

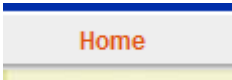


Quick Guide 2 – Know the Environment

System Environment

The online Hazard/Incident Reporting & Investigation System navigates the user through a series of screens designed to capture all aspects of an injury/illness, near miss, event, fatality or hazard that has occurred in the process of undertaking University business.

Buttons and Icons

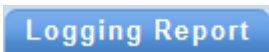


Home Page navigates to the Health Safety & Injury Management System home page.

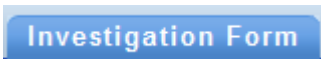
Hazards & Incidents

- ▶ Create a New Report
- ▶ Find an Occurrence

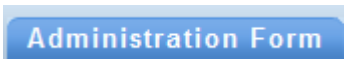
Create a New Report or Find an Occurrence allows the user to either create/log a new report or find an existing report previously submitted for a hazard or incident.



Logging Report tab is located on the occurrence management screen and is selected to view a submitted hazard, injury/illness, near miss, event or fatality report.



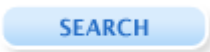
Investigation Form tab is located on the occurrence management screen and is selected to enter details regarding an investigation conducted by the nominated investigator/immediate supervisor or other delegated personnel.



Administration Form tab is located on the occurrence management screen. This form is only available for access by authorised administrators and includes the function of administering and closing a record once complete.



Find allows the user to enter details to allow the system to look up comparable data relevant to the occurrence ie. Person name, ID.







Search button executes the search for information within the system or network.





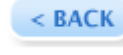





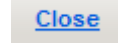
Browse opens up Windows Internet Explorer to search relevant files to be attached to the logging/investigation form.









Quick Guide 2 – Know the Environment

<p>Status</p> <p>Open <input type="text" value="Open"/></p> <ul style="list-style-type: none"> All Open Submitted Investigation pending Investigated Closed <p></p> <p></p> <p>* denotes mandatory entry.</p> <p><input type="text" value=""/></p>	<p>Report Status indicates the five different stages of a report ie. open, submitted, investigation pending, investigated and closed (refer to Quick Guide 4 for definitions of each stage).</p> <p>Time Clock allows the user to select the appropriate time ie. time of the occurrence.</p> <p>Calendar allows the user to select the appropriate date ie. date of occurrence, date notified.</p> <p>Mandatory entry is required on this field to successfully complete and submit the report.</p> <p>* Drop down selection allows the user to select from multiple options.</p>
<p><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><input type="checkbox"/></p> <p>Show Duplicates <input type="checkbox"/></p>	<p>Radio Buttons indicate a direct answer to the question asked.</p> <p>Check Box allows the user to tick the relevant check box relating to the question asked.</p> <p>Show Duplicates when selected/checked on the 'Find an Occurrence' screen, will search the database for a matching record created by the reporter to prevent them from creating a duplicate record.</p>
<p></p> <p></p> <p><input type="button" value="EDIT"/></p>	<p>Completion Status Bar indicates to the user how far they have progressed through the report.</p> <p>Locked Record indicates that the record is currently being edited by another authorised user ie. the nominated investigator or the administrator.</p> <p>Edit allows the user to modify details entered prior to submitting the report.</p>

Quick Guide 2 – Know the Environment

	<p>Add allows the user to add details of other people involved or attachments such as photos, reports, maps, diagrams.</p>
	<p>Remove allows the user to remove details added to a report prior to submitting the report.</p>
	<p>Back navigates back to the previous screen.</p>
	<p>Next navigates to the next screen.</p>
	<p>Save executes the data entered on the current screen to the system. The user will receive a 'Successful Save' message at the top of the current screen. All data saved whilst the report is in 'open' status will not be lost.</p>
	<p>Submit executes the report to the system and immediately auto-generates email notifications of the report to relevant personnel ie. person involved where they are different from the reporter, nominated investigator and Safety and Wellbeing Unit</p>
	<p>Print allows the user to print the submitted report to retain a hard copy for local purposes.</p>
	<p>Log Off initiates the process of logging out of the system.</p>
	<p>Close completes the log off process and prevents other users from viewing sensitive, confidential information. The user must close all browser windows and exit the browser application.</p>

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

-  [Quick Guide 1 – Introduction](#)
-  [Quick Guide 3 – How to Login](#)
-  [Quick Guide 4 – System Definitions](#)
-  [User Guide](#)
-  [Frequently Asked Questions](#)
-  [Help](#)