

An incident is when an unplanned event has the potential to cause injury, ill health to people or damage to property and the environment.

This guide is to walk you through how to report an incident in FlinSafe Public Portal.

Incident Overview Flow Chart

Guide shows the following:

- [Incident Overview](#)
- [Incident Process](#)

Incident Overview

An incident can be reported to the University by anyone. This includes staff, students, contractor's and members of the public.

When reporting an incident the following information will need to be received:

- Details of the incident itself.

- Details of any immediate actions taken to correct the issue (if any were taken), if none taken, then enter 'None taken'.

- Enter location details of where the incident occurred.

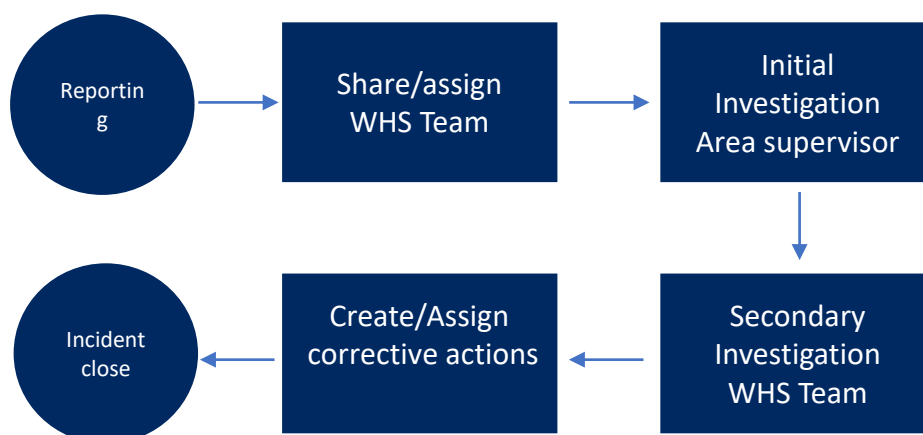
- Enter the details of the person who is reporting the incident including contact details

- Details of the supervisor of the person reporting (if applicable)

- Details of the injured and involved person(s)

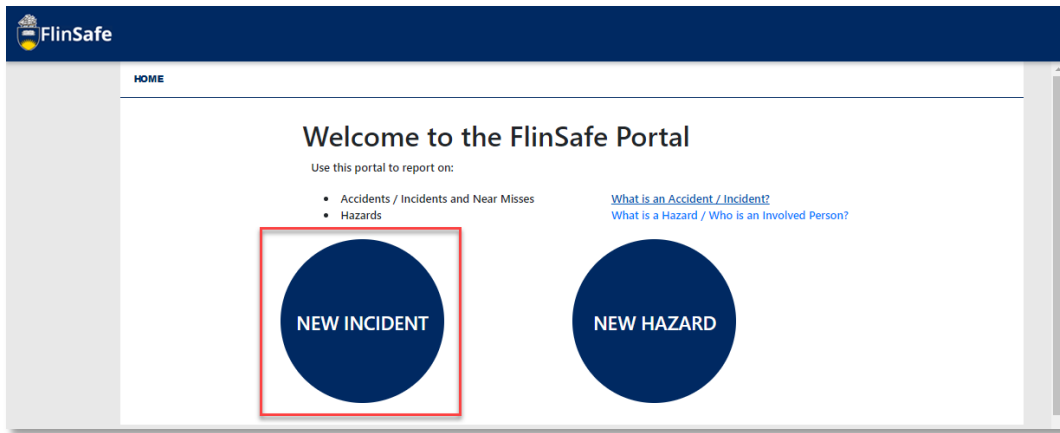
- Documentation if any are available including any video or photographic evidence

Once an incident is reported, the record is shared and assigned by the WHS team. The initial investigation will be undertaken by the area supervisor. Then the secondary investigation will be completed by the WHS team. Any corrective actions following the investigation will be entered and assigned to the relevant person. Once all actions are completed, then the record can be sent for sign off and closed.

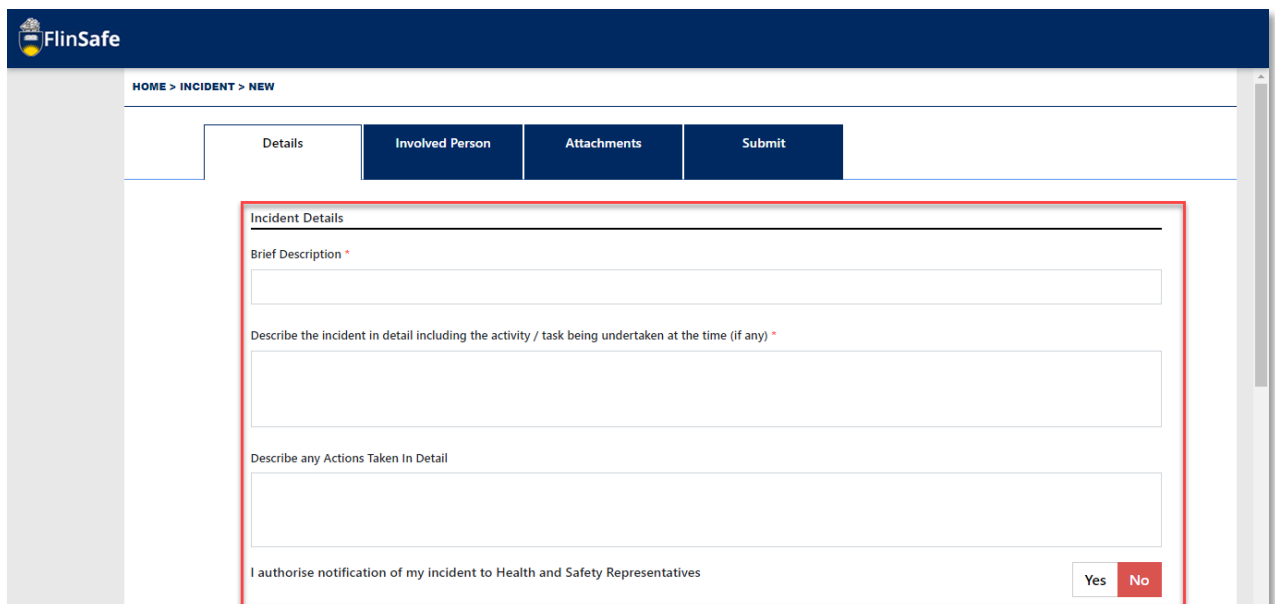


Incident Process

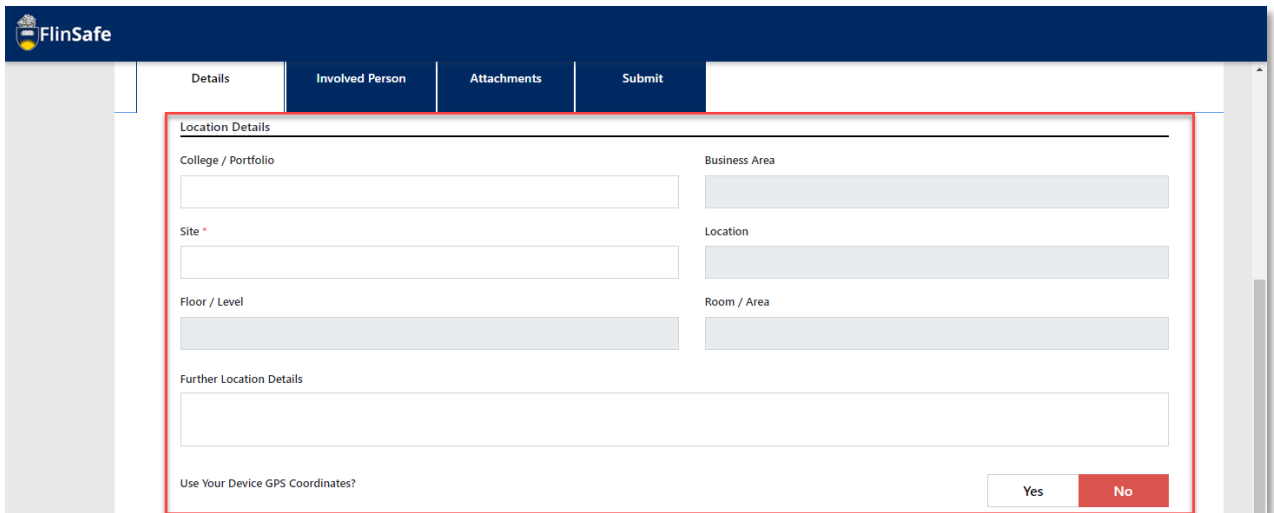
1. Open FlinSafe from the members of the public link on webpage.
2. Select **New Incident**. Note: *This process does not save until you click finish the Submit tab, any unsaved changes will be lost.*



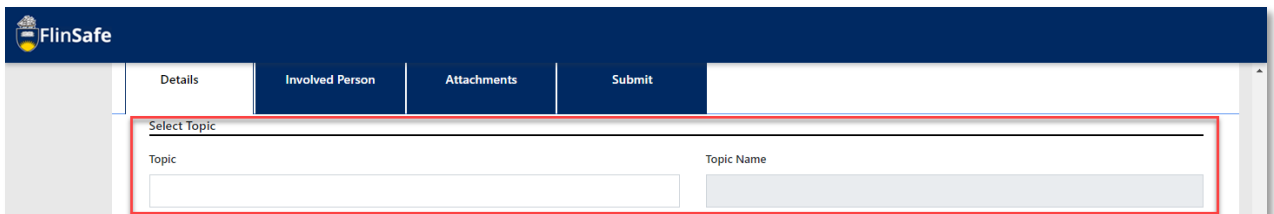
3. Enter the **Incident details** including a brief description, what was happening at the time and any actions taken.



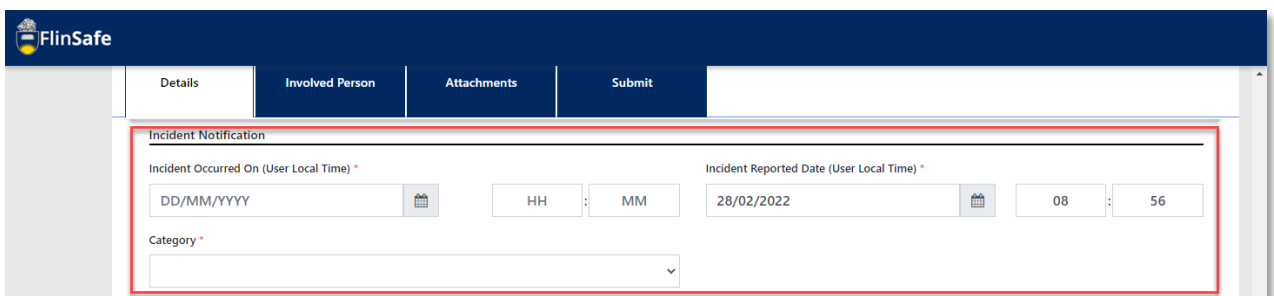
4. Enter the **Location Details**.



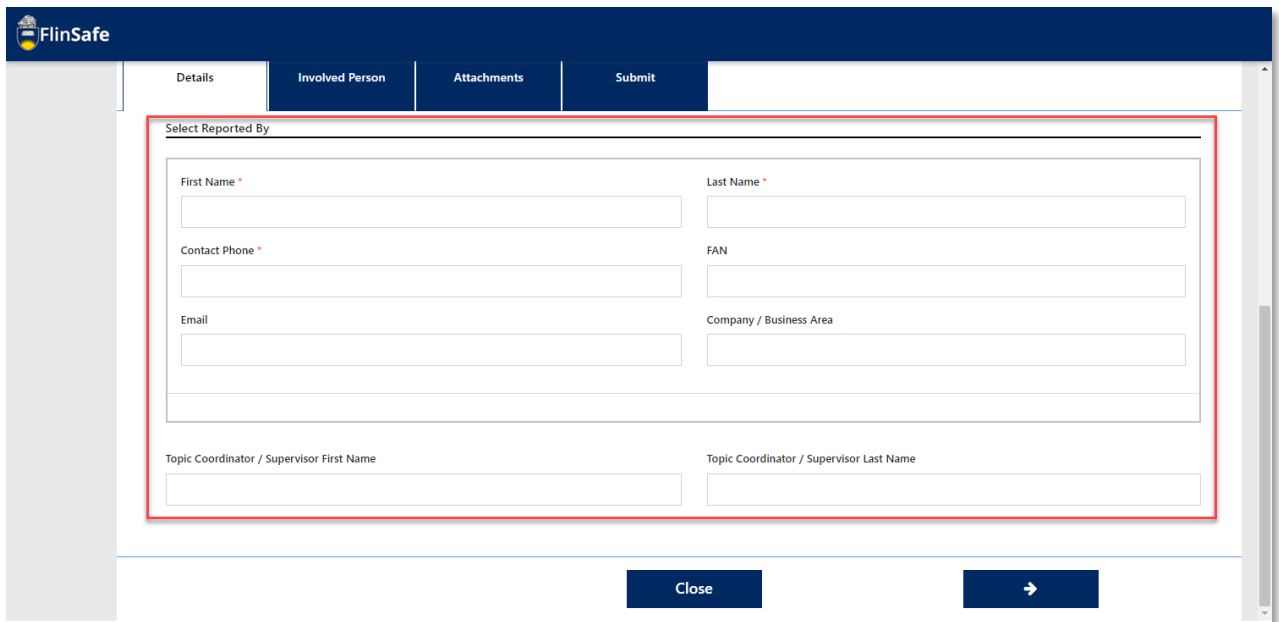
5. Enter in the **Topic** information if the incident occurred during a lecture or tutorial.



6. Select the **Incident Notification** details including the date the incident occurred on and time along with the **Category of incident**.



7. Enter the **Reported By** details including first and last name and phone number of the person reporting the incident. Also enter the Topic Coordinator or Supervisor name.

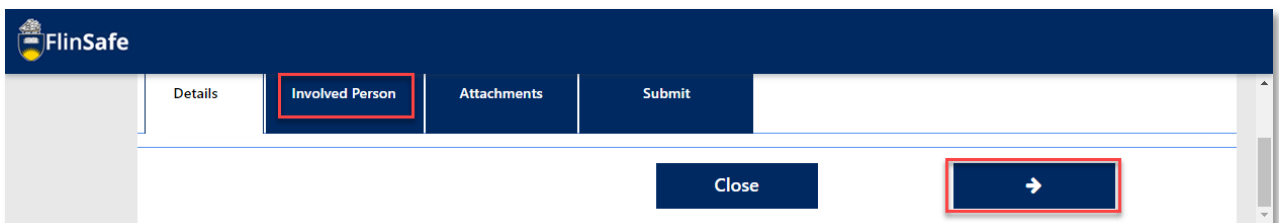


The screenshot shows the FlinSafe incident reporting interface. The 'Involved Person' tab is selected. The 'Select Reported By' section is highlighted with a red border and contains the following fields:

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Contact Phone *	FAN
<input type="text"/>	<input type="text"/>
Email	Company / Business Area
<input type="text"/>	<input type="text"/>
Topic Coordinator / Supervisor First Name	Topic Coordinator / Supervisor Last Name
<input type="text"/>	<input type="text"/>

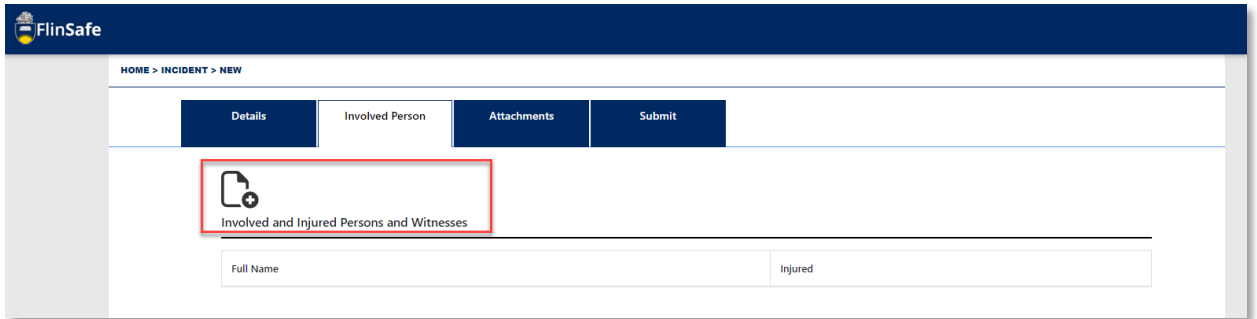
At the bottom of the form, there are two buttons: 'Close' and a right-pointing arrow button.

8. Click on the next arrow or select the Involved Persons tab.

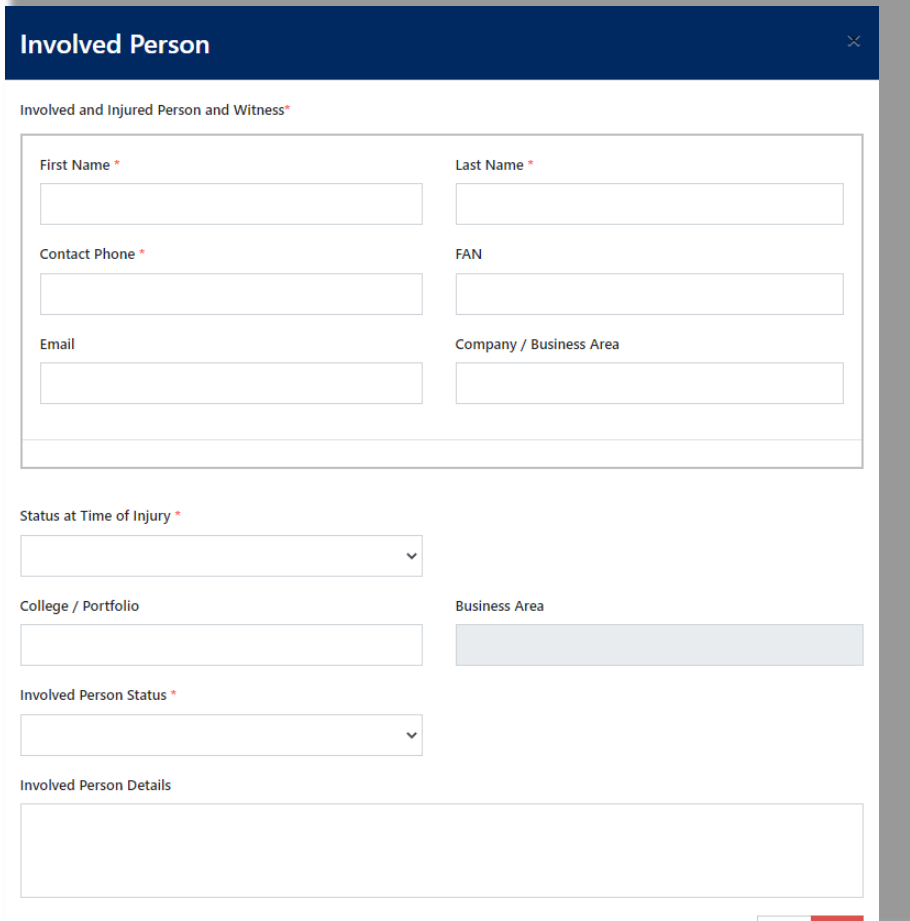


The screenshot shows the FlinSafe incident reporting interface. The 'Involved Person' tab is selected and highlighted with a red border. At the bottom of the form, the right-pointing arrow button is also highlighted with a red border.

9. Click on the *Involved and Injured Persons and Witnesses* icon.



The *Involved Person* pop up window will appear, this will need to be completed in full for each person involved/injured in the incident, including any witnesses.



9.1 Ensure the Involved person has been marked as injured if this has occurred.

Injured? Yes No

Close
Add
Add & New

10. Once the information for the involved and injured persons and witness form has been completed, select **Add & New** to move on to the next person involved/injured in the incident. Once all involved are entered, on the last person click **Add**.

Cancel
Add
Add & New

11. Once all **Involved and Injured Persons and Witnesses** are entered, select the next arrow or click on the Attachments tab.

FlinSafe

HOME > INCIDENT > NEW

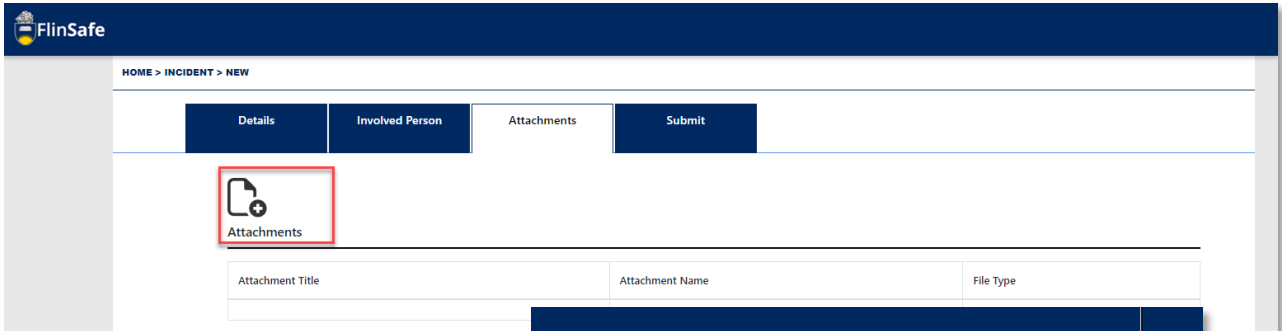
Details
Involved Person
Attachments
Submit

Involved and Injured Persons and Witnesses

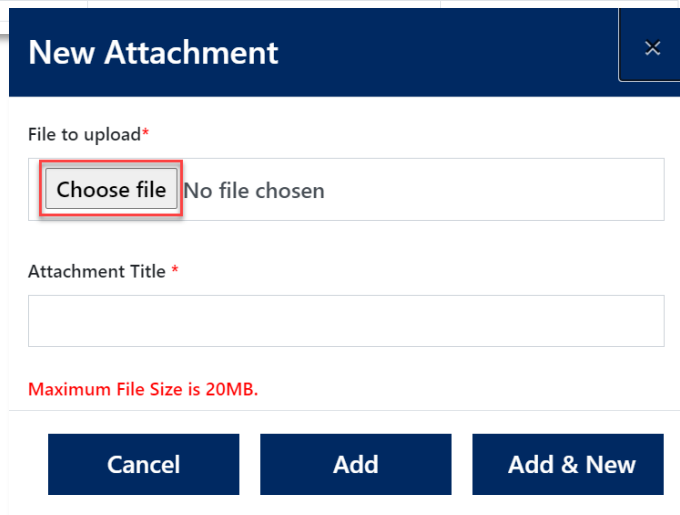
Full Name	Injured	Remove	Edit
	No	✘	✎

←
Close
→

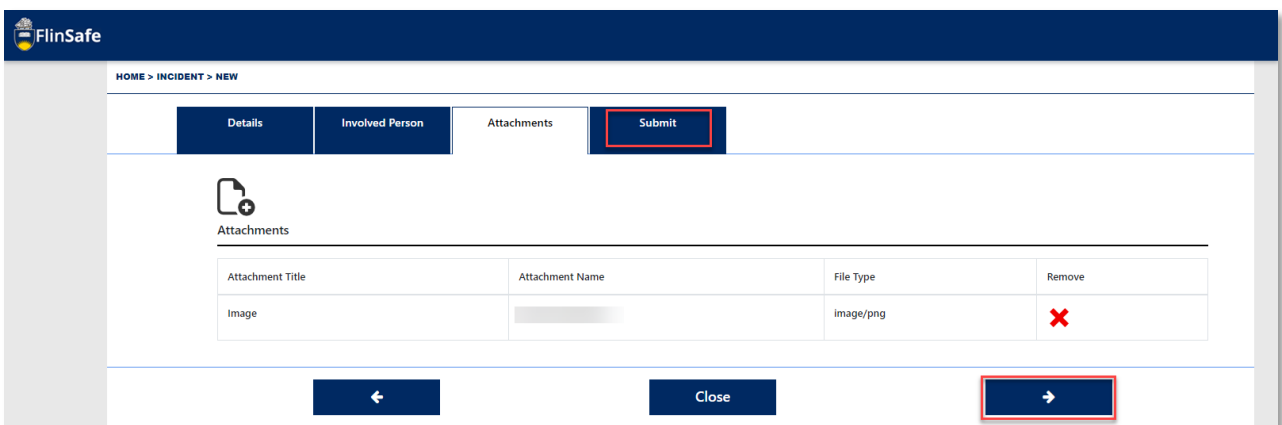
12. Click on the **Attachments** icon to add any images or documents of the incident.



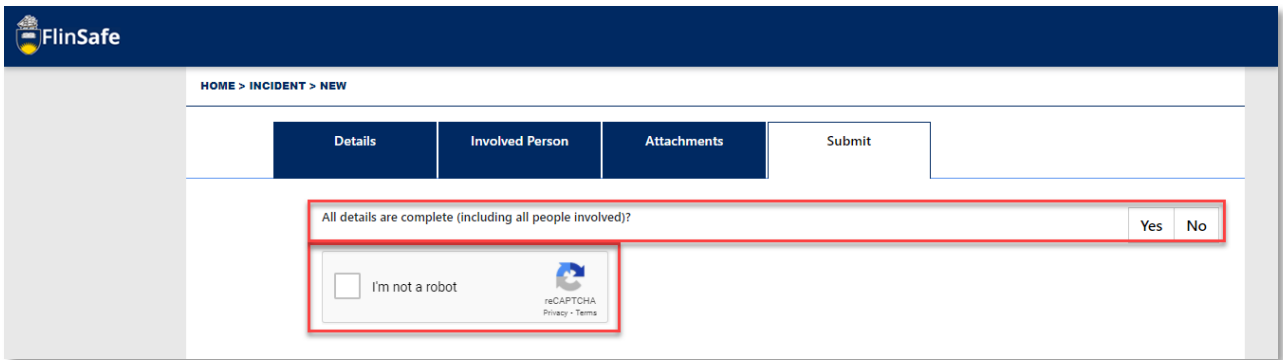
A pop up window will appear, you'll need to choose the file you want from that stored in your device. 'Drag and drop' functionality does not work in this system.



13. Click on the next arrow or the Submit tab.




14. Select Yes if *All details are complete (including all people involved)*
And tick *I'm not a robot*.



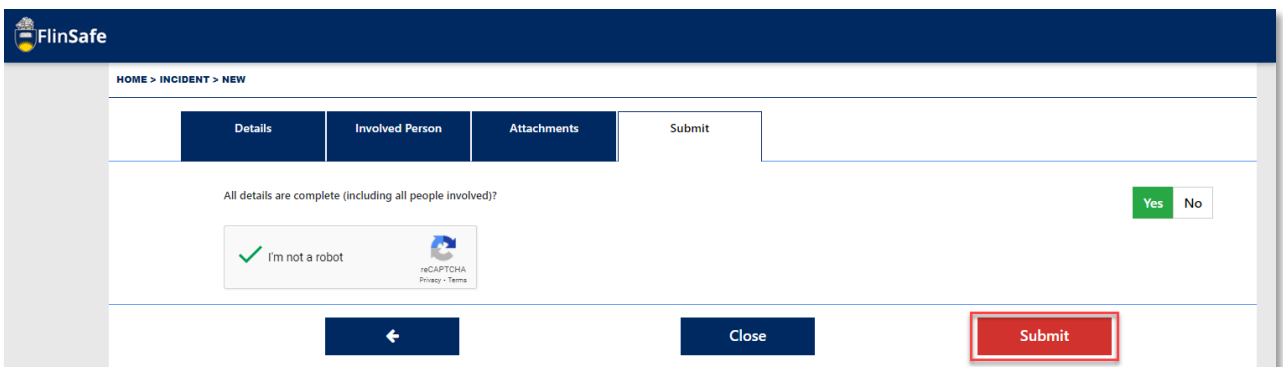
HOME > INCIDENT > NEW

Details Involved Person Attachments Submit

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

I'm not a robot  reCAPTCHA Privacy - Terms


15. Click *Submit*.



HOME > INCIDENT > NEW

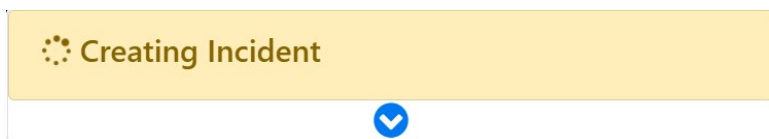
Details Involved Person Attachments Submit

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

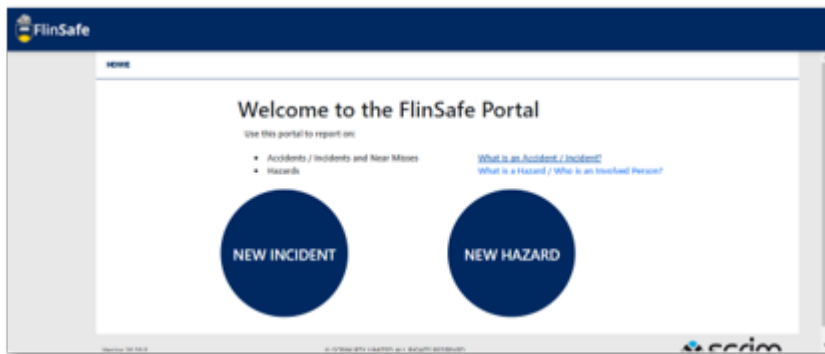
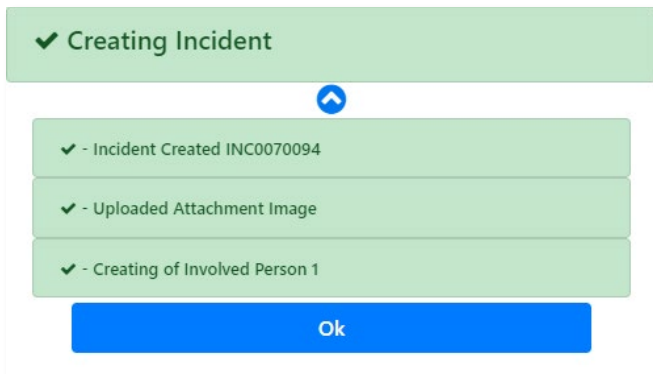
I'm not a robot  reCAPTCHA Privacy - Terms

← Close Submit

16. A Submit Incident pop up window will appear unless there is an error, in which case, you will receive an error message advising what requires further information. If you do receive an error, complete the field and then click Submit again from the submit tab.



17. The Submit Incident window will turn green, click **Ok**. The screen will automatically navigate you back to the Home page (see second image below).



This ends the process.