

Reporting a Hazard – Quick Reference

**HZ1**

To report a Hazard via the FlinSafe Portal go to <https://flinsafeportal.flinders.edu.au/FlindersESSPortal/>

From the top menu bar select **Hazards > New Hazard** (see **Figure 01** below)

(Figure 03: New Hazard)

**User : Matt Lindner** Incident Hazards Corrective Actions Checklists Risk Assessment Log Out

### New Hazard

**Hazard Details**

Hazard Reference Number: HZ000133

Hazard Description \*: Hot water service is leaking water on the Kitchen floor in the staff common room.

Immediate Corrective Action Taken: Placed "Wet Floor" signs around the area and logged a job with Maintenance.

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

The Hazard Could Cause \*: Personal Injury

**Hazard Notification**

Operational Activity: [Dropdown] Class \*: Incidental

Hazard type \*: Spill/Release/Flooding/Water Leak

Hazard Identified on \*: 07/08/2014 10:00 AM Reported Date \*: 07/08/2014 03:20 PM

**1 Location Details**

Faculty / Portfolio: Senior Vice-President (Strategic Financ) School / Division: Human Resources Division

Site \*: Bedford Park Location \*: Union

Floor / Level: 2 Room / Area: 207

Further Location Details: [Text] GPS Location: [Text]

**2 Select Reported By**

First Name: [Text] Last Name: Lindner

Contact Phone: [Text] FAN: [Text]

Reported By \*: Matt Lindner

**3 Assign Hazard Investigation**

First Name: ohs Last Name: [Text]

Contact Phone: [Text] FAN: [Text]

Assigned To Topic Coordinator / Supervisor: OHS Test 1

**Risk Matrix**

Likelihood \*: 3 - Possible Consequence \*: 3 - Minor Injury

**Attachments**

File Name: Hot Water Service.jpg

4 Add Attachment

5 Submit Cancel

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To narrow the search for a person, please enter criteria in one or more of the following fields:

- First Name
- Last Name
- Contact Phone
- FAN

Then click the [Search](#) link

Helpful Hints:

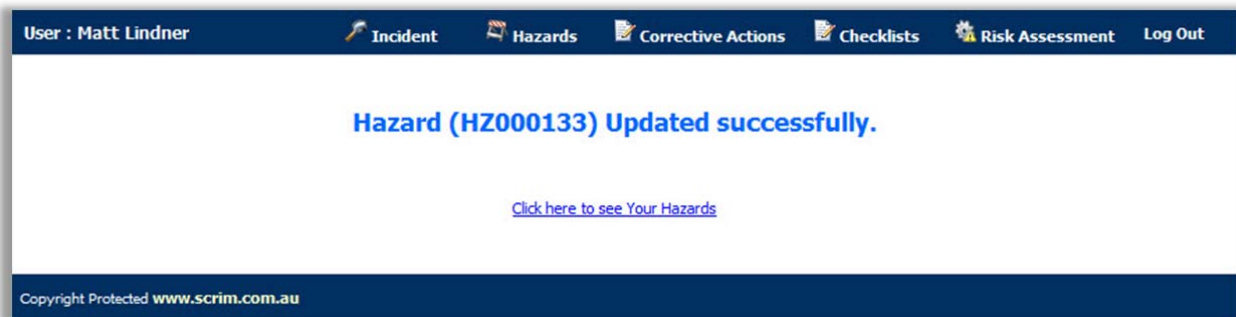
**Mandatory** - All fields marked with a red asterisk ( \* ) must be completed before the report can be submitted.

- 1 **Location Details** - If the hazard is not related to a Faculty or Portfolio leave the 'Faculty/Portfolio' and 'School/Division' fields blank. 'Further Location Details' should be used to help describe the site and location details in more detail.
- 2 **Select Reported By** - This is usually the person entering the hazard, or you may search and select another contact name if you are reporting the hazard on behalf of another person.
- 3 **Assign Hazard Investigation** - This is usually the Topic Coordinator / Supervisor of the 'Reported By' person or a person who looks after hazards for a specific location. If you are the Supervisor you can assign the report to yourself to continue with the investigation process. Note the search will only display FlinSafe users. If the appropriate person cannot be found in the list, leave the 'Assigned To' field blank and the report will automatically be sent to the Moderator of the School/Division on submission. If no School/Division was selected, the report will be sent to the WHS Unit.
- 4 **Attachments** - Attach photos or additional documentation relating to the hazard to assist with the investigation.
- 5 **Submit** - A successful message will appear. This action will immediately send the hazard report to the nominated 'Assigned To' person for investigation or the School/Division Moderator, if left blank.

A message will appear confirming the report was submitted successfully (see **Figure 02** on the next page).

**Note:** If a message similar to **Figure 02** does not appear and the hazard 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

(Figure 02: Success message)



To view the saved hazard report, go to menu **Hazard > My Hazards**