

Reporting an Incident – Quick Reference

INC1

The FlinSafe Portal is available to staff with a current Continuing or Fixed-Term appointment. If you do not have access to the FlinSafe Portal please use the Public Portal form to report an incident.

The FlinSafe Portal will mostly be used by Supervisors of University staff to report an incident and/or complete an initial investigation and corrective action for an incident.

To report an Incident via the FlinSafe Portal go to <https://flinsafeportal.flinders.edu.au/FlindersESSportal/> (see **Figure 01** below)

(Figure 01: Log in)

- Enter your FAN
- Enter your FAN password
- Click the Login link

From the top menu bar select
Incident > New Incident

A form called **New Incident 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 you can 'Add an Injured/Involved Person' or 'Submit' the form.

- 1 **Incident Details** – Enter a brief and detailed description of the incident and any actions taken.
- 2 **Authorising HSR notification** – Choose **Yes** or **No** to give permission for the Health and Safety Representative (HSR) to view the incident.
- 3 **Location Details** – Enter the location of where the incident occurred. If the incident 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.
- 4 **Select Topic** – Type a **Topic Name**, click the 'Search' link. If the Topic is available, choose it from the drop-down list on the right. If not available, choose **Not Listed** from the list.
- 5 **Incident Notification** – Enter the activity / task being performed at the time of the accident / incident, the type of incident and date / time the incident occurred.
- 6 **Select Reported By** - This is usually the person entering the incident, or you may search and select another contact name if you are reporting the incident on behalf of another person.
- 7 **Assign Initial Investigation** – This is usually the Supervisor of the 'Reported By' person. If you are the Supervisor you may 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 WHS Unit on submission.

- 8 **Add Injured/Involved Person** – Please be sure to complete all mandatory fields before selecting this link. A new screen called 'Injured/Involved Person' will open in front of the 'New Incident Report'.

(Figure 02: New Incident)

New Incident Report

1 Incident Details

Incident Reference Number: [Text Field]

Brief Description *: Needle stuck in finger.

Incident Description: Needle was accidentally stuck into finger while undergoing a practical demonstration.

Immediate Corrective Actions Taken: Removed needle and applied first aid. Needle was sterile and had not been used.

I authorise notification of my incident to Health and Safety Representatives *: Yes No

2 Notifying a Health and Safety Representative allows this person to view the record.

Type a Topic Name, then click the [Search](#) link, then choose the topic from the list. If not available, choose **Not Listed**.

3 Location Details

Faculty / Portfolio: Faculty of Medicine, Nursing and Health | School / Division: School of Nursing & Midwifery

Site *: Bedford Park | Location *: Sturt East

Floor / Level: 2 | Room / Area: 207

Further Location Details: Lab 1 | GPS Location: [Text Field]

4 Select Topic

Topic Name *: Clinical Practices 2 | [Search](#) | Not Listed

5 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 11:50 AM

6 Select Reported By

First Name: O | Last Name: Test

Contact Phone: [Text Field] | FAN: [Text Field]

[Search](#)

Reported By *: Name: OHS Test 1 FAN: Phone: [Text Field]

7 Assign Initial Investigation

First Name: OH | Last Name: T

Contact Phone: [Text Field] | FAN: [Text Field]

[Search](#)

Assigned To Topic Coordinator / Supervisor: Name: OHS Test 2 FAN: Phone: [Text Field]

8 Involved and Injured Persons and Witnesses

Worker	Injured	Date of Injury

[Add Injured/Involved Person](#) Click this link to add an Injured, Involved (but not injured) person or a Witness.

Attachments

File Name: [Text Field]

[Add Attachment](#)

All details are complete (including all people involved)? Yes No

[Submit Incident](#)

Note: To narrow the search for a person, please enter criteria in one or more of the following fields: First Name, Last Name, Contact Phone or FAN

Then click the [Search](#) link to view and select a person from the list.

Please see the quick reference guide **Quick Reference INC3 - Adding an Involved or Injured Person to an Incident**, if reporting an injured person.

Click on **Add Attachment** to add any photos or documents you may have and click **Submit** when complete.

A message will appear confirming the report was submitted successfully. Please take note of the ID for future reference (i.e. INC0007xxx).

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