

A Hazard is a situation, a thing or an environment which has the potential to cause harm to a person.

This guide is to walk you through how to report a hazard in FlinSafe.

A Hazard can be reported to the University by anyone. This includes staff, students, contractors and members of the public.

Hazard Guide sections

Guide shows the following:

- Hazard Overview
- Hazard Process





Hazard Overview

When reporting a hazard the following information will need to be received:

Details of the hazard 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 hazard is.

Details of the risks involved with the hazard such as the consequence and likelihood.

Documentation (if any) available including any video or photographs

Once a hazard is reported, the record can be seen by the WHS team. The initial investigation will be undertaken by the area supervisor. Any corrective actions following the investigation can be entered and assigned to the person responsible for completing. Once all corrective actions are completed then the record can be marked ready for sign off and will be signed off.







Hazard Process

- 1. Open FlinSafe from the members of the public link on the webpage.
- 2. In the instance you need clarification if the occurrence you are reporting is a hazard or an incident, select *What is a Hazard/Who is an Involved Person.* Otherwise move on to step 3.

FlinSafe				
	номе			<u>^</u>
		Welcome to the FlinS	afe Portal	
		 Accidents / Incidents and Near Misses Hazards 	What is an Accident / Incident? What is a Hazard / Who is an Involved Person?	
		NEW INCIDENT	NEW HAZARD	
	Version 30 20 0	© SCRIM DTV LIMITED ALL RIGHTS RE	SERVED.	A section

3. Select **New Hazard**. Note: <u>This process does not save until you click</u> <u>submit on the Submit tab, otherwise any unsaved changes will be lost</u>.







4. Enter the *Hazard Details* including the description, immediate actions taken, any suggested corrective actions and what the hazard could cause.

FlinSafe							
	HOME > HAZARD >	> NEW					A
		Details	Attachments	Submit			
		Hazard Details					
	Details Attachments Hazard Details Hazard Description * Immediate Actions Taken * Suggested Corrective Actions The Hazard Could Cause * Hazard Notification						
		Immediate Actions	Taken *				
		Suggested Correctiv	ve Actions				
		The Hazard Could C	ausa *				
		The Hazard Could C	uuse				~
		Hazard Notificatio	on				
		Operational Activity	1				

5. Enter the *Hazard Notification* information. This is the Operational Activity that was taking place at the time and the Hazard Type along with dates of the Hazard. Note: the reported date will prepopulate.

Hazard Notification	
Operational Activity	
Hazard Type *	
Hazard Identified On (User Local Time) *	Hazard Reported Date (User Local Time) *





6. Complete the *Location Details*.

Details	Attachments	Submit		
Location Details				
College / Portfolio			Business Area	
Site *			Location	
Floor / Level			Room / Area	
Further Location Deta	ails			
Use Your Device GPS	Coordinates?			Yes No

7. Under **Select Reported By**, type in the name (first and last) contact phone number, FAN (if you know it), email address along with the Topic Coordinator/Supervisor's name of the area in which the Hazard is found.

	Details	Attachments	Submit	
	Select Reported By			
	First Name *			Last Name *
	Contact Phone *			FAN
	Email			Company / Business Area
	Topic Coordinator / So	upervisor First Name		Topic Coordinator / Supervisor Last Name
L				





8. Select *Attachments*, or click the next arrow.

FlinSafe					
_	Details	Attachments	Submit		
_	Further Location Deta	ils			
				Close	→

 Click on the Attachments icon. Choose file and select a file already saved to your device. Then, enter the Attachment Title and click Add & New to add another attachment, or if all attachments are added, click Add.

FlinSafe								
	HOME > HAZARD >	NEW						
		Details	Attachments	Submit				
	[Attachments						
		Attachment Title			Attachment Name		File Type	
								- 1
			+		Close		÷	
			New Attac	hment		×		
			File to upload*					
			Choose file	No file chosen				
			Attachment Title *					
			Maximum File Size	is 20MB.				
			Close	,	Add Add & Ne	ew		





10. Select *Submit* or click on the next arrow.

FlinSafe				
	HOME > HAZARD > NEW			
	Details	Attachments	Submit	
		*	Close	→

11. Complete the *I'm not a robot* security.

FlinSafe	HOME > HAZARD	> NEW					
		Details	Attachments	Submit			
		l'm not a ro	bot reCAPTCHA Privacy - Tems]			
			<		Close	Submit	

12. Click Submit.

FlinSafe							
	HOME > HAZARD >	NEW					
		Details	Attachments	Submit			
		✓ I'm not a ro	bot reCAPTCHA Privacy - Terms				
			+		Close	Submit	





13. A Submit Hazard 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.



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

✓ Submit Hazard	
✓ - Hazard Created HZ007047	
✓ - Uploaded Attachment Image	
Ok	



This ends the process.

