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

Appendix 1: HAZARD AND INCIDENT REPORTING FLOWCHART

A hazard is identified or an incident has occurred

Recognise and respond

Is the issue significant?

NO

Complete a hazard or incident report in myUNSW/WHS Monitor

If WHS Monitor is offline, the matter is confidential, or the person reporting does not have access to WHS Monitor, complete *Hazard & Incident Report Form* – 110001

And submit the completed form to a supervisor as soon as practical for recording in myUNSW

Note: where the matter is confidential, the completed form is to be emailed to safety@unsw.edu.au – indicating Confidential in the email header.

YES

Preserve the site

Immediately notify the Senior Manager, Safety and Injury Management, or a UNSW Safety Team member

Managing hazard and incident reports

Supervisor receives notification of the new hazard or incident via WHS Monitor

Supervisor to review and amend (where necessary) the hazard or incident report and carry out further investigations to identify corrective actions

Corrective actions are to be documented into the related hazard or incident entry in WHS Monitor

Has the incident

- been accepted as a workers compensation claim; or
- been previously raised with the worker’s supervisor or their work group’s Safety representative (SR), or the Safety Committee (SL) which has not been able to be resolved; or
- the Senior Manager, Safety and Injury Management has requested that an Investigation Report Form should be completed?

YES

A detailed investigation is to be conducted using *Investigation Report Form – 110003*

NO

Nominated person responsible to monitor for implementation of corrective actions

Nominated person responsible to review corrective actions for effectiveness then close out the hazard or incident report in WHS Monitor