Hazard Reporting Training Guide

Using the Public Portal v1.4

WHS

# **Version Control**

Document Title:	Hazard Training Guide using the Public Portal
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Issue	Date	Reason for amendment
1.0	Sep 2013	Document Created
1.1	22/9/2013	Summary and Terms used in guide added, updates to text and layout
1.2	29/9/2013	Guide text reviewed and updated
1.3	3/11/2013	System updates reflected in manual including branding and images
1.4	22/7/2014	Updated to include Recaptcha and form label changes and updated support text for Hazard form.

# Terms used in this guide

For the purpose of this guide and use of the forms, the below table outlines terms and abbreviations used throughout the Public Portal.

Term /	Description			
Abbreviation				
Attachments	Any document or file such as a photo, Word document or scanned document. Title is a			
	meaningful description of what the attachment is.			
Company / School	I Is the School / Division area of the University or company the Reported By Person			
/ Division	works for (i.e. a contractor).			
Corrective Actions	Actions taken to correct the issues relating to a hazard. Actions may include cleaning			
	up spills, moving boxes away from an area where people may trip over them or may be			
	more complex involving a number of steps and / or actions.			
Faculty / Portfolio	The main administrative unit that manages the area where the hazard is located (if			
EAN	known). There are 4 main Faculties and a number of Portfolios within the University.			
FAN	Finders Authentication Name is used to identify a person			
Further Location	Extra details that provide a more specific description of the where the hazard is located.			
Details	Even if a Site and Location are chosen, details can be entered here to more describe			
	where Site and Location are not listed such as "10Kms south east of Alice Springs"			
Hazard	A situation or thing which has the potential to harm a person. An example might be			
	boxes left in a corridor where someone may trip over them.			
Hazard Class	Incidental – for hazards that are noticed through workplace inspections or general			
	observations.			
	Systematic – hazards that have already been identified through a process of activity			
	such as a Safe operating Procedure or Risk Assessment.			
Hazard Type	The type of issue the hazard is related to in its ability to affect a person, the operation of			
	a piece of equipment or the environment (or even a combination of the three). The			
	hazard might be related to something more physical such as a piece of equipment or			
	might be a chemical, biological, radiation, human or other.			
Location	Is a building or area outside that relates to the Site chosen. If a Location cannot be			
	found then choose 'Not Listed.' If 'Not Listed' is chosen then Further Location Details			
Moderator Team	Will need to be entered to help identify where the nazard is located.			
Moderator ream	is a person of team that looks alter hazards reported for their School / Division and			
Operational Activity	What activity / task was being performed at the time the bazard was noticed. Some			
Operational Activity	examples may include office work, working with equipment in a workshop or performing			
	maintenance.			
Red Asterisk (*)	Used to identify that a detail is mandatory (required) to be entered before submitting the			
	hazard.			
Reported By	The person who has reported the hazard. There may be times where the person that			
person	reports the hazard is unable to do so and another person reports on their behalf.			
School / Division	This is the administrative area within the Faculty / Portfolio that manages the area			
(Location)	where the hazard is located (if known).			
Site	The campus or main area the University owns or works in. If the Site cannot be found,			
	then choose 'Not Listed.' If 'Not Listed' is chosen then Further Location Details will			
0	need to be entered to help identify where the hazard is located.			
Supervisor	The Report By person's Supervisor or immediate Manager. This detail is used to notify			
	the Supervisor / Manager of the hazard so they are aware and may be involved in the			
M/HS   Init	Work Health and Safety Unit is the University's control unit for providing export advice			
	and assistance to the University community on Work Health and Safety matters			

## Hazard Overview

A hazard can be reported by anyone including staff, students, contractors, members of the public, etc. The Public Portal allows the reporting of a hazard through a web form (no login details are required).

Supported Web Browsers include Internet Explorer and Safari.

### **Public Portal**

The following information provides an overview of steps required to report a hazard using the Public Portal:

- 1. Selecting the 'Report a Hazard' link
- 2. Entering Location Details of where the hazard is located
  - a. If the location relates to an area of the University (i.e. Education Building may be Faculty / Portfolio = Faculty of Education, Humanities and Law; School / Division = School of Education), then the Faculty / Portfolio and School / Division details may be entered
- 3. Details of the hazard itself
- 4. Details of any immediate actions taken to correct the issue (if any). If no actions were taken, please enter "None taken."
- 5. Details of corrective actions suggested / recommended to be taken
- 6. Reported By details of the person reporting the hazard (please include contact details)
- 7. Details of the supervisor of the Reported By person.
- 8. Attaching any documents, including photos or a document with more details to help in further investigation of the hazard
- 9. Entering Recaptcha code (web form code to prove a person is entering the record)
- 10. Submitting the hazard

Report a Hazard

To report a Hazard go to https://flinsafeportal.flinders.edu.au/FlindersECPortal/

Select 'Report a Hazard' as shown in Figure 01 below.

(Figure 01: Welcome)



A form called **Hazard Report** will open (see **Figure 02** on the next page). Please complete all sections on the form.

Helpful Hints:

Mandatory - All fields marked with a red asterisk (\*) must be completed before the record can be submitted.

Location Detail - If the hazard is not related to a Faculty or Portfolio leave the Faculty/Portfolio & School/Division fields blank. 'Further Location Details' should be used to help describe the site and location details in more detail. If the Site / Location are chosen as 'Not Listed' then Further Location Details will be required.

### Hazard Details –

- Describe the hazard in detail.
- Describe in detail any actions taken to help reduce the risk.
- Please suggest any corrective actions.

#### 8 Reported By -

- The current date and time will default into the 'Reported Date' fields. Normally this is correct, however if the hazard was reported at another date / time, these values may be changed.
- The reported by name and contact details is usually the person entering the hazard. Or, you may enter different contact details if you are reporting the hazard on behalf of another person.
- Enter the supervisor name of the 'Reported By' person, where known (otherwise leave blank). If known, the hazard will be assigned to the nominated supervisor to follow up with the investigation.
- Attachments Attach photos or additional documentation relating to the Hazard to assist with the investigation.
- 6 Recaptcha Type the letter / numeric code above the box exactly as seen to allow the information to be submitted.
- Submit Please wait for a successful message when you select submit. This action will automatically notify the School/Division Moderator Team based on the value selected against the 'School/Division' field. If the 'School/Division' field was left blank the WHS Unit will be notified.

#### (Figure 02: New Hazard)

0	Location Details			
aculty / Portfolio	Senior Vice-President (Strategic Financ 💌	School / Division	Human Resources Division	•
lite *	Bedford Park -	Location *	Union	•
loor / Level	2 🗸	Room / Area	207	•
urther Location Details	FlinSafe Project Office	GPS Location		
e	Hazard Details			
perational Activity	-	Hazard Type *	Spill/Release/Flooding/Water Leak	•
ne Hazard Could Cause *	Personal Injury -			
azard Identified On 🍍	22/07/2014 08:00 AM			
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				-
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A message will appear confirming the record was submitted successfully (see **Figure 03** below). Please take note of the ID number for future reference. The example in **Figure 03** shows the ID number as *HZ\_EVT0000095*.

(Figure 03: Success)



An email notification will be sent to the 'Reported By' person only if a valid email address was provided in the hazard report (see **Figure 04** below). The email informs the person reporting the hazard only. No further action is required.

#### (Figure 04: Email)

E-mail Confirmation of receipt of Hazard Report HZ_EVT0000095 (Information) CRMTRAIN:0001480				
On 22/07/2014 8:15 AM you reported the following hazard:				
Hazard Description: Hot water service is leaking water on the floor in the kitchen area.				
Site: Bedford Park				
Location: Union				
Thank you for submitting the hazard report. This will be attended to as soon as possible. The WHS Unit may contact you regarding any follow-up about the hazard.				
Note: This is an unmonitored email service. If you have any questions please contact the WHS Unit on phone +61 (08) 8201 3024 or email whs@flinders.edu.au.				
This e-mail and any attachments may be confidential. If you are not the intended recipient, please inform the sender by of this message.	reply email and delete all copies			

<u>Note:</u> The appropriate School/Division Moderator Team or the WHS Unit Team will review the record and assign a supervisor or appropriate person to investigate the hazard and create corrective actions.