙 1 of 1 🕑 Last
Issue#	Empl ID	Name	School/Unit	Issue Type	Primary Category	Date Recorded	Status

Step 19: Status has changed to In Progress

							First 🕚 1 of 1 🕑 Last
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

/								First 🕙 1 of 1 🕑 Last
	Issue#	Empl	Name	School/Unit	Issue Type	Primary Category	Date Recorded	Status
	00014872	9673/19	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 requi corrective action. As an action is implemented click to mark a	red for this hazard using the hierarchy of controls. You must as complete. If you have more than one corrective action click	also enter the propos add action	sed date of impler	mentation for t	this
			Fi	rst 🕙 1 of 1	Last
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 🛐		Add Action	Delete

Step 22: Click to Mark as Complete

In this section you need to outline the corrective actions rea corrective action. As an action is implemented click to mark	quired for this hazard using the hierarchy of control: k as complete. If you have more than one corrective	s. You must also enter the proposed date of implementation for this action click add action
		First 🕚 1 of 1 🕑 Last
Hierarchy of Controls	Corrective action Required	Completion Complete / Date Incomplete
Can this H&S Hazard be eliminated altogether?		26/04/2016 Add Action Delete

Step 23: Enter Status Explanation. Click Submit

Status	In Progres	_		
Status Explanation	Test ×			1
Back		Print	Submit)

Step 24: Status has changed to Close

							First 🖤 1 or 1 🖤	Last
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	