OHS Hazard and Incident Reporting: A guide for managers and supervisors

This guide will help you navigate your way around the functions that you will use when managing hazards and incidents in your role as a supervisor or manager at The University of Queensland.

Home page

The notification centre lists your new incidents and hazards. The two graphs above provide a summary of your incident data.

Incident/Hazard Register

- **View Details**: Provides details of submitted hazards/incidents and allows for editing, inviting and investigating (see over page)
- **Complete Action Plan**: Close out hazards/incidents by entering your Action Plan control measures (see over page)
- **Invite**: Invite others to view incident/hazard (see over page)
- **Transfer**: Transfer a particular incident/hazard to another person

Delegation: Delegate the management of hazards and incidents to a more appropriate person.

Manage all incidents/hazards assigned to you

View all incidents/hazards reported by you, open or closed

View all incidents/hazards reported by your department, open or closed

You need to complete an Action Plan for every hazard or incident (see over page for more). When completing an action plan you will be prompted to enter the immediate action you took after being informed of the incident or hazard.
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**Step 1** – Enter the immediate action you took after being informed of the incident of hazard.

**Step 2** – Rate the risk level at the time the hazard/incident occurred.

**Step 3** – Select the most appropriate contributing factor from the drop down menu, and provide a description in the text below. Then select the most appropriate control measure from the next drop down menu. To add more contributing factors or control measures, click on the green cross at the bottom of each window.

**Step 4** – This step requires you to rate the risk once the appropriate controls have been implemented. Once you have completed Step 4, click the submit button.

View Incident/Hazard Details

Attach document to incident/hazard  Add a note to the incident/hazard  Invite others to assist in developing the action plan or investigate an incident

Enter your Action Plan  Edit incident/hazard

Reporting/Analysis

An extensive number of reports are available to analyse your area's data under the “Analysis” or “Analyse Data” tabs.

Recommended templates include:
- Incident and hazard summary report by organisational unit
- Incident and hazard summary report with actions
- Health and safety executive summary.

For technical assistance and support please phone ITS Help Desk on (07) 336 56000 or log a job via the self-service portal:

https://servicedesk.its.uq.edu.au/ServiceDesk.bridgeit#/logon