

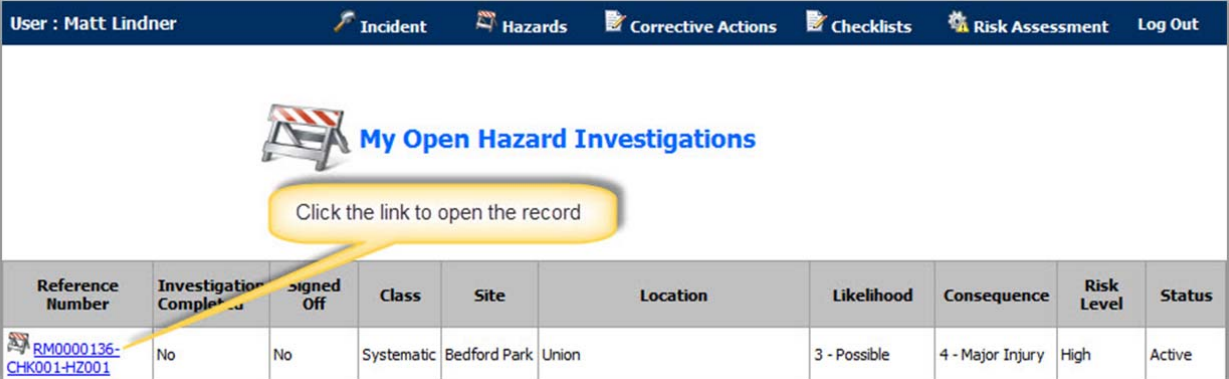
Investigating a Hazard – Quick Reference

HZ2

Log into FlinSafe (<https://flinsafeportal.flinders.edu.au/FlindersESSPortal>)

Select **Hazards > My Investigations** and click on the appropriate 'Reference Number' to open the report (see **Figure 01** below).

(Figure 01: Select report)



Reference Number	Investigation Completed	Signed Off	Class	Site	Location	Likelihood	Consequence	Risk Level	Status
RM0000136-CHK001-HZ001	No	No	Systematic	Bedford Park	Union	3 - Possible	4 - Major Injury	High	Active

To view the full hazard details click this icon  to expand the form (see **Figure 02** next page).

Creating Corrective Actions are explained in the quick reference guide **Creating New, Updating and Completing Corrective Actions**.

Note: Hazards where there are no corrective actions (i.e. find it is not a hazard), need to have details of why no corrective actions were created typed into the **Reason No Corrective Actions Were Created** box.

When all corrective actions have been completed, the hazard investigation can be closed by following Items 1, 2 and 4 below, which feature on **Figure 02** on the next page.

If the hazard investigation needs to be saved for later, refer to Item 1, 2 and 3 which feature on **Figure 02** on the next page.

- 1 **Risk Matrix** - Check the 'Likelihood' and 'Consequence' levels suggested by the person reporting the hazard. If you disagree with either Likelihood or Consequence levels (or both) for the hazard, you can change them. If you change them you will need to provide a **Reason Risk Matrix was Changed**.
- 2 **Investigation Findings** – Enter details of any issues identified and suggestion of further actions.
- 3 **Residual Risk Matrix** – Select the 'Likelihood' and 'Consequence' levels now that the corrective action(s) are in place.
- 4 **Save** – If the hazard investigation is not complete select **Save**. A hazard investigation is usually not complete if the corrective actions are not completed (i.e. no Actual End date for each corrective action in the Corrective Actions section of the form).
- 5 **Submit Investigation** – If the hazard investigation (and corrective actions) are complete, the hazard investigation can be submitted.

Note: Attaching files such as documents and photos are limited to **5MB** in size.

(Figure 02: Updating Hazard Investigation)

Edit Hazard

To view all hazard details click the expand button

Hazard Details

Assign Hazard Investigation

First Name: ohs Last Name:

Contact Phone: FAN:

[Search](#)

Assigned Topic Coordinator / Supervisor: OHS Test 1

Risk Matrix

Likelihood: 3 - Possible Consequence: 3 - Minor Injury Risk Level: Medium

Suggested Corrective Actions: Request Hot Water Service is fixed or replaced.

Corrective Actions

Reference ID	Action To Be Taken	Responsible Person	Priority	Due Date	Actual End
HZ000141-A001	Replace leaking hot water service due to being over 10 years old.	OHS Test 1	2. High (24 hours)	20/08/2014	19/08/2014

[Add Corrective Action](#)

Reason No Corrective Actions Were Created:

To re-open the Corrective Action record click on the link

Investigation Findings: Hot water service was rusted.

Residual Risk Matrix

Likelihood: 1 - Highly Unlikely Consequence: 1 - Negligible Risk Level: Low

Attachments

File Name: [Hot Water Service leak.jpg](#)

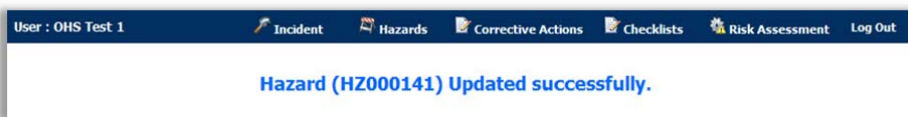
[Add Attachment](#)

Submit the Hazard Investigation when the Corrective Action is complete

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A message will appear confirming the report was submitted successfully (see **Figure 03** below).

(Figure 03: Success)



To view the completed hazard report go to menu Hazard > My Hazards

Note: If a message similar to **Figure 03** does not appear and the hazard investigation report is still visible, check to see if any of the mandatory fields (*) need to be filled in. There may be a message such as 'Required Field' by each (*) field that is blank.