INC₃

Add an Injured Person – Part 1 – Quick Reference

On selecting the 'Add Injured/Involved Person' link the following screen will appear (see Figure 01 below). Follow these steps if the involved person was injured. If the involved person was <u>not</u> injured see over the page.

- Select Worker Search for and select the injured person's name. The list of names provided in the search is regularly updated from the Active Directory (i.e. people with an active FAN). If the workers name cannot be found please contact WHS.
- Status at Time of Injury is the role you were in <u>at the time of the incident</u>. If a person was a Staff member and a Student, and was a Student at the time of the incident, then Student would be chosen.
- Faculty/Portfolio, School/Division Select where the injured person works or studies, not where the incident occurred. If the person is not connected to a Faculty or Portfolio please leave these fields blank.
- Injured If the person was injured, select 'Yes'. The remaining questions will become active allowing you to fill in the injury details. Add Involved Person Details if required.
- Submit Select Submit. The form will close and return to the 'New Incident Report' where you have the option to add another Injured/Involved person or finalise the 'New Incident Report'.

(Figure 01: Injured Person)

	Involved and Injured Person and Witness Det	ails	
Reference Number		Incident Reference	INC0007169
6	Select Worker		
First Name	8	Last Name	Test
Contact Phone	0	FAN	
	Search		
Vorker *	Name: OHS Test 1 FAN: Phone:	Ente	r part or all of the person's details,
status at Time of Injury *	Chaff -	the	n click Search to view & select a
	Stall		
aculty / Portfolio	Eaculty of Modicine Nurring and Health	School / Division	School of Nursing & Midwifery
ite	Padford Park	Location	School of Nursing & Midwirery
loor / Level	2	Room / Area	207
urther Location Details	Lab 1	GPS Location	207
	Injuny Details		1-
injured	injury occurs		
	Ves VNO		
muchuad Parson Status			
involved Person Status involved Person Details	Injured left index finger.		*
nvolved Person Status involved Person Details Date of injury *	Injured left index finger. 22/08/2014 III 10:30 AM	If the Invo	olved person was hoose Yes' and fill
involved Person Status nvolved Person Details Date of injury = njury =	Injured left index finger. 22/08/2014 IIII 10:30 AM Needlestick	If the Inve Injured, cl in the	olved person was hoose Yes' and fill injury details.
involved Person Status involved Person Details Date of injury * injury *	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left	If the Invo Injured, ct in the	olved person was hoose Yes' and fill injury details.
involved Person Status involved Person Details Date of injury * injury * Side of Body Bodily Location *	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left Upper Limb	If the Invo Injured, cl in the Body Location (more specific)	blved person was hoose Yes' and fill injury details.
involved Person Status involved Person Details Date of injury = injury = Side of Body Bodily Location = Mechanism =	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left Vpper Limb Hit by Moving Objects V	If the Invo Injured, ch in the Body Location (more specific) * Mechanism (more specific) *	blved person was hoose Yes' and fill injury details. Hand / Finger / Thumb Hit by moving objects
Involved Person Status Involved Person Details Date of injury = Injury = Side of Body Bodiy Location = Mechanism =	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left • Upper Limb • Hit by Moving Objects • Other •	If the Invo Injured, cl in the Body Location (more specific) * Mechanism (more specific) * Agency (more specific)	blved person was hoose Yes' and fill injury details.
Involved Person Status Involved Person Details Date of injury * Injury * Side of Body Bodily Location * Mechanism * Agency *	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left • Upper Limb • Hit by Moving Objects • Other • First Aid Injury •	If the Invo Injured, cl in the Body Location (more specific) * Mechanism (more specific) * Agency (more specific)	blved person was hoose Yes' and fill injury details. Hand / Finger / Thumb
Involved Person Status Involved Person Details Date of injury * Injury * Side of Body Bodily Location * Mechanism * Agency * Classification *	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left Upper Limb Hit by Moving Objects Other First Aid Injury First Aid Injury	If the Invu Injured, cl in the Body Location (more specific) * Mechanism (more specific) * Agency (more specific) Treatm	olved person was hoose Yes' and fill injury details. Hand / Finger / Thumb Hit by moving objects ent Provided is the level of
involved Person Status nvolved Person Details Date of injury = njury = Side of Body Bodily Location = Mechanism = Agency = Classification = Ireatment of First Nd Details	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left • Upper Limb • Hit by Moving Objects • Other • First Aid Injury • First aid applied.	If the Invo Injured, cl in the Body Location (more specific) * Mechanism (more specific) * Agency (more specific) Treatme Highes highest	blved person was hoose Yes' and fill injury details. Hand / Finger / Thumb Hit by moving objects ent Provided is the level of nt provided for the incident. t Treatment Provided is the level of treatment provided if known.
involved Person Status Involved Person Details Date of injury * Injury * Side of Body Bodiy Location * Mechanism * Agency * Classification * Freatment of First No Details	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left Upper Limb Hit by Moving Objects Other First Aid Injury First aid applied. Scratched hand.	If the Invo Injured, cl in the Body Location (more specific) * Mechanism (more specific) * Agency (more specific) * Agency (more specific) Treatme Highes highest If 'Othe	blved person was hoose Yes' and fill injury details. Hand / Finger / Thumb Hit by moving objects Hit by moving objects ent Provided is the level of nt provided for the incident. t Treatment Provided is the level of treatment provided if known. r' is chosen in either Treatment
nvolved Person Status nvolved Person Details hate of injury * nijury * ide of Body lodily Location * Mechanism * Agency * classification * reatment of First id Details	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left Upper Limb Hit by Moving Objects Other First Aid Injury First aid applied. Scratched hand.	If the Invo Injured, cl in the Body Location (more specific) * Mechanism (more specific) * Agency (more specific) Agency (more specific) Treatme Highes highest If 'Othe drop-do Provide!	blved person was hoose Yes' and fill injury details. Hand / Finger / Thumb Hit by moving objects ent Provided is the level of nt provided for the incident. t Treatment Provided is the level of treatment provided is the level of treatment provided if known. r' is chosen in either Treatment wn list, the 'Other Treatment d' box will appear to the right to
nvolved Person Status nvolved Person Details Date of injury * njury * ide of Body lodily Location * techanism * ugency * Jassification * ideation * reatment of First id Details Pther Injuries reatment Provided *	Injured left index finger. 22/08/2014 III 10:30 AM Needlestick Left Upper Limb Hit by Moving Objects Other First Aid Injury First aid applied. Scratched hand. First Aider	If the Invo Injured, cl in the Body Location (more specific) * Mechanism (more specific) * Agency (more specific) Agency (more specific) Treatme Highess highest If 'Othe drop-do Provide allow typ	blved person was hoose Yes' and fill injury details. Hand / Finger / Thumb Hit by moving objects Hit by moving objects ent Provided is the level of nt provided for the incident. t Treatment Provided is the level of treatment provided if known. r' is chosen in either Treatment wn list, the 'Other Treatment d' box will appear to the right to ping more details.

Add an Involved Person (not injured or witness) - Part 2 - Quick Reference

INC3

Please add contact details for other involved people who were not injured during the incident, for example witnesses or other contacts that may assist the WHS Unit with the investigation (see **Figure 02** below).



Select Worker – Search for and select the person's name that was involved in the incident but not injured, for example a witness or someone who did not sustain an injury.

- Status at Time of Injury is the role you were in <u>at the time of the incident</u>. If a person was a Staff member and a Student, and was a Student at the time of the incident, then Student would be chosen.
- Select where the witness works or studies, <u>not</u> where the incident occurred. If the person is not connected to a Faculty or Portfolio please leave these fields blank.
- Injured If the person was not injured, select 'No'. Choose Involved Person Status as either Involved but not injured or Witness and type in any additional Involved Person Details. The injury details will be greyed out.

Submit – Select Submit. The form will close and return to the 'New Incident Report' where you may choose to add another Injured/Involved person or finalise the 'New Incident Report'.

(Figure 02: Involved Person)

Jser : OHS Test 1	🔎 Incident	Hazards	Corrective Actions	Checklists	🍓 Risk Assessment	Log Out	
		and Inju	red Person and	Witness			
	Involved and Injured Person and Witness Details						
Reference Number			Incident Reference	INC000716	9		
0	Select Worker						
First Name	Matt		Last Name	Lin			
Contact Phone			FAN				
	Search						
Norker *	Name: Matt Lindner FAN: lind	10083 Phone:				•	
Status at Time of Injury * 🔗	Student	-	1				
0	Location Details						
Faculty / Portfolio	Eaculty of Medicine Nursing	and Health 💌	School / Division	School of	Health Sciences	•	
Site	Redford Park	The median .	Location	Sturt Fast	Health Sciences	+	
Floor / Level	2		Room / Area	207		+	
Further Location Details	Lab 1		GPS Location	207			
	Iniury Details			-			
Injured	Vac ONe			If the Involved choose 'No' the	person was not Injure nen choose Status:	ed,	
Involved Person Status	U fes V No			Incode and Incode	met interned in other	d in the	
Involved Person Details	Witness •			incident but was not hurt.			
	witnessed the incident as I w	as in same gr	roup when it occurred.	Witness - witr	nessed the incident.		
				Involved Per	son Details may incl	ude	
Date of injury				some notes of	n a witness statemen	t.	
Injury				The Injury Det	ails fields will be grey	ed out.	
Side of Bady		~					
				c.)		-	
other Injuries							
Treatment Provided			1				
Highest Treatment Provided]				
A	Submit		1			Cance	
0						<u>contract</u>	