

Health & Safety Report Hazard/Incident

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 • «	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			2016-04-22-11.56.1
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
Staff Directory		H92_CRSATDAE	General
			2016-04-21-12.06.5
1 ayron mornadon		H92_SCAR_ASG	General
Absence Information			2016-04-19-16.03.2
Financial Delegations		Re	port Manager
HR Delegations			-
Health, Safety & Environment			
Learning and Development			

Step 2: Click on Health, Safety & Environment

Return to myUNSW	Home	My Staff Profile
My Workcentre	o «	UNSW Employee
UNSW Employee Self Service	0 -	UNSW My Tasks
🧽 Personal Information		You have item/s wa
Name Change		
Home and Mailing Address	;	Pormost Typ
Phone Numbers		Health and Safety
Email Addresses		Health and Safety
Emergency Contacts		Health and Safety
Personal Statistical Profile		Health and Safety
Staff Directory		
Payroll Information		
Absence Information		
Financial Delegations		
HR Delegations		
💦 Health, Safety & Envir	onment	
Learning and Develor	ment	

Step 3: Enter Report a Hazard/Incident



Step 4: Select Hazard or Incident from Drop Down

Return to myUNSW	Home		My Staff Profile	
My Workcentre	0	~		
UNSW Employee Self Service	4	¥ ¢	Welcome to UNSW's online health, safety and environment reporti	ng syster
Personal Information				
Payroll Information			This system can be used to report incidents, hazards, first aid treatment, environmental issues, workplace inspections and audit	results
Absence Information				
Financial Delegations				
HR Delegations				
A Health, Safety & Enviro	onme	nt	Report Type Of Issue (2)	
Report a Hazard/Incident				
My Reported Hazard/Incide	nt		Issue lype Hazard	
Manage Hazard/Incident			Incident/Injury	
🔫 Learning and Develop	ment		Environment Workplace Inspection First Aid Report Self-AuditTools Questions Internal Audit Non-Conformance	

Step 5: Report on behalf of yourself or Someone Else

Hazard								
Nelcome to UNSW's online reporting system.								
Please note you must complete ALL the screens and press either "Submit" or "Save as Draft" to ensure that ALL the information you have entered is saved. If you exit before completing all the screens, the information will NOT be saved and you will have to re-enter it. If you need to go back to a previous screen, use the 'Back' button in the bottom left hand corner as opposed to the web menu "back arrow".								
If you are reporting on behalf of another	If you are reporting on behalf of another staff member, this staff member will receive an email notifying them of their hazard/incident report number.							
* Denotes Mandatory Field	* Denotes Mandatory Field							
Reporting Identity								
I would like to report an Issue	 as myself Administrative Assistant - Occupational Health & Safety on behalf of someone else 							
Back	Next							

Hazard									
Welcome to UNSW's online reporting system	Welcome to UNSW's online reporting system.								
Please note you must complete ALL the screens and press either "Submit" or "Save as Draft" to ensure that ALL the information you have entered is saved. If you exit before completing all the screens, the information will NOT be saved and you will have to re-enter it. If you need to go back to a previous screen, use the "Back" button in the bottom left hand corner as opposed to the web menu "back arrow".									
If you are reporting on behalf of another staff	member, this staff member will receive an email notifying them of their hazard/incident report number.								
* Denotes Mandatory Field									
Reporting Identity									
I would like to report an Issue	 as myself Administrative Assistant - Occupational Health & Safety on behalf of someone else 								
Staff Student	O Visitor O Affiliate O Contractor								
Back	Next								

Step 6: Enter Location Details

*Date Hazard Identified	26/04/2016		Time Hazard Identified 09 - 00 -	
Location				
	On Campus	© Off Campus		
	Inside building	Outside building		
*Campus	Kensington Campus	~		
*Building	Chancellery		•	
*Floor Level	L1 👻		*Room 119 👻	
*Location Category	Office	▼		
Aditional Details				

Step 7: Click Next

*Date Hazard Identified	26/04/2016		Time Hazard Identified 09 🗸 00 🗸	
Location				
	On Campus	© Off Campus		
	Inside building	Outside building		
*Campus	Kensington Campus	•		
*Building	Chancellery		•	
*Floor Level	L1 •		*Room 119 -	
*Location Category	Office	•		
Aditional Details				

Step 8: Enter Hazard Description

Hazard			Emma Gillham
Hazard - Details			
*Briefly describe the Hazard	Test		ii.
	*Hazard Category *Cause of Hazard	 ▼ ▼ 	

Step 9: Enter Hazard Category from Drop Down

azard					Emma Gillhar
Hazard - Details					
*Briefly describe the Hazard	Test				h
*	Hazard Category		-		
*	Cause of Hazard	Air Quality Animals & Insects			
*What action(s) have If no action was imme	you taken to address this Haza ediately taken please state No	Biological exposure Building Damage/Defect Chemical exposure Electrical			Date Actioned
Add Attachment	lf relevant, please attach moi	Ergonomic Fire/Explosion Housekeeping Manual Handling Needlestick/sharps		stigation report etc.	
Back		Noise Not Applicable Other Plant & Equipment Pressure - variations in			Save As Draft Next
		Radiation exposure Repetitive movement or overuse Slips, trips and falls	-	,	

Step 10: Enter Cause of Hazard from Drop Down

lazard				Emma Gillha
Hazard - Details				
*Briefly describe the Hazard	Test			
	*Hazard Category	Building Damage/Defect 👻		
	*Cause of Hazard	•		
*What action(s) have If no action was imm	you taken to address this Haza ediately taken please state No	Broken stairs/handrail Damage to external surfaces Damage to internal fittings Damaged floor surface		Date Actioned
Add Attachment	lf relevant, please attach mor	Lighting - Poor/inadequate Lighting - Too much glare Other e mormation about nazard,photos, mve	stigation report etc.	j j
Back				Save As Draft Nex

Step 11: Enter any Immediate Action Taken or State No Action Taken. Enter Date.

Hazard			Emma Gillham
Hazard - Details			
*Briefly describe the Hazard	P Test		,ti
	*Hazard Category	Building Damage/Defect	
	^Cause of Hazard		
*What action(s) have If no action was imn	e you taken to address th nediately taken please st	iis Hazard ate No Action Taken	Date Actioned
No Action Taken			26/04/2016
Add Attachment	lf relevant, please att	ach more information about hazard,photos, investigation report etc.	
Back			Save As Draft Next

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

	Hazard			Emma Gillham
	Hazard - Details			
	*Briefly describe the Hazard			
		*Hazard Category *Cause of Hazard	Building Damage/Defect Damage to internal fittings	
	*What action(s) have If no action was imm No Action Take n	e you taken to address th lediately taken please st	is Hazard ate No Action Taken	Date Actioned
(Add Attachment	lf relevant, please atta	ach more information about hazard,photos, investigation report etc.	
	Back		1	Save As Draft Next

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

Your supervisor is responsible for ei there is another staff member who is Supervisor or the new Responsible Responsible Supervisor/Staff mem fresponsibility should be assigned to	nsuring that appropriate actions have been taken to s more appropriate for managing this hazard, pleas Staff Member an email notifying them about this haz ber Emma Gillham	address this hazard. The system will automatically default to their name se select this staff member's name below. The system will automatically zard. (Note: Do NOT enter the name of your Client Facilities Manager (CF	e, but if you think send your 'M) here.)
Responsible Supervisor/Staff mem	ber Emma Gillham	Administrative Assistant Occupational Health 8	
mpl ID Nam	o a more appropriate staff member, please select n e Emma Gillham	new responsible	Safety Search
Empl ID Name		Description	Select
3387891 Emma	Gillham	Administrative Assistant - Occupational Health & Safety	Select

Step 14: Submit Report

Responsible Superv	isor/Staff member		
Your supervisor is res here is another staff Supervisor or the nev	sponsible for ensuring that appropriate actions have be member who is more appropriate for managing this h r Responsible Staff Member an email notifying them a	een taken to address this hazard. The system will automatically default to thei azard, please select this staff member's name below. The system will automa bout this hazard. (Note: Do NOT enter the name of your Client Facilities Mana,	r name, but if you think atically send your ger (CFM) here.)
	sor/Staff mombor	Administrative Assistant - Occupational H	ealth & Safety
Responsible Supervi responsibility should Empl ID	I be assigned to a more appropriate staff member, ple	vase select new responsible	Search
Responsible Supervi responsibility should Empl ID Empl ID	I be assigned to a more appropriate staff member, ple Name Emma Gillham	base select new responsible	Search ption Select

Alternatively

Step 12: Save as Draft

Hazard			Emma Gillham
Hazard - Details			
*Briefly describe the Hazard	Test		ł
	*Hazard Category *Cause of Hazard	Building Damage/Defect ← Damage to internal fittings ←	
*What action(s) have If no action was imm No Action Taken	e you taken to address th ediately taken please sta	is Hazard ate No Action Taken	Date Actioned
Add Attachment	lf relevant, please atta	ach more information about hazard,photos, investigation report etc.	
Back			Save As Draft Next

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

Return to myUNSW H	ome
My Workcentre	• «
UNSW Employee Self Service	0 -
Personal Information	
Payroll Information	
Absence Information	
Financial Delegations	
Le HR Delegations	
Health, Safety & Environ	nment
Report a Hazard/Incident	
My Reported Hazard/Incident)
Manage Hazard/Incident	
Example 2 Contract Co	nent

Step 14: Enter Draft

				My Reported Haz	zards/Incidents			
This page sho	ws a summary (of any hazards or incidents y	ou have reported and	d their progress.				
To access haz progress of yo	ard and Incident	reports you can search by: i	ssue number, issue	type, issue state or o	date. You can also scroll through the li	st below to locate your issue. T	he status column i	indicates the
Issue	#]						
OR								
Issue	туре	-			Issue State	•		
Date	From	31			Date-To	51	5	Search
							F	ïrst 🕙 1-25 of 2
spection#	Issue#	Name	ID	Empl Rec#/Program	School/Unit	Issuet Type	Date Recorded	Status
	00014876	Emma Gillham	3387891	0	UNSW Safety and Sustainability	Hazard	26/04/2016	Draft
	00014875	Emma Gillham	3387891	0	UNSW Safety and Sustainability	Hazard	26/04/2016	Submitted
0000042	00014874	Lance Islip	9100352	0	UNSW Safety and Sustainability	Workplace Inspection	26/04/2016	Submitted
000042	00014873	Lance Islip	9100352	0	UNSW Safety and Sustainability	Workplace Inspection	26/04/2016	Submitted
	00014872	Theresa Kahwati	9673019	2	Biotech & Biomolecular Science	Hazard	26/04/2016	Closed

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

1	Hazard			Emma Gillham
	Hazard - Details			
	*Briefly describe the Hazard	Test		
		*Hazard Category *Cause of Hazard	Building Damage/Defect	
	*What action(s) have If no action was imm No Action Take n	e you taken to address th ediately taken please st	is Hazard ate No Action Taken	Date Actioned 26/04/2016
	Add Attachment	lf relevant, please atta	ach more information about hazard,photos, investigation report etc.	
	Back			Save As Draft Next

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

Hazard					Emma Gillha
Responsible Super	visor/Staff member				
Your supervisor is re there is another staff Supervisor or the ne	sponsible for ensurin member who is more w Responsible Staff M	g that appropriate actions have been taken to appropriate for managing this hazard, pleas lember an email notifying them about this ha	address this hazard. The system will automatically de e select this staff member's name below. The system zard. (Note: Do NOT enter the name of your Client Facil	fault to their name, bu will automatically sen ities Manager (CFM) f	ıt if you think Id your here.)
Responsible Superv	isor/Staff member d be assigned to a m	Emma Gillham pre appropriate staff member, please select r	Administrative Assistant - Occu new responsible	upational Health & Sa	fety
Empl ID	Name	Emma Gillham			Search
Empl ID	Name			Description	Select
3387891	Emma Gillha	m	Administrative Assistant - Occupational Health & Safe	ty	Select
Back				Save /	As Draft Subr

Step 17: Submit Report

esponsible Supervis	or/Staff member		
ur supervisor is respo ere is another staff mo pervisor or the new R	onsible for ensuring that appropriate actions have been to ember who is more appropriate for managing this hazaro tesponsible Staff Member an email notifying them about i	aken to address this hazard. The system will automatically default to their name d, please select this staff member's name below. The system will automatically : this hazard. (Note: Do NOT enter the name of your Client Facilities Manager (CF	, but if you think send your M) here.)
sponsible Superviso	r/Staff member Emma Cillbam	Administrative Assistant - Occupational Health &	Safetv
sponsibility should b	e assigned to a more appropriate staff member please s	select new responsible	
sponsibility should b	e assigned to a more appropriate staff member, please s	select new responsible	Search
sponsibility should b npl ID Empl ID	e assigned to a more appropriate staff member, please s Name Emma Gillham Name Emma Gillham	select new responsible Description	Search