INC<sub>2</sub>

# Initial Investigation of an Incident – Quick Reference

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)

E-mail Request for initial investigation of Incident / Accident INC0007169 (Action Required) CRMTRAIN:0001805	E-mail Messages	*
Please complete an initial investigation (including Issues Identified and Actions Taken or Planned) of this accident / incident and complete the report at:	t on the FlinSafe F	ortal
Click here to open the Accident / Incident Report		
Accident / Incident Description: Needle was accidentally stuck into finger while undergoing a practical demonstration.		
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@fi	inders.edu.au.	
This e-mail and any attachments may be confidential. If you are not the intended recipient, please inform the sender by reply email and delete all confidential.	pies of this messa	ige.

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

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

(Figure 02: Menu)

: OHS Test 1	🎤 Incident	Hazards	Corrective Actions	📝 Checklists	🍓 Risk Assessment	Log Out
	New Incident		(			
Welcome to FlinSafe Po	My Investigation	5	Select Incident > My Investigations			
Please select a menu item to report a h	My Incidents	an investig	ation and create / update corre			

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

### (Figure 03: Select report)

User : OHS Test	1	/ <sup>2</sup> In	cident 🛛 🎘 Haz	ards 🛛 📓 Cori	rective Actions	Checklists	🍓 Risk Assessment	Log Out
My Open Incident Investigations Click the link to open the report.								
Reference ID	Investigation Completed	Ligned Off	Incident Date	Class		Brie	f Description	
P INC0007169	No	No	22/08/2014	Accident	Needle stuck	in finger.		
Copyright Protected www.scrim.com.au								

The form will initially open in collapse mode displaying only the fields that require action. To view the full incident details click this icon  $\boxtimes$  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.



Assigned To – The person assigned to complete the investigation.

Issues Identified – Describe the issues identified from this incident (field is mandatory).

- Actions Taken or Planned Describe any actions taken or planned (field is mandatory).
- Add SWMS Select a Safe Work Method Statement if applicable. Click on the link, select a SWMS value and save.
- 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 <u>delete</u> 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)

Jser : OHS Test 1	🖉 Incid	ent 🎘 Hazards	Corrective Actions	Checklists	🍓 Risk Assessment	Log Out
		restigation	(		l incident details	
	Incident Details					*
	Incident Notification					
Operational Activity *	Lecture / Seminar /	Tutorial •	Incident Type *	Accident		*
Incident Date *	22/08/2014 10	):30 AM	Category *	Health		*
Reported Date *	22/08/2014 12	2:26 PM				
	Select n					
ported to	- Notificat	tion				
0	Assign Initial Investi					
First Name	OH	guton	Last Name	т		
Contact Phone	Он		FAN	1		
Contact Phone						
Assigned To Topic	Search					
Coordinator / Supervsior *	OHS Test 1					•
	Involved and Injured	d Persons and Witnesse	5			
	Worker	Injured	Date of Injur	Y		-
	OHS Test 3	No				Delete Delete
	Matt Lindner	Yes	22/08/2014			Delete
	Add Injured/Involved Pe					
Issues Identified		equired to avoid the in	cident happening again.			^
Actions Taken Or Planned 3	Further training and	I supervision of studen	ts.			*
	Safe Work Method S	tatements (SWMS)				
	Operation		Document Re	ference		
	Lecture / Seminar / Tuto	orial			Dele	te
(4)	Add SWMS					
	Attachments					
	File Name					
	Incident Photo.jpg Add Attachment					
All details are complete	Yes  No					
(including all people involved)?	Save Only				Submit Initia	

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

(Figure 05: Success message)

Incident Report (INC0007076) saved successfully.
Click here to see Your Investigations

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