Implementation of a new OHS incident reporting database: UQSafe-Incident – Communiqué 8

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 2016.

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, are most likely due to Adobe flash player issues. Please ensure Adobe flash player is installed and enabled for your web browser. If you continue to have problems, please contact ITS.
- 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 and the report will remain on you “my incident s.
- WHSCs/safety managers/local safety contacts are requested to tick the “verify incident details” box for incident reports within their area of responsibility. Action plans should also be verified, and the box “verify action plan” ticked if the action plan is appropriate.
- Users invited to view incident reports have read-only access to the incident report, unless they have OHS coordinator access for the incident’s business unit.
- Action items should not be assigned to P&F staff, unless they have specifically requested you do so. If an action is required to be completed by P&F, the action plan should be to log a works request with P&F to do the job. If you have a facility/building manager (from your organizational unit, not P&F) you can assign actions to them.

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

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