Implementation of a new OHS incident reporting database: UQSafe-Incident – Communiqué 7

Background
The purpose of this memo is to provide you with an update on the implementation of a new UQ OHS incident-reporting database, known as UQSafe-Incident. As you would be aware the new incident reporting system UQSafe-Incident went live across UQ on 1 July. Most feedback to date has been positive.

In addition to the frequently asked questions located within the system and on the OHS Division webpage, the following information is of relevance:

• Errors in the dashboard view e.g. graphs not displaying, should be directed to ITS in the first instance.
• The default supervisor for students is selected based on the student’s enrolling organisational unit (for undergraduate students, this is the organisational unit that owns the degree program – typically the faculty and so the default supervisor is usually the faculty safety manager or WHSC). If you know the correct supervisor, please change the default supervisor to the correct person prior to submitting the report.
• If you have been assigned as the responsible person (i.e. supervisor) and you believe this to be in error, you can “transfer” the responsibility to the correct person using the green arrow “transfer button”. If you are allocated an incident report as a WHSC and you believe this to be in error, please invite the correct WHSC. You cannot transfer WHSC function (but this will transfer automatically once the correct supervisor is selected).
• If the supervisor has to log out at any point while creating the corrective action plan, they cannot save the changes. The plan must be submitted to save it. The supervisor or WHSC can log back in and make changes/additions to the corrective action plan once it has been submitted, until it is completed.
• UQSafe-Incident is currently configured such that once an action plan has been completed by the supervisor, the supervisor’s manager (according to Aurion profile) is requested to verify the action plan. Due to the unique structure of the University Organisational Chart, there are many instances where this function is not working in its originally intended capacity. As such, from Friday February 3 we are turning off the “manager verification” step. To ensure managers, Heads of School, Institutes, Faculties and Divisions remain aware of incident reports, the following process will be implemented:
  o When an action plan is not completed within 4 weeks of the incident report submission, the supervisor’s manager is notified (and request to take action). AND
  o When an action plan notes a residual risk of “moderate” or greater, the supervisor’s manager is notified (and requested to take action).
  o Managers, Heads of School, Institutes, Faculties and Divisions can be invited to incident reports at any time by the WHSC.

If you have any queries, please contact the Project Manager – Amanda Jones ohs@uq.edu.au.

Jim Carmichael
Director Occupational Health and Safety Division |
The University of Queensland | QLD 4072 | Australia t. 07 3365 2563 | f. 07 3365 1577 | e. j.carmichael@uq.edu.au | w. www.uq.edu.au/ohs