

Safety Alert – March 2023

Subject: Timely reporting of incidents/near misses/hazards

UNSW Safety is issuing a Safety Alert to remind staff to report incidents (including injuries), near misses and hazards as soon as possible, after the event/ hazard identification.

Background

There has been a recent trend of late reporting of injuries and near misses, with 15% of events being reported more than seven days after the occurrence.

This has reduced the opportunity to provide injured persons with immediate, appropriate medical assistance for treatment and recovery, and a delayed response for identification and implementation of corrective actions to prevent potential recurrences.

Why report as soon as possible after an event/ hazard identification?

Reporting of incidents, near misses and hazards, as soon as possible, enables early intervention for treatment of injuries, improved opportunity to identify and implement effective corrective actions promptly, and enables compliance with regulatory reporting obligations.

The potential recurrence of similar incidents, near misses and hazards can be addressed, ultimately reducing the number of hazards and incidents occurring across UNSW.

Where can I find more information?

The UNSW [Hazard and Incident Reporting Procedure – HS307](#) outlines the process for identifying hazards to the health and safety of staff, students, contractors and visitors to UNSW campuses, and the reporting and recording of hazards and incidents (including near misses).

This procedure applies to all staff, students, contractors and visitors on any UNSW campus, or affected by UNSW business.

Appendix 1 of the procedure (included on Page 2 of this Safety Alert) contains a flowchart for incident and hazard reporting.

Access to the online reporting system can be located via [myUNSW](#) and [UNSW Health & Safety | Risk, Safety & Injury Management](#)

If you have any questions or concerns about reporting, please contact the UNSW Safety Team:

Email: safety@unsw.edu.au

Web: <https://safety.unsw.edu.au/>

Appendix 1 – Hazard and Incident Reporting Flowchart

