

Quick Guide 1 – Introduction

Introduction to the HS&IM System

The HS&IM System is a web based online hazard and incident reporting & investigation system. This online system replaces the paper-based system (Incident Report WHS9) and is aimed at providing:

- ✦ an easier and more efficient way to report hazards, incidents and investigation findings from anywhere in the world (assuming internet access) at any time of the day or night;
- ✦ the ability to closely monitor that appropriate corrective actions are recommended and implemented to prevent a recurrence or potential for injury;
- ✦ the ability to efficiently analyse data by scheduling automated reports at all organisational levels, to identify trends that will assist in determining the need for the development of specific programs to control risk;
- ✦ information on investigation outcomes and corrective actions that can be shared with relevant areas across the University as a preventative measure.



The screenshot shows the user interface of the Occupational Health Safety Welfare & Injury Management System. At the top, there is a blue header with the UniSA logo and the text "Occupational Health Safety Welfare & Injury Management System". Below the header, there are navigation tabs for "Home" and "Hazards & Incidents". The main content area is divided into three columns. The left column displays a welcome message for "Mrs Robyn Sferco". The middle column features a banner with the text "Welcome to the OHSW & IM System" and an image of six diverse people standing in a row. Below the banner is a blue box with the text "Safety success is built on a foundation of knowledge". The right column contains a "Using OHSW & IM System" menu with links to "OHSW & IM User Guide", "FAQs", "Help", and "Whats New". Below this is a "Useful Links" menu with links to "SafeWork SA", "UniSA OHS Website", and "ChemGold III".

Reporting a Hazard or Incident

If a hazard is identified or an incident occurs it **MUST** be reported using the online Hazard & Incident Management System. To report a hazard or incident, [log into the online system](#) and complete the form.

NOTE: The system is restricted for use by persons engaged by the University in continuing, fixed-term or casual employment only. Access is through the University Staff Portal.

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Who is Responsible for Reporting a Hazard or Incident

The online Hazard & Incident Management System has two distinct processes;

1. **Reporting a Hazard or Incident;**
2. **Investigating a Hazard or Incident.**

1. Reporting a Hazard or Incident is the responsibility of:

- ✚ Any person (employee) involved and/or injured as a result of an incident (near miss; injury/illness or event).
- ✚ Any person (employee) who has been delegated the task to log a report on behalf of another person ie. student, external contractor, member of the public, visitor etc. (known as the 'Reporter').
- ✚ Any person (employee) who has identified a hazard.

An incident must be reported as soon as possible and within 48 hours of the occurrence to ensure appropriate early injury intervention and legislative notification requirements are met (where applicable).

2. Investigating a Hazard or Incident is the responsibility of:

- ✚ The immediate supervisor responsible for the person involved or who sustained an injury/illness.
- ✚ The immediate supervisor responsible for the work area where the hazard is identified.

The supervisor nominated to investigate a hazard/incident will receive an auto-generated email notification immediately following submission of the completed Hazard or Incident Report. The email notification outlines the nominated investigator's responsibility to ensure an investigation is conducted and appropriate corrective action/s are recommended, implemented and reviewed, in consultation with:

- the person involved and/or injured,
- the elected health and safety representative (where applicable) and any affected personnel in the workplace, to prevent a recurrence.

The supervisor must ensure the online investigation form is completed and submitted in a timely manner, outlining corrective action planned or taken to mitigate any further risk.

Recommended corrective actions that may result in the need for implementing a new or changed process/planned activity should be included in the HS&IM Local Action Plan and discussed in consultation with the local working group or committee. This will assist to ensure recommended action is implemented, monitored and reviewed.

For more detailed information on how to use the online system go to:

- ✚ [Quick Guide 2 – Knowing the Environment](#)
- ✚ [Quick Guide 3 – How to Login](#)
- ✚ [Quick Guide 4 – System Definitions](#)
- ✚ [User Guide](#)
- ✚ [Frequently Asked Questions](#)
- ✚ [Help](#)