Implementation of a new OHS incident reporting database – Communiqué 4 [Progress Update].

Background
The purpose of this communiqué is to provide you with an update of the project to implement a new UQ OHS incident reporting database. As outlined in previous communications a new system will be implemented for the UQ OHS Incident and Risk databases. We are currently working on the Incident database module.

The focus since February has been on:

- Fine-tuning the configuration of the new system;
- Ongoing discussions with Office of Marketing and Communications regarding the interface and communicating information about the new system to the wider UQ community;
- Ongoing discussions with external users e.g. UQ controlled entities;
- Finalise uploading of the UQ systems data.

Since the last communiqué, weekly meetings have been held with the core project group to ensure the system meets University requirements. A meeting has also been held with the wider database governance group (representing four faculties and two institutes) to provide a detailed update of the implementation progress. In April, a “hot topic” session was held with the UQ safety community to provide general information on the new incident reporting system, the piloting plan and to outline the implementation timeline.

The aims for this month are:

- Pilot the incident reporting system within three Schools, one Institute and one Central Division for four weeks from 16 May, and incorporate feedback;
- To provide a further small workshop training session for Safety Managers and Coordinators from areas piloting the system, run by a representative from the Software Developer;
- To provide a small workshop training session for the system administrators, also run by a representative from the Software developer;
- Continue discussions with external users / UQ affiliates.

Areas piloting the new system prior to going “live” across the whole university are:
Institute for Molecular Bioscience; School of Dentistry;
School of Geography, Planning and Environmental Management;
School of Mechanical and Mining Engineering; and
Properties and Facilities Division

It is still intended that the go-live date for the system across UQ will be 1 July 2016.

In previous communiqués we sought ideas for naming and branding the new OHS database system (incorporating the incident and risk modules). We received a number of innovative ideas, which were all put into the mix for consideration.

We have decided to brand the two new databases as **UQ Safe - Incident** (for the OHS incident reporting database) and **UQ Safe – Risk** (for the risk assessment database).

Thanks to Maria Somodevilla Torres (AIBN) who submitted an option very close to this.

UQ Wellness has kindly provided a Garmin Vivofit, which we will give to Maria in appreciation of her contribution. The OHS Division would also like to acknowledge the submissions by Suzanne Macrow, Deon Knight and Alan Victor for their contributions.