

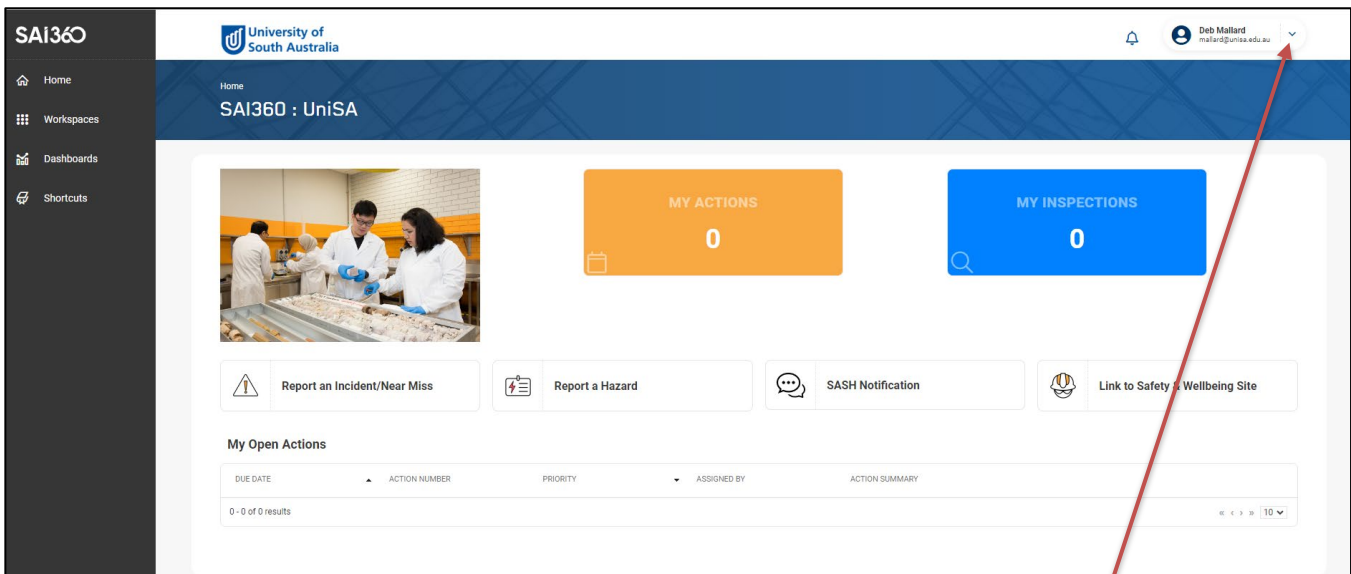
User Guide – Reporting an Incident or Near Miss

Module Overview: The Incident Reporting and Investigation module provides end users (staff and/or student) the ability to report work related incidents or near misses, investigations to be undertaken and appropriate controls to be implemented to prevent a similar incident or near miss from occurring again.

Module Features: The Incident Reporting and Investigation 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 incidents or near misses to be reported as they occur (or as soon as possible), allowing more accurate details to be provided, including the ability to upload photos and documents. The Investigation tab provides the nominated Lead Investigator tools to assist them in determining the root cause of the incident/near miss which will assist in identifying appropriate controls, resulting in better overall outcomes.

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 an Incident/Near Miss' box on your 'Dashboard' which will open the form for you to complete.

The screenshot shows the SAI360 dashboard for a user named Deb Mallard. The dashboard includes a navigation menu on the left with options like Home, Workspaces, Dashboards, and Shortcuts. The main content area features a header with the University of South Australia logo and the text 'SAI360 : UniSA'. Below the header, there are two large buttons: 'MY ACTIONS' (orange) and 'MY INSPECTIONS' (blue), both showing a count of 0. A central image shows a group of people in a laboratory setting. Below the image, there are four buttons: 'Report an Incident/Near Miss' (with a warning icon), 'Report a Hazard' (with a lightning bolt icon), 'SASH Notification' (with a speech bubble icon), and 'Link to Safety & Wellbeing Site' (with a hard hat icon). A red arrow points to the 'Report an Incident/Near Miss' button. At the bottom, there is a section titled 'My Open Actions' with a table that currently shows 0 results.

- Click the 'calendar' button in the 'Incident Date' section and change the "incident date" to the relevant date of incident.
- Click on the 'clock' icon in the 'Incident time' section and change the time to the time of the incident.
- Click the relevant option under the 'People involved in the incident' 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'.
- Add in any witnesses in the 'Witnesses' section the same as did above.
- 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 on 'Responsible Supervisor' field and using the folder icon or the drop down option select the supervisor who will have responsibility of this incident.
- Click blue 'save' button at the bottom right corner of report.