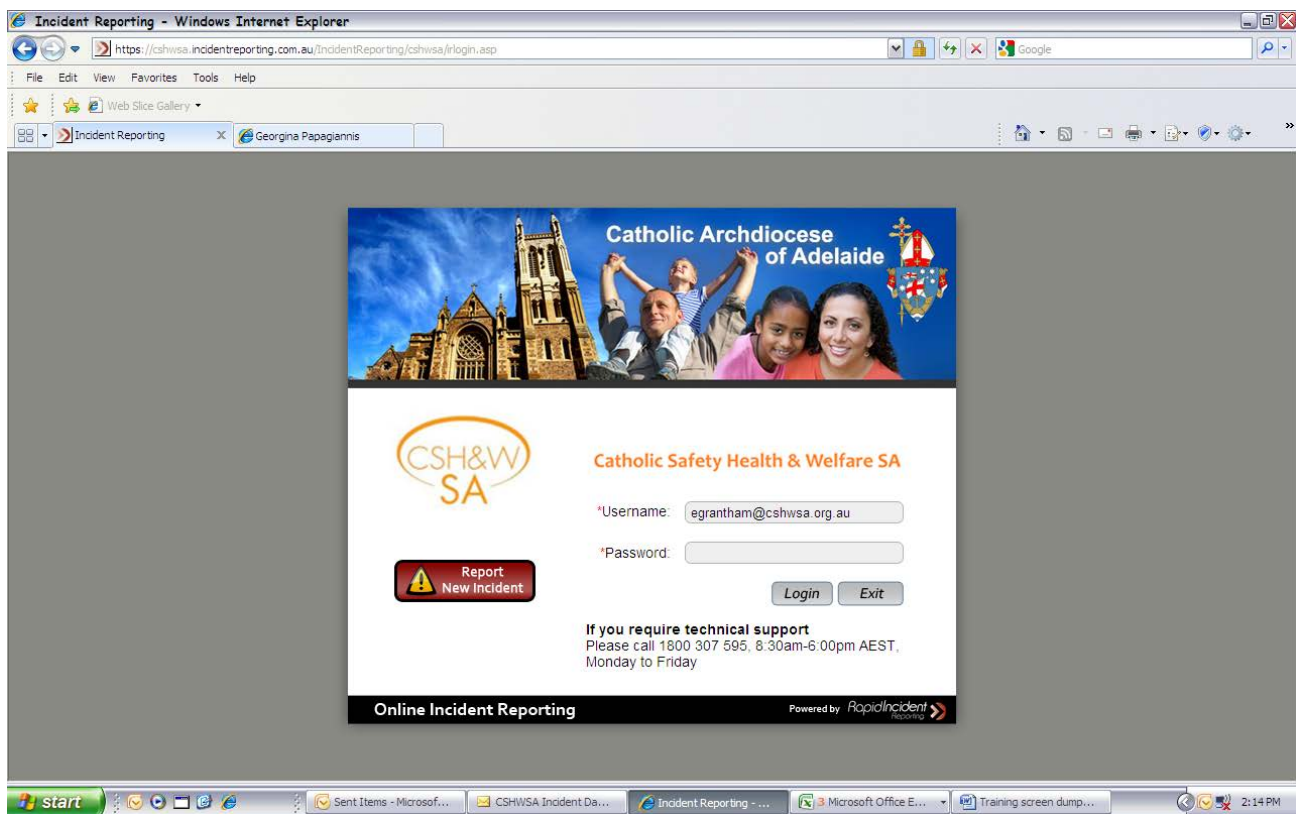# WELCOME TO THE

NEW INCIDENT
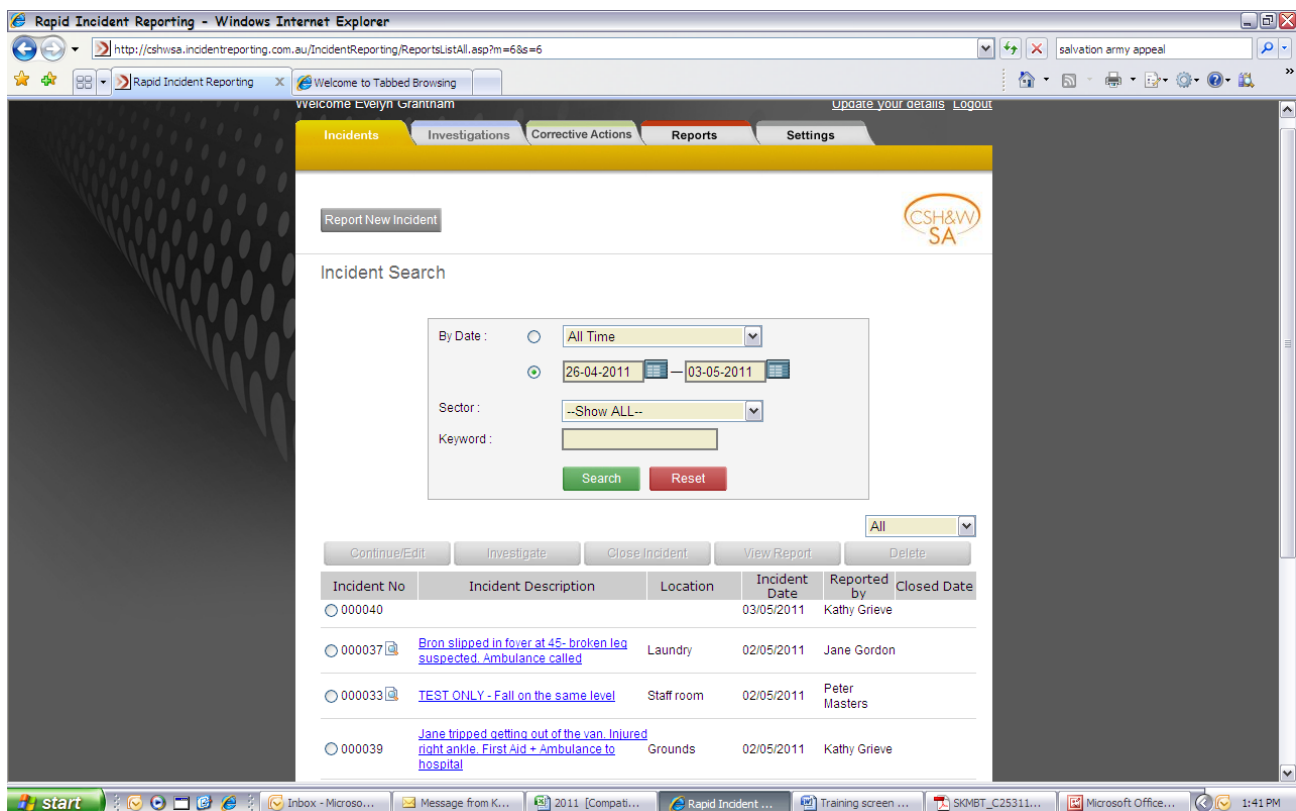
REPORTING

DATABASE:

The Incident Database was introduced on 1 July 2011.

Your log in details are:

Username:

Password:

These details are personal and confidential please do not share with any of your colleagues.

Once Logged in the above screen will appear:

Select "**REPORT NEW INCIDENT**" The "ReportNewIncident" button is located on the search page above.

1. Select the **TYPE OF INCIDENT**: eg Hazard/Near Miss – provide a short description – then press **NEXT**

2. **PERSONS INVOLVED IN THE INCIDENT** – use drop down list to select a person or use the ➕ to add a person from your site.

   - Always check if the worker is currently listed, if not add ➕.
   - If another person appears with the same name, register your worker with their middle initial eg Evelyn W Grantham
     Now click **SAVE.NEXT**

The screen is example of list of persons.

The screen below allows you to add a New Person. There are three mandatory fields to complete:

First Name/Last Name/Email

3. **PERSON REPORTING THE INCIDENT** again select from the drop down list or use the ✚ to add a person from your site.

   NEXT

4. **INCIDENT REPORTED TO** This is where you will include your supervisor, manager, OHS person, HSR etc. include the date and time incident reported. **NEXT**

5. **WITNESS(ES) TO THE INCIDENT** include any witnesses to the incident using dropdown list or ➕ to add a person from your site. If there is no witness leave blank.
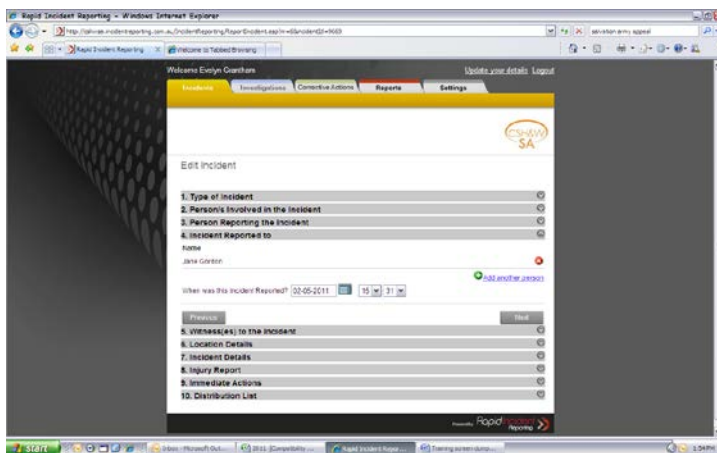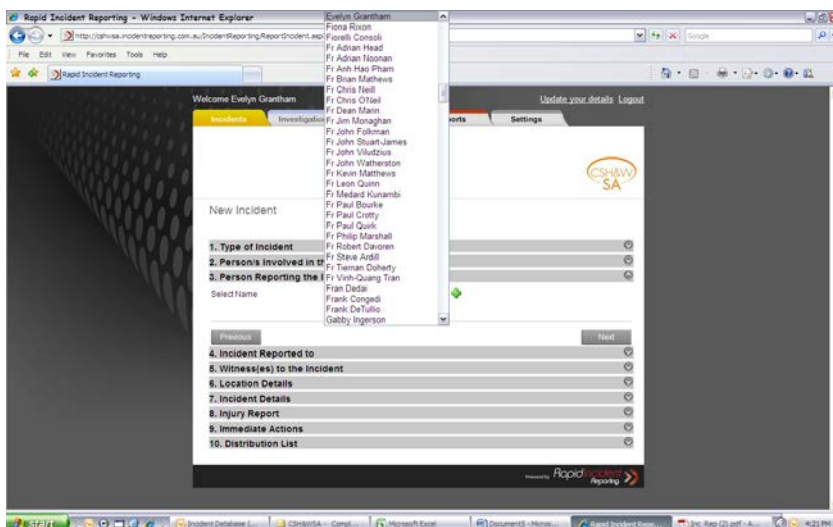
    NEXT

6. **LOCATION DETAILS** – All fields are required to be selected, if you do not finish the report immediately, provided you have completed 1, 2, and 6 the incident it will save to the database and you can return to complete it at a late time.
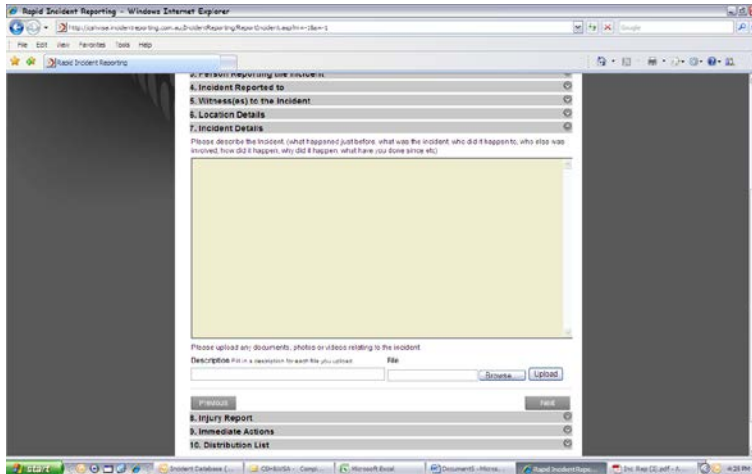
    - **SECTOR** (Education, Health, Social Services and Parish)
    - **WORKSITE** (Choose you worksite from the list)
    - **LOCATION** (not all sites will require this)
    - **AREA** (if it does not exist choose Other)

All fields must contain information otherwise the distribution list will not populate and your report will not be entered.

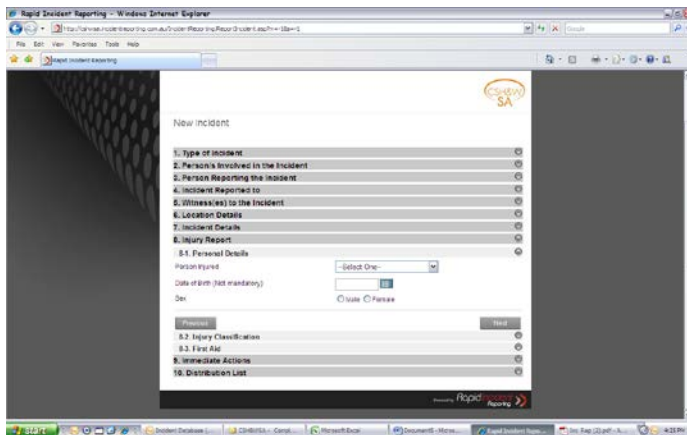Insert **DATE OF INCIDENT** and **TIME** and if required provide the **EXACT LOCATION**.   **NEXT**

7. **INCIDENT DETAILS** this allows you to describe the incident, how, when, who,why and what. The database will also allow you to upload documents, photos etc. relating to the incident. **NEXT**
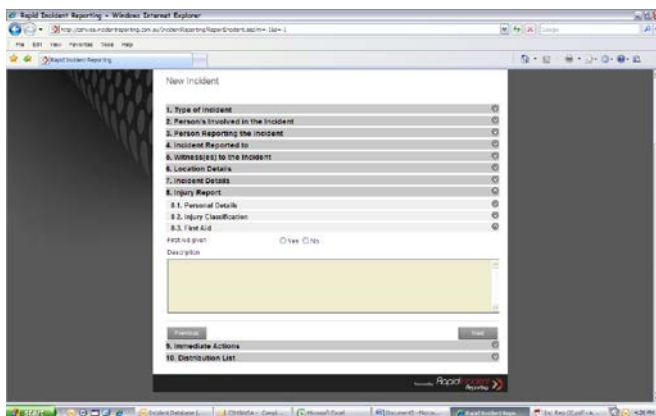
8. **INJURY REPORT- Personal Details**

    8.1 Provide the name of the **PERSON INJURED, DATE OF BIRTH (Optional), SEX**
    NEXT

8.2 **INJURY CLASSIFICATION** This opens a whole new way of entering data to capture – Nature, Bodily Location and Mechanism of Injury, together with a figure to pinpoint exact location. **NEXT**

8.3 **FIRST AID** If first aid was administered to the injured person you enter at this point

9. **IMMEDIATE ACTIONS** Describe what actions were taken to ensure the area/task/job was made safe.

NEXT

10. **DISTRIBUTION LIST** The settings of the database will populate either the worksites Manager, Principal, Parish Priest, OHS Consultant, OHS Co-ordinator.

    NOTE: Once the incident is logged and submitted if you require to return to the incident to add, delete or edit, the Distribution List will re-populate, only then you can delete persons as they will not be required to receive a notification email of the incident again.

PRESS REVIEW This will open the Incident Report and allow you to **PRINT, EDIT, SUBMIT**.
NEXT

This will provide you with an Incident Report:

Once you have checked the report and are happy with same press **SUBMIT** the following screen will appear:

Having submitted the Incident Report an email will be distributed to persons listed on the Distribution List:

The person receiving the email will be able to comment on the Incident or place a "no comment". The comment icon will direct you to the database so you can log in and then choose the icon from the list.
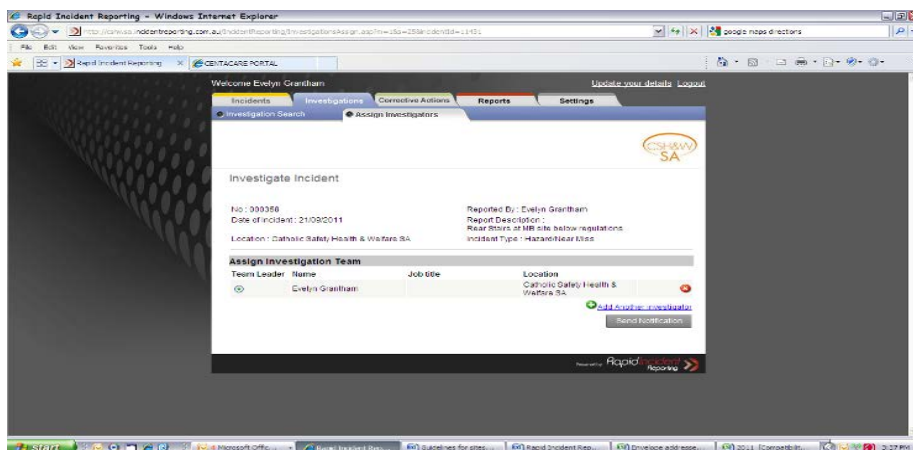
NOW WE DO THE INVESTIGATION

Once the incident report has been submitted the system will return you to the Incident Search Screen:
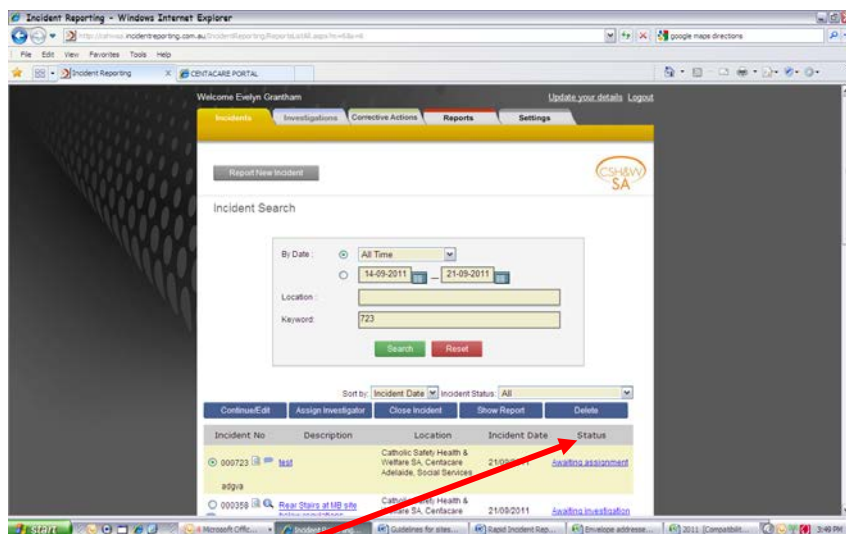
Select the incident you wish to commence the investigation on and then select [Assign Investigator] OR under the "Status" column click on "Awaiting Assignment" the Investigate Incident screen "Assign Investigation Team" will open with the persons who were on the Distribution List, this list requires to be edited i.e. delete "CSHWSA" and "OHS Consultant" and/or the Principal, Manager, Priest unless you require these persons to remain on the investigation team. You can also add persons to the list.

Email notification to Investigation team.

Once the notification email is sent the database returns to the Incidents Search Screen. Highlight the incident and select Investigate. You will be directed to the Investigate Incident Screen **NEXT**
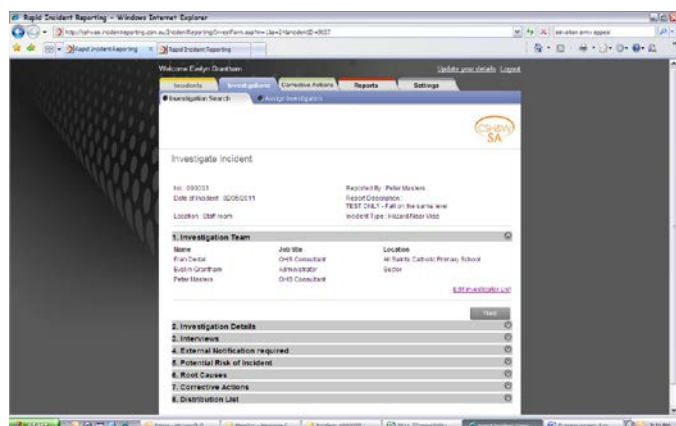
1. **INVESTIGATION TEAM** – the only names to appear here is the ones chosen from Assign Investigator.

2. **INVESTIGATION DETAILS** A description of the incident is provided, as a team member of the investigation team you will log your findings where provided. There is the ability to upload documents, pictures etc. if required.

NEXT

3. **INTERVIEWS** Dropdown list to locate persons or ➕ to add a person from your site. Upload a document etc. facility available.

NEXT

4. **EXTERNAL NOTIFICATION REQUIRED** In most instances this will be NO, unless the injured persons has been hospitalizatised, a collapse of a building or part thereof, electrical fault, gas explosion, fire - YES.
   If the injury results in a Worker's compensation claim - Yes.

NEXT

The following screen will open if Yes is selected for External Notification, details must be completed.

5. **POTENTIAL RISK OF INCIDENT** This level will assess the level of risk, complete both the severity and likelihood of the incident.

   NEXT

6. **ROOT CAUSES** Choose the most appropriate causation or causations of the incident. Complete this section with Yes or No. A Yes will open a dialogue box complete with a description of the root cause. There is the ability to choose more than one root cause.

   NEXT

7. **CORRECTIVE ACTION** Each root cause will have an assigned corrective action. The name of person to perform the corrective action must be added, include the date when and the corrective action is to be completed. However, the corrective action may run over the due date depending on the ability to put the corrective actions in place. Once the action is complete then it maybe closed. If the person added to the corrective action has an email then the details of the corrective action will be forwarded otherwise verbal notification, hazard management register etc.
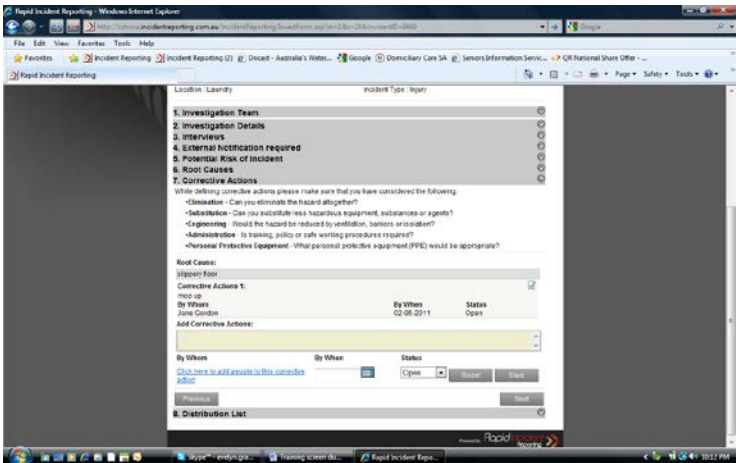
NEXT

8. **DISTRIBUTION LIST** If you are satisfied with all outcomes of the Report and Investigation this is like a sign off, click on **FINISH**. By finishing an email will be forwarded to all members of the Investigation Team.
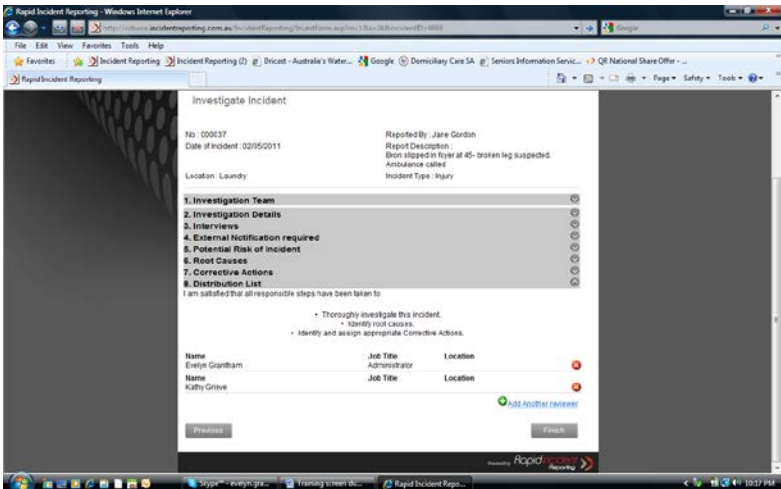
You will return to the search screen where you may re-enter to further investigate, edit, re-assign or approve.

If you are satisfied with the content and of both the Incident and Investigation report from the Investigation Search screen select the incident, and then choose the blue tab APPROVE.
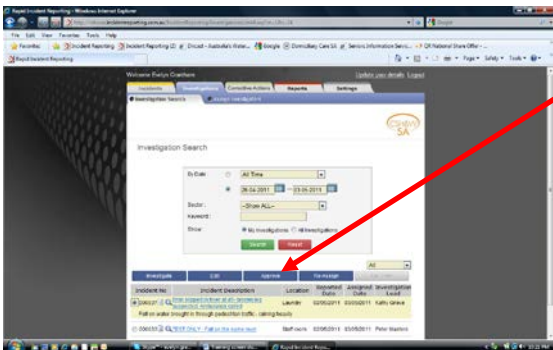
From the approval once you select and OK an email will be distributed to the persons on the investigation team and also to persons who have been selected to perform the correct actions.
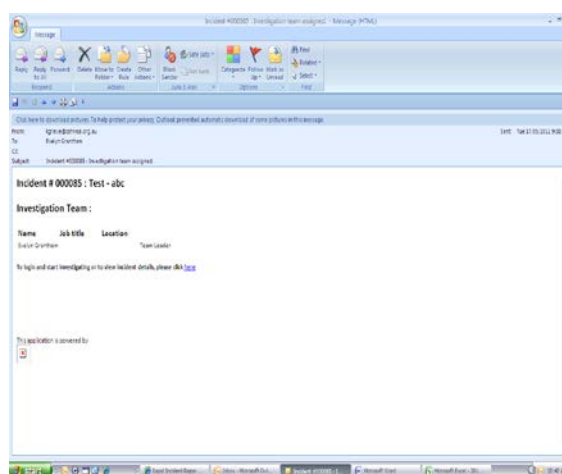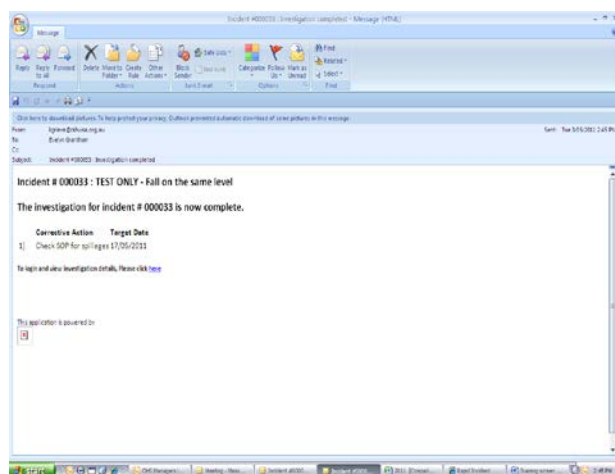
Once all the corrective actions have been performed and "closed off" you can then proceed to close the incident.

Return to the Incident Report search screen, select the incident you wish to close and from the blue tabs select "CLOSE INCIDENT". The system will check that you wish to close the incident press OK and an email will generate to the investigation team to notify them that the incident is finalized and closed.

The following email is an example of closed.
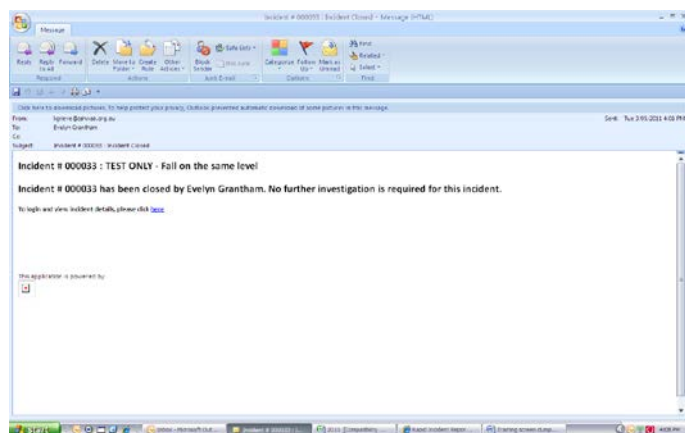
Once the incident is final the following investigation screen will appear. If you wish the incident can be re-opened.

To review if all corrective actions have been completed select the Corrective Actions tab:

Select the "All Corrective Actions" radio button

From the list you will see what actions are due by who and by when. Those highlighted in red show they are overdue.

A recent added feature to the database is the Reports tab:

Reports allow you to report on several subjects, just use the drop down to open them and choose the one to suit what you want. You are able to produce the report within a selected date range. Information data can either be opened in excel spreadsheet or a PDF document. Reports are useful for gathering information required at OHS Committees, staff meetings, meeting with line managers etc.

Available from the Catholic Safety Health & Welfare SA Website under Resources "Incident Reporting Guidelines" provides quick guidelines to help with corrective actions, Incident Reporting and Investigation.

This concludes our session.