Implementation of a new OHS incident reporting database – Communiqué 3 [Progress Update].

Background
The purpose of this memo is to provide you with an update of the project to implement a new UQ OHS incident reporting database.

As outlined in previous communiqués 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 for February has been on;

- establishing and fine-tuning the incident system workflow;
- the integration of UQ personnel and location data (i.e. data from HR, Student Services and Archibus) between UQ ITS and PAN;
- commencing the training of UQ administrators.

Since the last communiqué, the developer has provided a small one-day training workshop for members of the OHS Division and the Database Governance Group. In all 11 members were able to attend the session. The aim of the workshop was to ensure that some of the UQ personnel that will be given administrator level access, understand how to use the system, and were able to do an initial test of the proposed workflow from three main user levels – submitter, supervisor and administrator. During the workshop some minor issues were identified and flagged for amendment.

The aims for the next month are:

- finalise the uploading of UQ systems data;
- to provide a further small workshop training for Tier 1 and Tier 2 Administrators, run by the Project Manager;
- commence initial testing of the database by Tier 1 and Tier 2 administrators and incorporate feedback;
- consideration of the integration of the needs of UQ staff in non-UQ workplaces e.g. TRI; and other third parties / UQ affiliates.

We are now concurrently running stage four, plus commencing stage six of the eight stage process. Stage 5 will be held over until a later date, with IT resources being focused on integration of current UQ data.

Stage 1 – Planning Stage
Stage 2 – Consideration of System Requirements
Stage 3 – Market Comparison and Shortlisting; Contract Implementation and System Procurement
Stage 4 – Product Customisation including workflow, business rules, integration of data
Stage 5 – Legacy Data Retention
Stage 6 – Training of Tier 1 and Tier 2 Administrators (Safety Managers)
Stage 7 – User Acceptance Testing
Stage 8 – Old Database Revocation and Implementation of new Incident Database.

Name of the new OHS incident reporting database
We would like to thank all entrants for the naming of the database. A number of great entries were received and these are currently under consideration.