Hazard Reporting Training Guide

Using the Public Portal v1.4

WHS

Version Control

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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 / Abbreviation	Description
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 / Division	Is the School / Division area of the University or company the Reported By Person 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 known). There are 4 main Faculties and a number of Portfolios within the University.
FAN	Flinders Authentication Name is used to identify a person
Further Location Details	Extra details that provide a more specific description of the where the hazard is located. Even if a Site and Location are chosen, details can be entered here to more describe the location such as 'the North Western corner of the courtyard.' This may also be used 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 will need to be entered to help identify where the hazard is located.
Moderator Team	Is a person or team that looks after hazards reported for their School / Division and makes sure the hazards are reported to the correct people in the University.
Operational Activity	What activity / task was being performed at the time the hazard was noticed. Some 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 person	The person who has reported the hazard. There may be times where the person that reports the hazard is unable to do so and another person reports on their behalf.
School / Division (Location)	This is the administrative area within the Faculty / Portfolio that manages the area 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 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 investigation and managing of the hazard.
WHS Unit	Work Health and Safety Unit is the University's central unit for providing expert 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)
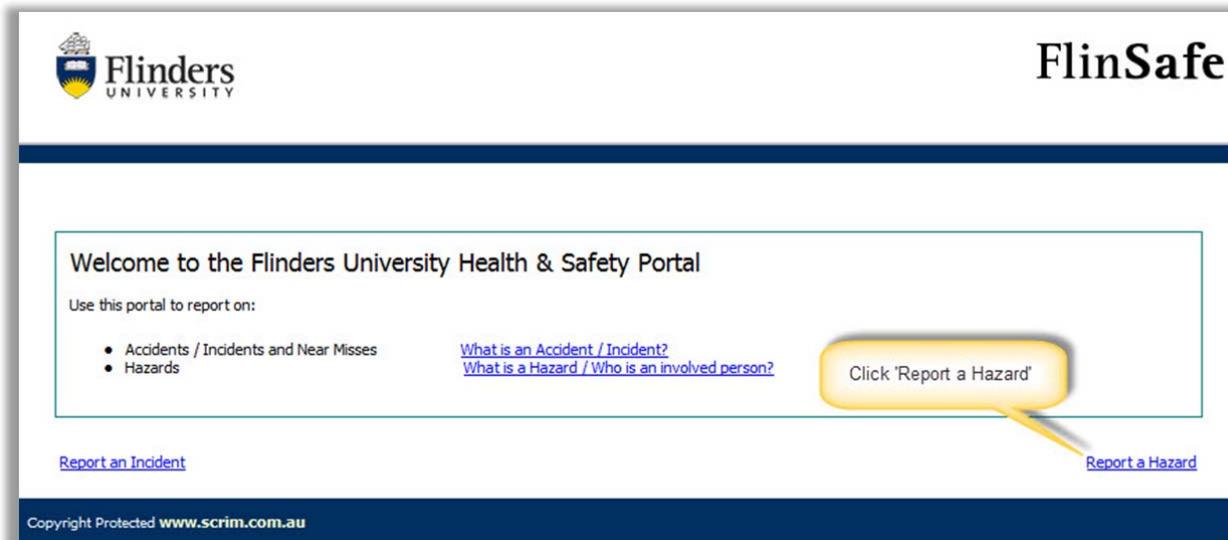
A form called **Hazard Report** will open (see **Figure 02** on the next page). Please complete all sections on the form.

Helpful Hints:

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

① **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.

② **Hazard Details** –
- Describe the hazard in detail.
- Describe in detail any actions taken to help reduce the risk.
- Please suggest any corrective actions.

③ **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.

④ **Attachments** - Attach photos or additional documentation relating to the Hazard to assist with the investigation.

⑤ **Recaptcha** – Type the letter / numeric code above the box exactly as seen to allow the information to be submitted.

⑥ **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)

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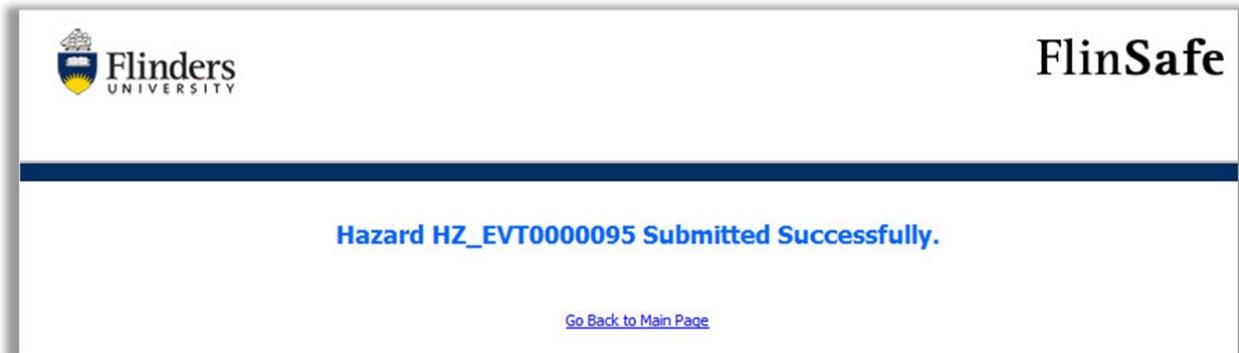
An email notification will be sent to the 'Reported By' person only if a valid email address was provided in the hazard report (see **Figure 04** below). The email informs the person reporting the hazard only. No further action is required.

(Figure 04: Email)
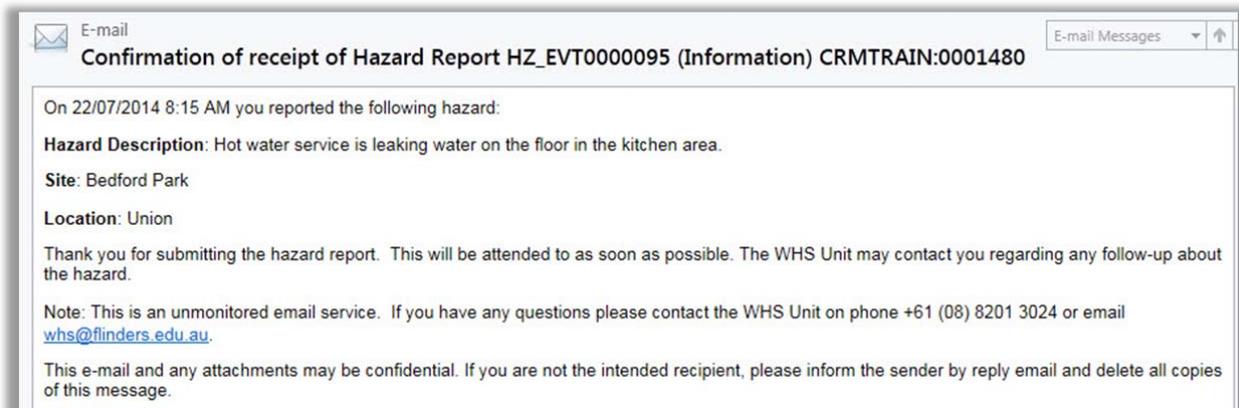
Note: The appropriate School/Division Moderator Team or the WHS Unit Team will review the record and assign a supervisor or appropriate person to investigate the hazard and create corrective actions.