

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.

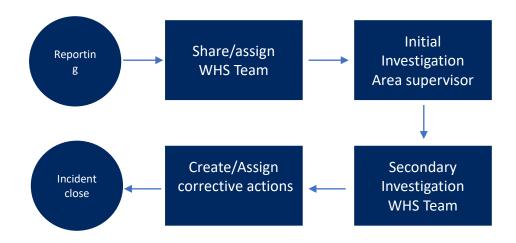
Enter the details of the person who is reporting the incident including contact details

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: <u>This process does not save until you</u> <u>click finish the Submit tab, any unsaved changes will be lost.</u>

FlinSafe	
	номе
	Welcome to the FlinSafe Portal Use this portal to report on:
	Accidents / Incidents and Near Misses <u>What is an Accident / Incident?</u> Hazards What is a Hazard / Who is an Involved Person?
	NEW INCIDENT

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

FlinSafe	e						
	HOME > INCIDEN	T > NEW					
		Details	Involved Person	Attachments	Submit		
		Incident Details					-
		Brief Description *					
		Describe the incident i	n detail including the activity	/ task being undertaken at tl	he time (if any) *		
		Describe any Actions T	aken In Detail				
		l authorise notificati	on of my incident to Health	and Safety Representativ	res	Yes	No





4. Enter the *Location Details*.

FlinSafe								
	Details	Involved Person	Attachments	Submit				^
	Location Details				Business Area			
	Site *				Location			
	Floor / Level				Room / Area			
	Further Location Det	ails						
	Use Your Device GPS	Coordinates?				Yes	No	

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

FlinSafe					
	Details	Involved Person	Attachments	Submit	
_	Select Topic Topic				Topic Name

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

Details Involved Person	Attachments	Submit		
Incident Notification				
Incident Occurred On (User Local Time) * DD/MM/YYYY	🛍 нн	: MM	Incident Reported Date (User Local Time) *	08 : 5
Category *				





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.

FlinSafe					
	Details	Involved Person	Attachments	Submit	
-	Select Reported By	1			
	First Name *				Last Name *
	Contact Phone *				FAN
	Email				Company / Business Area
	Topic Coordinator / S	Supervisor First Name			Topic Coordinator / Supervisor Last Name
-				Clo	se 🔶
				Cid	SC 7

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

FlinSafe							
	Details	Involved Person	Attachments	Submit			
				Close	e	→	v





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

FlinSafe							
	HOME > INCID	ENT > NEW					
		Details	Involved Person	Attachments	Submit		
		Involved and Inju	ired Persons and Witnesse	25			
		Full Name				Injured	

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.

	Last Name *	
Contact Phone *	FAN	
mail	Company / Business Area	
us at Time of Injury * ege / Portfolio	✓ Business Area	





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*.

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

D	etails Involved Person	Attachments	Submit		
C	0				
	olved and Injured Persons and Witnesse	es			
Fu	ll Name		Injured	Remove	Edit
			No	×	





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

FlinSafe								
	HOME > INCIDENT :	> NEW						
		Details	Involved Person	Attachments	Submit			
		Attachment Title			Attachment Name		File Type	_
		Attachment fide			Attachment Name		тиетуре	- 1
a c v ii a f	appear, choose vant fro n your and dro unctior	, you'll the file om that device pp'	stored . 'Drag oes not	File to	w Attachme o upload* hoose file No fil hment Title * mum File Size is 20M Cancel	e chosen	Add & New	

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

FlinSafe										
	HOME > INCIDENT > NEW									
		Details Involved Person Attachments Submit								
		Attachments								
		Attachment Title		1	Attachment Name	e		File Type	Remove	
		Image						image/png	×	
			÷			Close			→	





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

FlinSafe								
	HOME > INCIDENT	I > NEW						
		Details	Involved Person	Attachments	Submit			
		All details are comple	ete (including all people involv	ved)?		Ye	es No]
		l'm not a ro	bot reCAPTCHA Privacy - Terms					

15. Click Submit.

FlinSafe								
	HOME > INCIDENT >	NEW						
		Details	Involved Person	Attachments	Submit			
		All details are comple	te (including all people invol	ved)?				Yes No
		🗸 I'm not a rob	pot reCAPTCHA Privacy - Terms					
			<		Close	e	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.

Creating Incident	
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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).

✓ Creating In	cident		
· · · · · · · · · · · · · · · · · · ·	O		
✓ - Incident Creat	ted INC0070094		
✓ - Uploaded Att	achment Image		
 Creating of In 	volved Person 1		
	Ok		
FlinSafe			
HENRE			
	Welcome to the FlinS	afe Portal	
	We this portal to report on: Accidents / Incidents and Near Misses Hazards	What is an Accident / Incident? What is a Hazard / Who is an Involved Person	
	NEW INCIDENT	NEW HAZARD	
Vertex W.M.S.	A STREET CANTON AT ASSISTANT	even.	Accim

This ends the process.

