Quick Guide 4 – System Definitions

System Definitions	
For the purposes of the online HS &IM Hazard/Incident Reporting & Investigation system, the following definitions are provided to assist with usability.	

Term	Definition
Create a New Report	The logging of details associated with an incident or hazard.
Find an Occurrence	A search function that allows the user to look up comparable data relevant to the filter criteria selected.
Report Types:	
Injury/Illness	Any incident that causes bodily harm to a person.
Near Miss	An incident that had the potential to cause injury or illness but did not.
Hazard	The potential for harm to a person or damage to property or the environment.
Event	A significant incident involving multiple people where injury/illness has not occurred or is not known at the time. An event may have duration where circumstances/effects occur over a period of time. 'Finish' time of an event is determined as when the health, safety and welfare of any person is no longer at risk. Examples of an 'Event' include but are not limited to: Act of aggression; terrorism, uncontrolled explosion; fire; flood; communicable disease; chemical/radioactive spill or release; natural disaster; structural collapse; food poisoning; vehicle collision.
Fatality	An incident that led to the death of a person.
Person Types:	
Employee	A person engaged by the University in continuing, fixed-term or casual employment.
Student	A person enrolled at the University as a student.
External Contractor	An employee of another company which has been contracted by the University to provide a service to the University (eg electrician, plumber, temp agency staff, consultant).
Other Person	A visitor, adjunct, volunteer, person on work experience, member of the public.

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Reporter of an Incident/Hazard	• Any person *(employee)* involved and/or injured as a result of an incident (near miss; injury/illness; event; fatality). • Any person *(employee)* who has identified a hazard. • Any person *(employee)* who has been delegated the task to log a report on behalf of another person.
Investigator of an Incident/ Hazard	A person nominated by the reporter who is responsible for the person (involved or injured) where the incident occurred or where a hazard has been identified (ie. supervisor/line manager; contract supervisor; course coordinator; campus facility coordinator).
Report Status 'Open'	Logging a report has commenced, data entered has been saved however the report has not been completed or submitted.
Report Status 'Submitted'	The logging report and/or investigation form has been completed and successfully submitted.
Report Status 'Investigation Pending'	The investigation report has commenced, data entered has been saved however the report has not been completed or submitted **OR** The submitted investigation report has been reviewed by Safety and Wellbeing Unit and either further information is required from the nominated investigator or an alternate investigator has been assigned to carry out further investigation.
Report Status 'Investigated'	The investigation report has been completed and successfully submitted.
Report Status 'Closed'	Both logging report and investigation report are complete. The reports are closed by the administrator.
Locked Report	A report that is currently being edited by the authorised nominated investigator or administrator. Locked reports prevent two people accessing a record at the same time.
Notifiable Occurrence	It is a legal requirement that certain occurrences are immediately notified to SafeWork SA by the Safety and Wellbeing Team. These are categorised as either an *Immediate Notifiable Work Related Injury* or a *Dangerous Occurrence*.
Hazard /Near Miss Categories & Types	Hazards are classified into five different categories: Physical; mechanical/electrical; chemical; biological and psychological. For each of the five categories, the system provides specific common hazard types.

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Nature of Injury	The most serious injury or disease sustained or suffered by a person.
Body Location	The bodily location of the most serious injury or part of the body affected by disease.
Direct Cause of Injury	The action, exposure or event that best describes the circumstances that resulted in the injury or illness.
Associated Cause of Injury	The object, substance or circumstance that was directly involved or most closely associated with causing the injury or illness.
Contributing Factor Categories	System: A method, a set of independent and interrelated elements that function as a whole ie. procedures or processes that specify the way in which something is done. Design: Design of plant/machinery/equipment, design of work task/processes. Environment: The surroundings in which work is performed. Behaviour: The actions of the person involved.

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

- Quick Guide 1 – Introduction
- Quick Guide 2 – Knowing the Environment
- Quick Guide 3 – How to Login
- User Guide
- Frequently Asked Questions
- Help