

## Initial Investigation of an Incident – Quick Reference

INC2

If an incident report has been assigned to you, an email notification will be sent to your Flinders email account requesting your action, similar to the example below.

Click the link within the email to open the report (see **Figure 01** for an example).

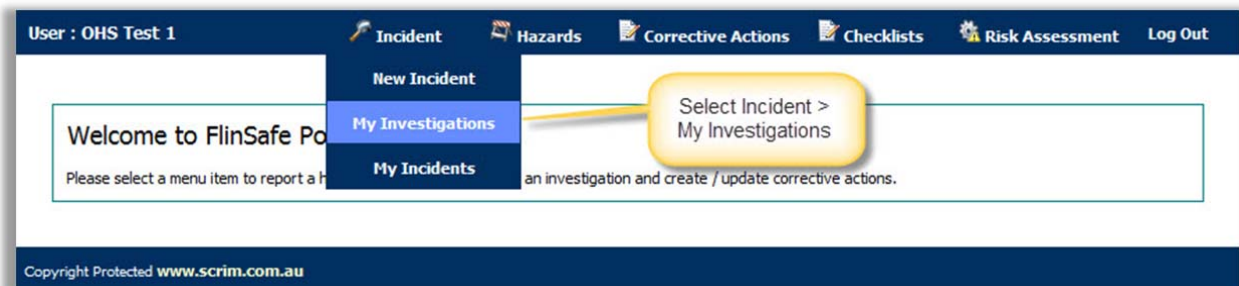
(Figure 01: Email)



Or, log into FlinSafe <https://flinsafeportal.flinders.edu.au/FlindersESSportal/>

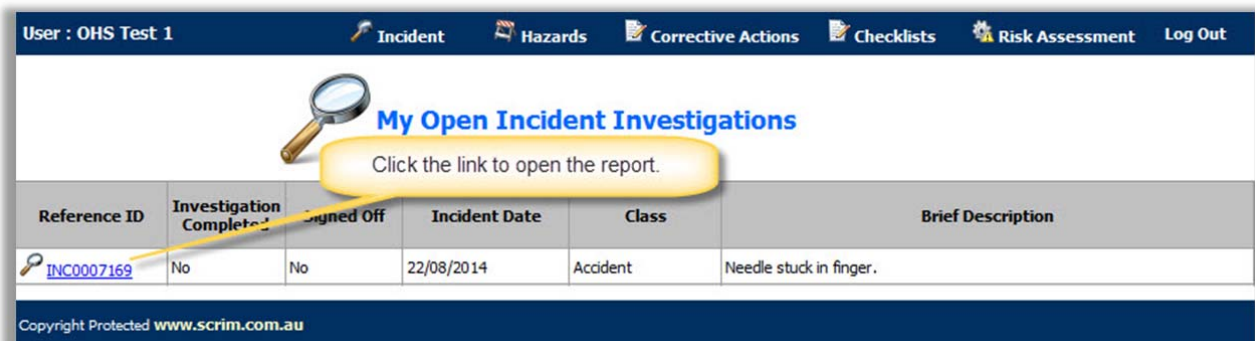
Select Incident > My Investigations (see **Figure 02** below).


(Figure 02: Menu)



Click on the appropriate 'Reference ID' to open the report (see **Figure 03** below).

(Figure 03: Select report)



The form will initially open in collapse mode displaying only the fields that require action. To view the full incident details click this icon  to expand the form (see **Figure 04** on the next page).

Review the incident details and suggest corrective actions.

Helpful Hints:

**Mandatory** - All fields marked with a red asterisk ( \* ) must be completed before submitting the initial investigation.

- 1 **Assigned To** – The person assigned to complete the investigation.
- 2 **Issues Identified** – Describe the issues identified from this incident (field is mandatory).

- 3 **Actions Taken or Planned** – Describe any actions taken or planned (field is mandatory).
- 4 **Add SWMS** – Select a Safe Work Method Statement if applicable. Click on the link, select a SWMS value and save.
- 5 **Submit Initial Investigation** – Select, if the investigation is complete. The incident investigation will automatically be sent to the WHS Unit to review and action.  
**Save Only** – If still investigating the incident and plan to complete the report at a later time, select Save Only.

**Note:** If you need to add an Involved or Injured person, please refer to the quick reference guide **Quick Reference INC3 - Adding an Involved or Injured Person to an Incident**. There is also a link to delete an Involved / Injured Person, if you believe the person was attached in error (use caution with this option).

**Note:** If the investigation is assigned to you incorrectly you may reassign the report to another user. When a new 'Assigned To' person is selected, the remaining fields will not be mandatory. Please leave these fields blank and select 'Save Only'. An email notification will be sent to the new 'Assigned To' person.

(Figure 04: Investigation)

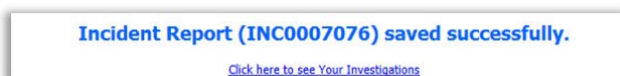
The screenshot shows the 'Investigation' form in the FlinSafe Portal. The user is 'OHS Test 1'. The form is divided into several sections:

- Incident Details:** Includes Incident Notification with fields for Operational Activity (Lecture / Seminar / Tutorial), Incident Type (Accident), Incident Date (22/08/2014 10:30 AM), Reported Date (22/08/2014 12:26 PM), and Category (Health).
- Assign Initial Investigation:** Fields for First Name (OH), Last Name (T), Contact Phone, and FAN. A dropdown for 'Assigned To Topic Coordinator / Supervisor' is set to 'OHS Test 1'.
- Involved and Injured Persons and Witnesses:** A table listing workers and their injury status.

Worker	Injured	Date of Injury	Action
OHS Test 3	No		Delete
Matt Lindner	No		Delete
OHS Test 1	Yes	22/08/2014	Delete
- Issues Identified:** A text area containing 'Further training is required to avoid the incident happening again. This practical exercise is a hazard.'
- Actions Taken Or Planned:** A text area containing 'Further training and supervision of students.'
- Safe Work Method Statements (SWMS):** A table with columns for Operation (Lecture / Seminar / Tutorial) and Document Reference. A link 'Add SWMS' is provided.
- Attachments:** A field for File Name containing 'Incident Photo.jpg' and a link 'Add Attachment'.
- Final Actions:** Radio buttons for 'All details are complete (including all people involved)?' (Yes/No) and a 'Save Only' button. A prominent 'Submit Initial Investigation' button is at the bottom right.

A message will appear confirming the report was saved successfully (see **Figure 05** below).

(Figure 05: Success message)



To view the saved incident report, go to menu Incident > My Incidents.