### Reporting an incident, including injuries

When logging a report of an incident, near miss or injury in riskware, include enough detail so that Nominated Supervisors, Course Coordinators and/or relevant staff members can determine what has occurred and the Contributing Factors to the incident. Attach photos to the report (if possible) to support staff members to identify these casual factors and take actions to reduce the risk that a similar incident will occur.

<table>
<thead>
<tr>
<th>What appears on screen:</th>
<th>The information you should enter:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>Log into riskware using either your student or staff network ID and password.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td>Select ‘Report an Incident/Hazard’.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td>Select Incident in order to report an injury which has affected you or another person. Also, use ‘Incident’ to report a near miss which is an event which could have caused an injury.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Image" /></td>
<td>Who did the incident affect? If someone has gone for further treatment you may log the incident on their behalf.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Image" /></td>
<td>Enter the date and time of the incident and the time category e.g. did the incident occur during business hours or was it during a lunchbreak?</td>
</tr>
<tr>
<td><img src="image6.png" alt="Image" /></td>
<td>Enter the details of the incident starting with the location of the incident. Use the icon to select the relevant campus location. Use the drop down box to select the appropriate location category.</td>
</tr>
<tr>
<td><img src="image7.png" alt="Image" /></td>
<td>You should provide enough detail in these fields to support Nominated Supervisors and other relevant staff to identify exactly where, what and how the incident occurred. Click NEXT to move to the next page.</td>
</tr>
</tbody>
</table>

For example: The Mary Glowrey Building Level 3 Science laboratory room 3.00 fume cupboard (ref 1234)

For example: Measuring chemicals in preparation for classroom practical

For example using the above activity:
What was being measured?
How was being measured (exact steps)?
What was worn?
What was happening in the room at the time of the incident?

Students and anyone reporting on behalf of students will be prompted to identify their school (Business Unit). To select your School, click on the magnifying glass to the right of this field.

From the drop down menu which will appear, select:
Australian Catholic University (Level 1)
Provost/Deputy Vice Chancellor (Level 2)
Now select your Faculty and School from Levels 3 and 4.

Select if an injury/illness occurred.

If there was a witness, please provide their details (if known) to support Nominated Supervisors and others to identify the Contributing Factors (causes) to the incident.
For example: if a colleague sustains an injury after being struck by a trolley, the incident classification might look like:

**Incident Classification:**
- Identify what occurred:
- Please select the most severe incident type...
- What was the most significant cause:
- Please select the most severe possible cause...

For example: if a colleague sustains an injury after being struck by a trolley, the injury classification might look like:

**Injury/Illness Classification:**
- Identify the type of injury or illness sustained (select the most severe):
- Please select the most severe injury...
- What part of the body was most affected (select the most severe):
- Please select the most severely injured body part...

Your Nominated Supervisor's details have been prepopulated within the report. If you need to allocate the report to someone else, use the icon, enter the staff member's details and click search and select. This staff member will receive a notification email which prompts them to follow up with an investigation and to develop an Action Plan to prevent reoccurrence.

Enter the details of anyone else that has been notified of the incident and when.

Attachments can be added to the incident report to assist Nominated Supervisors to identify what factors contributed to the incident. You may attach photos, previous incident reports, maps etc.

If any medical treatment was provided as a result of the injury/illness sustained, select 'Yes' and provide specific details of the treatment administered, e.g. cleaned wound and applied dressing, applied ice pack every 20 mins, sent to hospital for further review etc.

If further medical treatment is required please click on the appropriate box.

A lost time injury (LTI) is classified as the loss of one or more dayshifts. If less than one day is lost from work or study e.g. 2 hours, you should not classify this time as a LTI and therefore you would select ‘no’. Click next to move to the next page.

Quick Reference Guide Reporting an Incident using Riskware