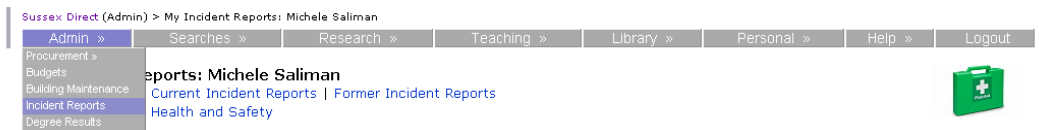


The Health and Safety Incident Reporting Log ...

- enables users to report and submit Health and Safety incidents
- enables the Health and Safety administrator to allocate incidents to a Health and Safety Advisor (HAS) for action
- enables users record a log of correspondence between the HSA and the Health and Safety Administrator

Reporting the Incident

1. From the **Admin** tab, click on **Incident Reports**.



2. The **Current Incident Reports** table shows all incident reports which you have made (saved and allocated to yourself) or those allocated to you by the Health and Safety Administrator. The **Former Incident Reports** table shows incidents, which you have reported, but which have been allocated to someone else, or incidents which have been closed.

Current Incident Reports Report Safety Incident Help

No.	Category	Date	Cause	Sub Cause	Title	Reported By	Allocated To	Status	Responded
No records found									

Former Incident Reports Help

No.	Category	Date	Cause	Sub Cause	Title	Reported By	Allocated To	Status	Responded
No records found									

3. Click the **Report Safety Incident** button to start recording a safety incident.

Create Safety Incident Report

Page Contents: [Incident Report](#)
 External Links: [Health and Safety](#)



Create Safety Incident Report Cancel Help

Incident Date: Incident Time: :

* Cause: Sub-Cause:

* Incident Title:

Describe Incident:

Building: Room:

Location Description:

Reported By:

Involved Person 1: Role: Type: Name:
 Contact Details: Line Manager: Age:

Involved Person 2: Role: Type: Name:

First Aid Given: Ceased Work:

Initial Comments / Witness Statements:

Remedial Action Taken:

4. Complete the Incident Report form

- a. The **Cause** and **Incident Title** fields are mandatory
- b. It is important that you record the **Age** and **Contact Details** [address and contact number]
- c. Flag if **First Aid** was given or whether the injured party needed to **Cease Work**

5. Click the '**Submit**' button in the table header. The **Status** will appear as SUBMITTED.

Safety Incident Report # 41 Allocate to Self Help

Title: *Tripped on Pavement* Status: **SUBMITTED**

Incident Date: 21-Feb-2008 Incident Time: 15:35

Cause: Incident (Personal Injury) Sub-Cause: falls on level

Incident Title: Tripped on Pavement

Describe Incident: Injured person tripped on uneven paving stone and sprained ankle.

Building: Room:

Location Description: Outside in front of main doors

Reported By: Michele Saliman

Involved Person 1: Role: Injured Person Type: Student Name: Anne Smith
 Contact Details: Line Manager: Age:

Involved Person 2: Role: Witness Type: Staff Name: Beryl Jones

First Aid Given: Ceased Work:

Initial Comments / Witness Statements: Injured person was given first aid and security were called.

Remedial Action Taken: Contacted security about re-paving area

Admin Comments:

Advisor Comments:

Incident Status History Help					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				

6. Health & Safety Advisors or nominated staff responsible for overseeing all health and safety incidents in their area will have the option to **Allocate to Self**. You should click on this button if the incident falls within the unit/school that you are responsible for. If you do not see this button or the incident happens outside your building, the Administrator will allocate the incident to the appropriate staff member.

Managing the Incident Report (for Administrators)

Safety Incident Reports
 Page Contents: [Safety Incident Reports](#)
 External Links: [Health and Safety](#)



Safety Incident Reports								
Include closed reports								
No.	Date	Cause	Sub Cause	Title	Reported By	Allocated To	Status	Responded
#41	21-Feb-2008	Incident (Personal Injury)	falls on level	Tripped on Pavement	Michele Saliman		SUBMITTED	
#30	20-Feb-2008	Incident (Personal Injury)	Animals	Saved with Submit	John Williams		SUBMITTED	
#29	20-Feb-2008	Incident (Other)	Animals	Saved with Save	John Williams		DRAFT	

1. After the Incident Report has been **saved**, the Health and Safety Administrator (HS Administrator) will be able to access the Incident report. If the report has only been saved, it will be given a status of DRAFT and they will be able to view and edit details of the report. If it has been SUBMITTED, they will be able to **manage** the report and add an admin comment to the report.
2. At the point of submission the HS Administrator will have the option of allocating the incident to another HSA, even if the HSA has allocated the incident to themselves. The HSA who has been allocated an incident will receive an email to notify them.
3. HS Administrator can enter comments against the report to ask the HSA to carry out other tasks.

Incident Status History					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
22/02/2008 09:44	ALLOCATED	Michele Saliman	✘		Ask Security to check paving around campus
21/02/2008 16:18	ALLOCATED	Michele Saliman			
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				

4. When the HS Administrator has saved these comments this will appear on the HSA's log as an action they need to carry out. The HSA will need to respond to the HS Administrator's comments.

Safety Incident Report #41

Page Contents: [Incident Report](#) | [Incident Status History](#)

External Links: [Health and Safety](#)



Edit Safety Incident Report # 41 Cancel Save Help

Incident Date: 21-Feb-2008 Incident Time: 15:35

Cause: Incident (Personal Injury) Sub-Cause: falls on level

Incident Title: Tripped on Pavement

Describe Incident: Injured person tripped on uneven paving stone and sprained ankle.

Building: Room:

Location Description: Outside in front of main doors

Reported By: Michele Saliman

Involved Person 1: Role: Injured Person Type: Student Name: Anne Smith

Contact Details: Line Manager: Age:

Involved Person 2: Role: Witness Type: Staff Name: Beryl Jones

First Aid Given: Ceased Work:

Initial Comments / Witness Statements: Injured person was given first aid and security were called.

Remedial Action Taken: Contacted security about re-paving area

Admin Comments: Ask Security to check paving around campus

Advisor Comments:

I have contacted porter for area and contacted security to action this.

Incident Status History Help					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
22/02/2008 09:44	ALLOCATED	Michele Saliman	✘		Ask Security to check paving around campus
21/02/2008 16:18	ALLOCATED	Michele Saliman			
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				

5. Once the HSA has saved their response then a tick will appear in the '**Advisor Responded**' column to show that a response has been made:

Incident Status History Help					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
22/02/2008 09:44	ALLOCATED	Michele Saliman	✔	I have contacted porter for area and contacted security to action this.	Ask Security to check paving around campus
21/02/2008 16:18	ALLOCATED	Michele Saliman			
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				

6. The HS Administrator can carry on adding comments for the HSA to respond to until the incident has been completed.

7. Once the incident has been completed then the HS Administrator can close it. It will appear on the HSA's '**Incident Status History**' table (see below) as being closed. The HS Administrator is the only person who can close the incident.

Incident Status History					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
22/02/2008 10:24	CLOSED	Michele Saliman			Ask Security to check paving around campus
22/02/2008 09:44	ALLOCATED	Michele Saliman	✓	I have contacted porter for area and contacted security to action this.	Ask Security to check paving around campus
21/02/2008 16:18	ALLOCATED	Michele Saliman			
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				

Incident Reporting Process Flow

