



Catholic Safety Health & Welfare South Australia

W.H.I.P.

Workplace Health Improvement Practice

LOGGING AN INCIDENT

23 September 2011

CSH&W SA INCIDENT DATABASE

OBJECTIVE:

To ensure an incident logged onto the database is saved at the Worksite

BACKGROUND:

The new Incident Database has been in operation for three months. Worksites are logging incidents on a regular basis. However, about 45% of worksites have not submitted the incident, and also are not completing the FULL details of the Location Details (No. 6) on the incident report.

PREVENTATIVE ACTIONS:

Below is an example of the field areas which require completion:

Sector	<input type="text" value="Social Services"/>
Worksite	<input type="text" value="Centacare Diocese of PP"/>
Location	<input type="text" value="Administration/Corporate Services"/>
Sub-Location	<input type="text" value="Wakefield St Adelaide"/>
Area	<input type="text" value="On-site"/>

1. Select your Sector;
2. Select your Worksite (or the worksite the incident occurred at)
3. Select the Location (if the location is not listed choose other)
4. Select the Sub-Location (some of the worksites will not require this)
5. Select the Area (again if the area is not listed choose other)

FOR ENQUIRIES OR FURTHER INFORMATION PLEASE CONTACT YOUR OHS CONSULTANT
DIRECTLY OR CSH&WSA OFFICE

Telephone: 8210 9342