






















Reporting a Hazard

When you log a report of a Hazard (*something that could cause harm to someone or the environment*) within **riskware**, include enough detail to support Nominated Supervisors, Course Coordinators and relevant staff members to determine what actions should be taken to resolve the hazard. Start by identifying the exact location of the hazard and include photographs (if you can) to support these staff members to make decisions about the control measures (treatments) which could be applied to resolve the hazard.

Some examples of hazards which may be reported:

A broken step, a staff member is working on a ladder which is not barricaded off from pedestrians, staff members and students are walking across a driveway which is a blind spot, large items are left on the ground which creates a trip hazard.

What appears on screen	The information you should enter:
	Log into riskware using either your student or staff network ID and password.
	Select 'Report an Incident/Hazard'
<p>I would like to report:</p> <ul style="list-style-type: none">  1) Incident - Has an incident occurred? If so, use this to report the incident or near miss that has occurred.  2) Hazard - Have you identified a hazardous situation? I 	Select 'Hazard' to report any hazardous situation which could result in injury to either yourself or another person.
<p>Who noticed this hazard?</p> <p> <input checked="" type="radio"/> Me <input type="radio"/> Another Person</p>	Who noticed the hazard? If you select 'Another Person' you will be asked to identify the person on the next page of the report.
<p>When was this hazard noticed?</p> <p>Date: <input type="text" value="14/04/2016"/> Time: <input type="text" value="11"/> : <input type="text" value="23"/></p>	Enter the date and time that the hazard was noticed.
<p>Hazard Details</p> <p>The Hazard is located: <input checked="" type="radio"/> On Campus <input type="radio"/> Off Campus</p> <p>Select Location: <input type="text"/></p> <p>Location Category: <input type="text" value="-- Select Location Category --"/></p>	Enter the details of the hazard starting with the location of the incident. Use the  icon to select the relevant campus location. Use the dropdown menu to select the appropriate location category.
<p>Location Details:</p> <p><i>For example: The Mary Glowrey Building Level 3 Science laboratory room 3.00 fume cupboard (ref 1234)</i></p> <p>Describe the hazard with as much detail as possible:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • Variation in the steps is difficult to identify when moving between building A and B. • Congestion in room 123 causing manual handling and tripping hazards • Use of electrical extension lead across the floor in a main thoroughfare could create a trip hazard or damage the lead 	Provide enough detail to allow the reader of the report to identify the location of the hazard. Click  to move to the next page.
<p>Select the primary place of Work for this Person:</p> <p>Business Unit: <input type="text"/></p> <p>Organisational Structure</p> <p>Level 1*: <input type="text" value="Australian Catholic University"/></p> <p>Level 2*: <input type="text" value="Provost / Deputy Vice-Chancellor"/></p> <p>Level 3*: <input type="text" value="Faculty of Education and Arts"/></p> <p>Level 4*: <input type="text" value="School of Arts (VIC)"/></p>	Students and anyone reporting on behalf of students will be prompted to identify their school that they are studying within. To select the School, click on the  to the right of the Business Unit field. From the drop down menu, select: Australian Catholic University (Level 1) Provost/Deputy Vice Chancellor (Level 2) Faculty (Level 3) School (Level 4)

What appears on screen	The information you should enter:
<p>Does the hazard have the potential to damage the environment?</p> <p> <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Identify the possible environmental impact of this hazard -- Select an environmental impact --</p>	<p>Identify if the hazard has the potential to cause environmental damage. If 'Yes', use the dropdown menu to select the possible impact.</p>
<p>Hazard Classification:</p> <p>Select what could occur as a result of this Hazard: -- Select the most serious possible result --</p> <p>What do you believe is the likely cause of this Hazard? -- Select the most likely cause --</p> <p>For example: if congestion in room 123 could cause a tripping hazard, the incident classification might look like:</p> <p>Hazard Classification:</p> <p>Select what could occur as a result of this Hazard: Falls on the same level (including trips and slips)</p> <p>What do you believe is the likely cause of this Hazard? Indoor environment</p>	<p>Using the dropdown menu, select what could occur as a result of the hazard and what is the likely cause of the hazard.</p>
<p>Assign to:</p> <p> Manager/Supervisor: <input type="text"/> </p>	<p>Select who the hazard will be assigned to. Typically it will be your Nominated Supervisor. They will receive a notification and will be required to follow up with the review and assignment of actions to prevent an incident occurring.</p> <p>To find the required person, use the  icon, enter details (first and/or last name) and click search and then select.</p>
<p>Enter the details of any people to whom you have reported this hazard</p> <p> Staff: <input type="text"/>  Date: <input type="text" value="14/04/2016"/> Time: <input type="text" value="11:23"/></p>	<p>Enter any further details of staff, students and others that have been notified of the hazard and the date and time.</p> <p>Click  to move to the next page.</p>
<p>What have you done to remove the Hazard?</p> <p> <input type="text"/></p>	<p>List any actions which were taken to make sure the hazard does not result in an incident occurring e.g. barricaded the area, sealed with hazard tape, cleaned up the spill, removed damaged item, etc.</p> <p>This should be a physical action resulting in an instant change. If a verbal notification is made, the hazard may not have been resolved and the potential for injury still exists.</p>
<p>What additional actions do you think are required to remove the Hazard?</p> <p> <input type="text"/></p>	<p>List any additional actions required to assist in reducing or eliminating the hazard, e.g. changes in procedures, training, preventative maintenance, design review processes, redesign of existing layout, etc.</p>
<p>Attachment</p> <p> <input type="button" value="Click to add an attachment"/></p>	<p>Attachments can be added to support the hazard report such as photos, previous hazard reports, maps etc.</p> <p>Click  to move to the next page.</p>
<p> You are about to submit a Hazard</p> <p>To complete this process, please follow the instructions below</p>	<p>Click on the  button to finalise the report. A confirmation email will be sent to you once the hazard has been logged.</p> <p>You will also receive a notification when the hazard report has been resolved.</p>