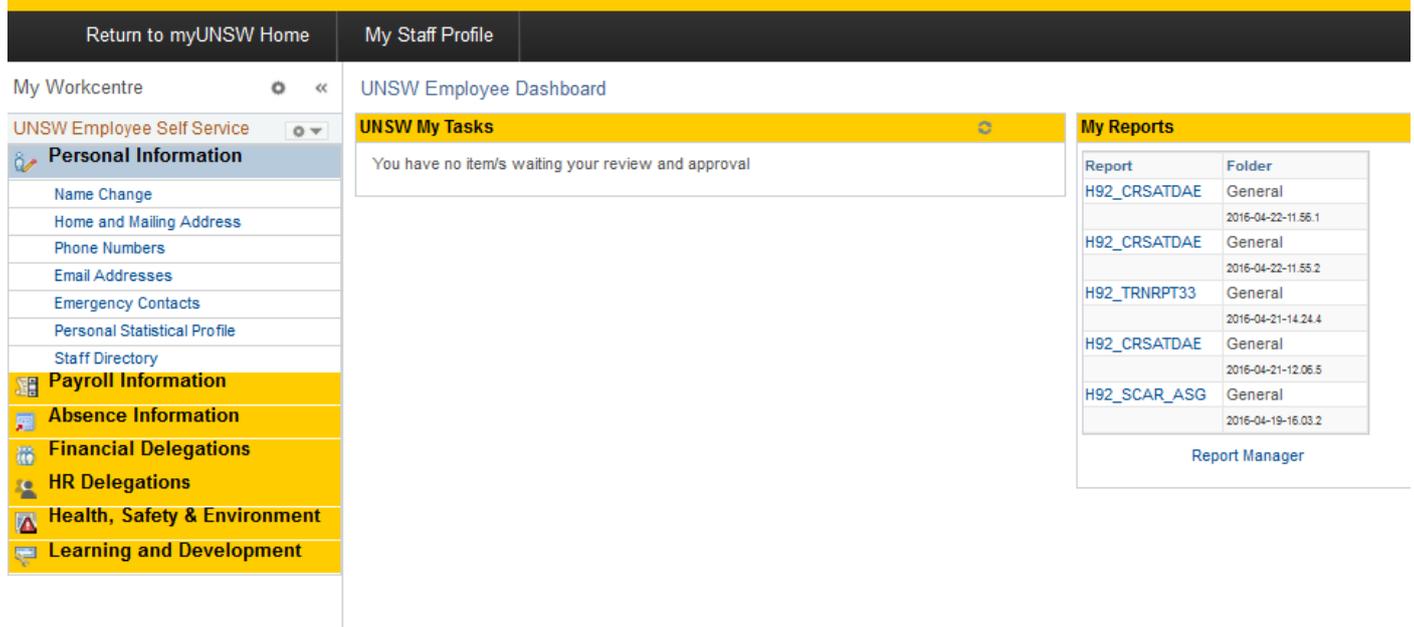# Health & Safety
Report Hazard/Incident

Health, Safety & Environment Unit

Never Stand Still

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
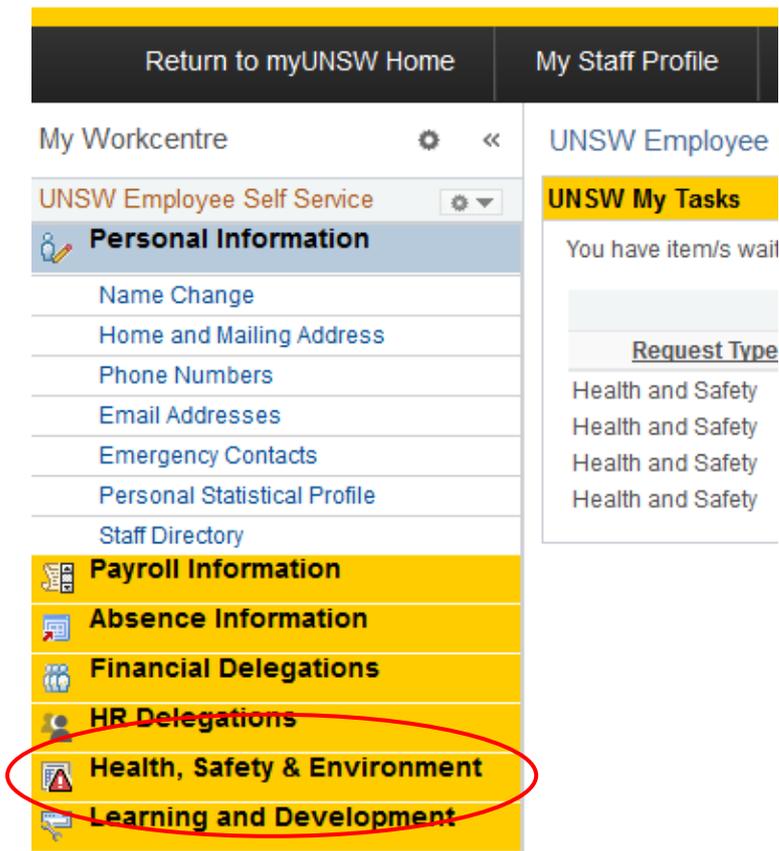
Step 3: Enter Report a Hazard/Incident
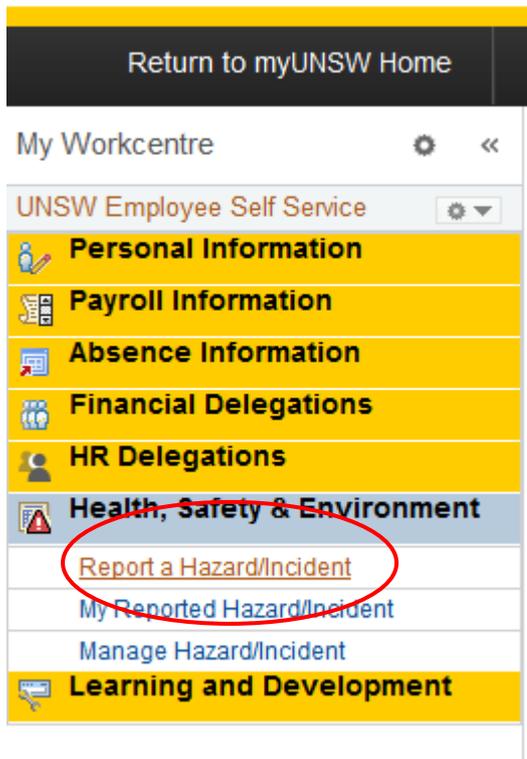
Step 4: Select Hazard or Incident from Drop Down
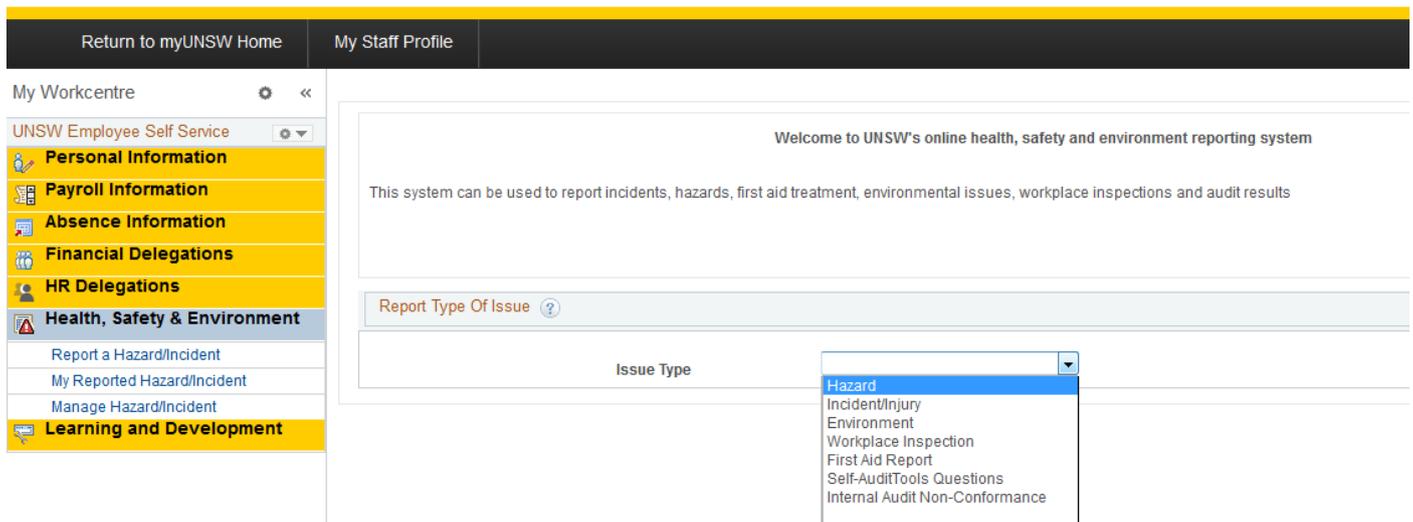
Step 5: Report on behalf of yourself or Someone Else

Hazard

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**

Back   Next

Hazard

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   ○ Visitor   ○ Affiliate   ○ Contractor

[Back]　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　[Next]

Step 6: Enter Location Details

Hazard　　　　　　　　　　　　　　　　　　　　　　　　　　　　Emma Gillham

Hazard - 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   [_____]

[Back]　　　　　　　　　　　　　　　　　　　[Save As Draft] [Next]

Step 7: Click Next

Hazard　　　　　　　　　　　　　　　　　　　　　　　　　　　　Emma Gillham

Hazard - 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   [_____]

[Back]　　　　　　　　　　　　　　　　　　　[Save As Draft] [Next]

Step 8: Enter Hazard Description

Hazard   Emma Gillham

Hazard - Details

*Briefly describe the Hazard: Test

*Hazard Category: ▼

*Cause of Hazard: ▼

Step 9: Enter Hazard Category from Drop Down

Hazard   Emma Gillham

Hazard - Details

*Briefly describe the Hazard: Test

*Hazard Category: ▼

Air Quality
Animals & Insects
Biological exposure
Building Damage/Defect
Chemical exposure
Electrical
Ergonomic
Fire/Explosion
Housekeeping
Manual Handling
Needlestick/sharps
Noise
Not Applicable
Other
Plant & Equipment
Pressure - variations in
Radiation exposure
Repetitive movement or overuse
Slips, trips and falls

*Cause of Hazard:

*What action(s) have you taken to address this Haza
If no action was immediately taken please state No

Date Actioned
[31]

Add Attachment   If relevant, please attach mo ... stigation report etc.

Back   Save As Draft   Next

Step 10: Enter Cause of Hazard from Drop Down

Hazard   Emma Gillham

Hazard - Details

*Briefly describe the Hazard: Test

*Hazard Category: Building Damage/Defect ▼

*Cause of Hazard: ▼

Broken stairs/handrail
Damage to external surfaces
Damage to internal fittings
Damaged floor surface
Lighting - Poor/inadequate
Lighting - Too much glare
Other

*What action(s) have you taken to address this Haza
If no action was immediately taken please state No

Date Actioned
[31]

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

Back   Save As Draft   Next

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

My Reported Hazards/Incidents

This page shows a summary of any hazards or incidents you have reported and their progress.

To access hazard and Incident reports you can search by: issue number, issue type, issue state or date. You can also scroll through the list below to locate your issue. The status column indicates the progress of your report.

Issue#

OR

Issue Type

Issue State

Date From   Date-To   Search

First ◀ 1-25 of 25 ▶ Last

Inspection#	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
00000042	00014874	Lance Islip	9100352	0	UNSW Safety and Sustainability	Workplace Inspection	26/04/2016	Submitted
00000042	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.)

Hazard   Emma Gillham

Hazard - Details

*Briefly describe the Hazard: Test

*Hazard Category: Building Damage/Defect

*Cause of Hazard: Damage to internal fittings

*What action(s) have you taken to address this Hazard
If no action was immediately taken please state No Action Taken

Date Actioned

No Action Taken   26/04/2016

Add Attachment   If relevant, please attach 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 Gillham

Responsible Supervisor/Staff member

Your supervisor is responsible for ensuring that appropriate actions have been taken to address this hazard. The system will automatically default to their name, but if you think 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 your 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**   Administrative Assistant - Occupational Health & Safety

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

Empl ID   Name   Emma Gillham   Search

Empl ID	Name	Description	Select
3387891	Emma Gillham	Administrative Assistant - Occupational Health & Safety	Select

Back   Save As Draft   Submit

Step 17: Submit Report

Hazard   Emma Gillham

Responsible Supervisor/Staff member

Your supervisor is responsible for ensuring that appropriate actions have been taken to address this hazard. The system will automatically default to their name, but if you think 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 your 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**   Administrative Assistant - Occupational Health & Safety

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

Empl ID [   ]   **Name**   [Emma Gillham   ]   [Search]

Empl ID	Name	Description	Select
3387891	Emma Gillham	Administrative Assistant - Occupational Health & Safety	[Select]

[Back]   [Save As Draft]   [Submit]