OHS Hazard and Incident Reporting: A guide for managers and supervisors

This guide will help you navigate your way around the functions that you will use when managing hazards and incidents in your role as a supervisor or manager at Monash University.

Home page

Incident/Hazard Register

The Notification Centre lists your new incidents and hazards.

The two graphs above provide a summary of your incident data.

Incident Trend

- Click to report an incident or hazard
- Click to view and manage incidents and hazards
- Click to analyse your local data

Incident/Hazard Register

Common buttons

- View Details: Provides details of submitted hazard/incident and allows for editing, inviting and investigating (see over page)
- Enter Action Plan: Close out hazard/incident by entering your Action Plan control measures (see over page)
- Calendar: View task timetable
- Refresh: Update latest input information
- Invite: Invite others to view incident/hazard (see over page)
- Transfer: Transfer a particular incident/hazard to another person
- Investigate: Enter investigation details (see over page)
- Cancel: Cancel incident/hazard

Manage all Incidents / Hazards assigned to you

View all Incidents / Hazards reported by you, open or closed

View all Incidents / Hazards reported by your department, open or closed

Assigned Incidents/Hazards

- New - You need to enter your Action Plan
- Date: 08/04/2014
- Type: Near Miss
- Status: Now

Prompt to enter your Action Plan (see over page)

You need to complete an Action Plan for every hazard or incident (see over page for more). When completing an action plan you will be prompted to enter the immediate action you took after being informed of the incident or hazard.
Action Plan steps

You need to complete an Action Plan for every hazard or incident.

Step 1  In step 1, you will be prompted to enter the immediate action you took after being informed of the incident or hazard.

Enter the immediate action you took after being notified of the incident:

I placed barrier tape around the trip hazard, isolating the area.

Step 2  Rate the risk level at the time the hazard or incident occurred. If the level of risk is high or extreme at this step, you must undertake an investigation (see below*).

Rate the level of Risk (Consequence X Likelihood) at the time of this Incident:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Consequence</th>
<th>Likelihood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Extreme</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
</tbody>
</table>

*Undertake Investigation

If the level of risk prior to any control measures being taken is estimated as high or extreme, you must undertake an investigation. Click on the investigation button and enter details of the investigation as prompted.

Step 3  In this step, select the most appropriate contributing factor from the drop down menu, and provide a description in the text below. Then select the most appropriate control measure from the next drop down menu and provide details below. To add more contributing factors or control measures, click on the green cross at the bottom of each window.

This step requires you to rate the risk once the appropriate controls have been implemented. Once you have completed step 4, click the submit button.

Step 4  Click to add more contributing factors or control measures

Submit

View Incident/Hazard Details

Attach document to incident/hazard  Add a note to the incident/hazard  Invite others to assist in developing the action plan or investigate an incident

Enter your Action Plan  Edit incident/hazard  Enter investigation details

*Undertake Investigation

If the level of risk prior to any control measures being taken is estimated as high or extreme, you must undertake an investigation. Click on the investigation button and enter details of the investigation as prompted.

Reporting/Analysis

An extensive number of reports are available to analyse your business unit data under the ‘Analysis’ or ‘Analyse Data’ tabs. Data can be exported and filtered as required. Recommended templates include:
- Incident and hazard summary report by business unit
- Incident and hazard summary report with actions
- Health and safety executive summary.

For technical assistance and support please phone Service Desk eSolutions on 03 9905 1777 or lodge a Service Request via the Service Desk Online at my.monash