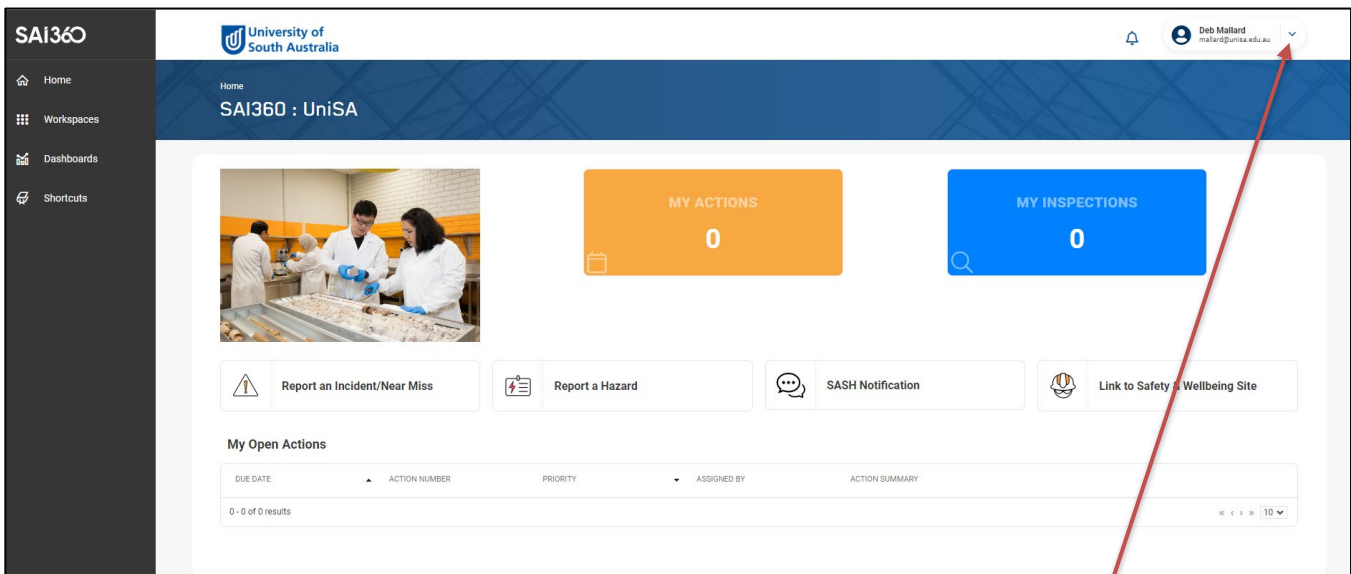# User Guide – Reporting a Hazard

Module Overview: The **Hazard Management** module provides end users (staff and/or student) the ability to report work related hazards and add appropriate actions eliminate or lower the risk of the hazard.

Module Features: The **Hazard Management** module is an intuitive system that can be accessed via a UniSA desktop/laptop computer or via a mobile App ROAM 5 (available at all app stores) using your staff/student login. ROAM 5 allows hazards to be reported as they are identified (or as soon as possible), allowing more accurate details to be provided, including the ability to upload photos and documents.

Accessing the Module:

- Open browser and visit, https://whs.unisa.edu.au which will open your '**Dashboard**'.

Guide to Using the Module:

- *Additional help* - At the top of the '**Dashboard**' you will see your name with a drop down icon. On clicking this drop down icon you will see a '**Help**' option that has several resources to assist you in using UniSAfe.

- Click on the 'Report a Hazard' box on your 'Dashboard' which will open the form for you to complete.

Reporting the Hazard:

- A new hazard record will open to be completed.
- Click the 'calendar' button in the 'Date Identified' section and change the date to the relevant date of hazard.
- Click on 'Summary' field and write a summary of the incident.
- Click on 'Detailed Description' field and complete a detailed description of the incident.
- Click on 'Immediate Action Taken' field and describe the actions taken.
- Click on 'Location' field and using the magnifying glass icon or the folder icon or the drop down option select the location of the incident.
- Click on 'Unit Responsible' field and using the magnifying glass icon or the folder icon or the drop down option select the Unit responsible for this incident.
- Click in the 'Hazard Category' field and use the selection folder icon to select the most appropriate category.
- Click on 'Responsible Supervisor' field and using the folder icon or the drop down option select the supervisor who will have responsibility of this hazard.
- Click the relevant option under the 'People to Notify' section and then click 'Selection List' and type in the person's name or use the magnifying glass icon to find the person involved in the incident and click 'OK'.
- Click blue 'save' button at the bottom right corner of report.

Analysing the Hazard:

- Click on the 'Hazard Analysis' tab next to the 'Hazard Details' tab.
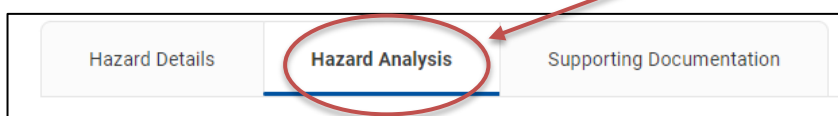
- Adjust the sliders in the 'Likelihood' and 'Consequences' columns according to the risk of the hazard entered into the system to give you a risk score 'result'.
- Click 'Yes' or 'No' to answer the question 'Is the hazard managed by standard operating procedures?'
- Click 'Yes' or 'No' to answer the question 'Is the hazard managed by physical controls?'.

Adding an Action to the Hazard:
- Click on 'Add New' in the 'Actions' section.
- Assign a 'Due Date' using the calendar option.
- In the 'Assigned To' section, assign the action to a person responsible for completing using the folder icon or the drop down menu.
- In the 'Priority' field choose the Action 'Priority' using the drop down option.
- Summarise the action in the free text 'Action Summary' section.
- in the 'Action Description' section. This section provides the User the non-compulsory option to provide more detail of the action than can be provided in the 'Action Summary' section.
- Press the 'Add New' in the 'Action Progress' section and set to the most appropriate option by using the folder icon.
- Add comments in the 'Comments' section.
- Click on the 'OK' button.

Adding Supporting Documentation:
- Click 'Supporting Documentation' tab to add any photos or other documentation.
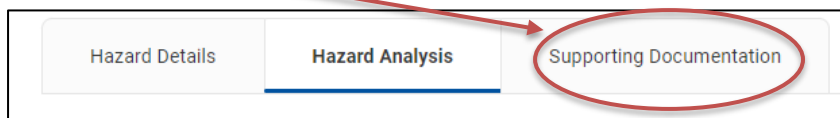
- Click 'Add New' to add supporting documents.
- Click in the 'File Description' box and add in a description of the documents that have been uploaded (e.g. photos of the hazard)
- Click on the 'OK' button once all documents have been uploaded and you will be returned to the previous page.
- Click on the 'Save' button.
- Click on the 'Close' button.