

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:

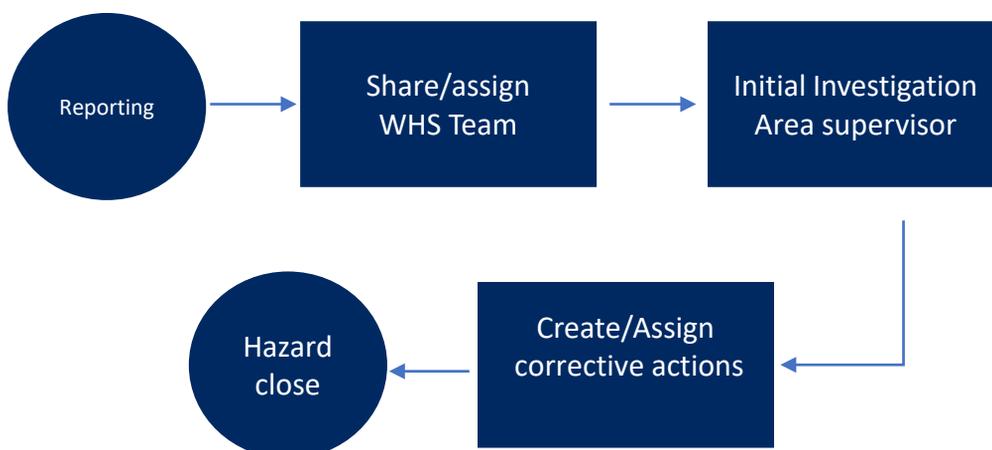
- [Hazard Overview](#)
- [Hazard Process](#)

Hazard Overview

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

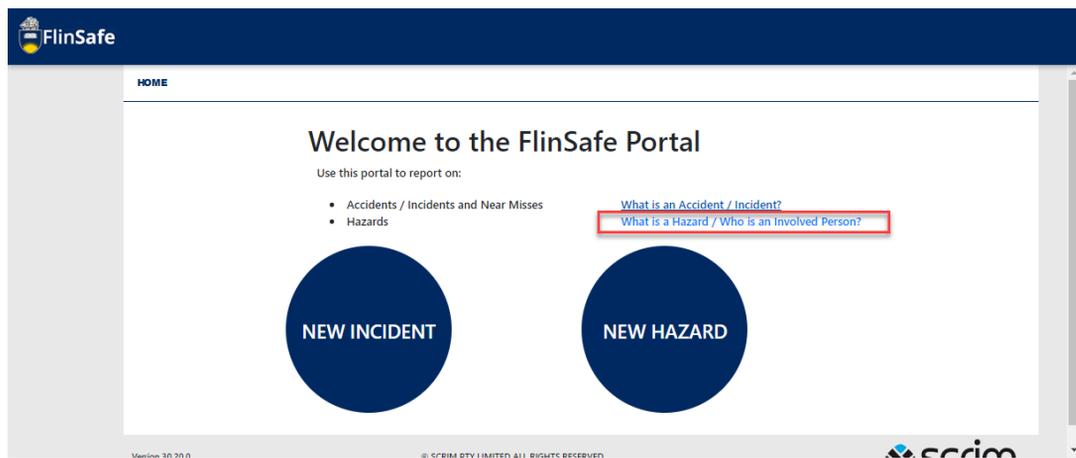
- Details of the hazard itself.
- Details of any immediate actions taken to correct the issue (if any were taken), if none taken, then enter 'None taken'.
- Enter location details of where the hazard is.
- Details of the risks involved with the hazard such as the consequence and likelihood.
- Documentation (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.

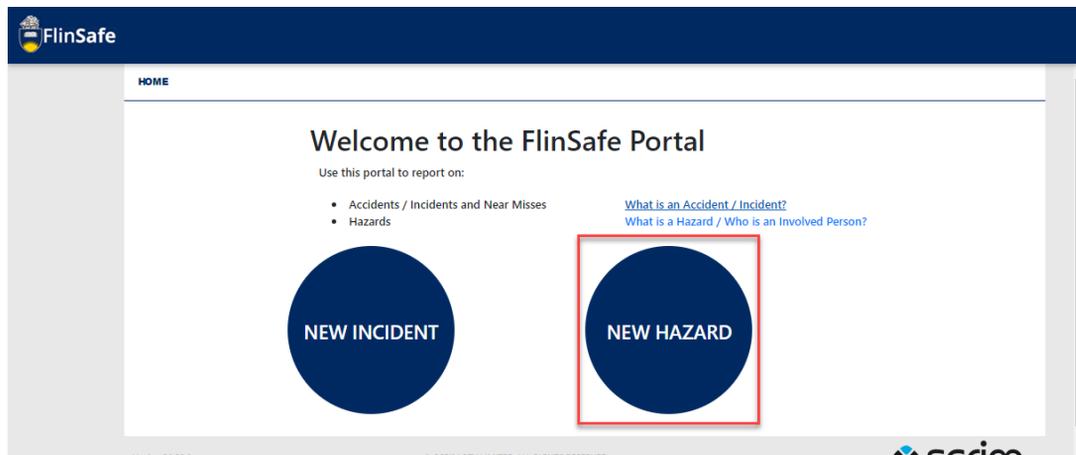


Hazard Process

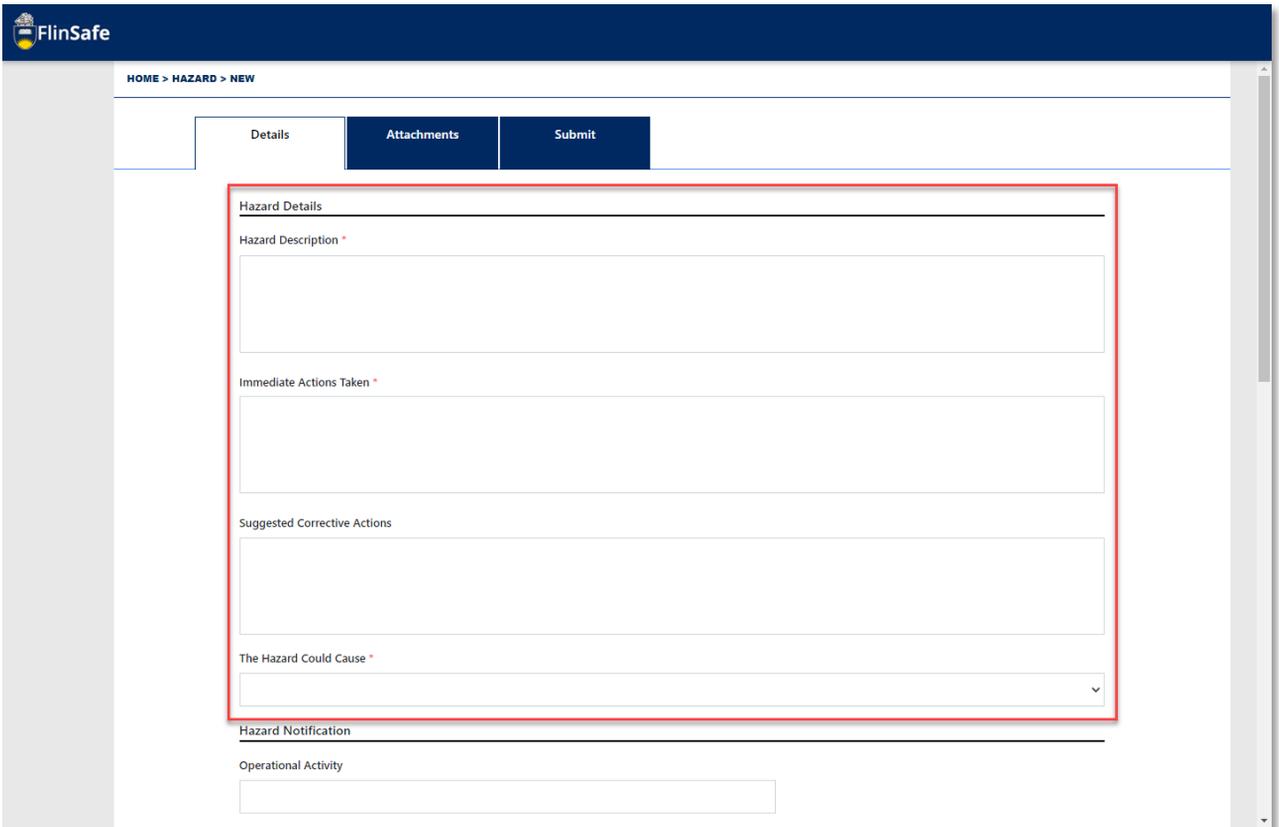
1. Open FlinSafe from the members of the public link on the webpage.
2. In the instance you need clarification if the occurrence you are reporting is a hazard or an incident, select *What is a Hazard/Who is an Involved Person*. Otherwise move on to step 3.



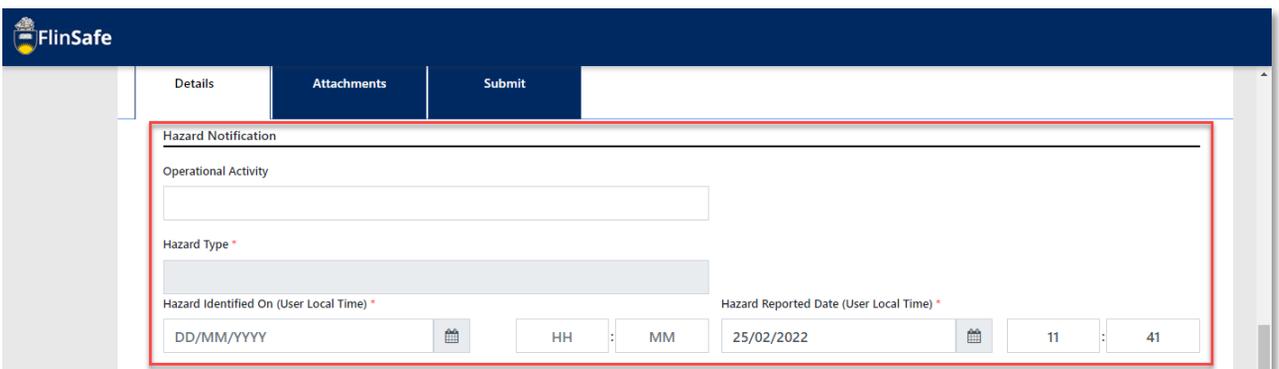
3. Select **New Hazard**. Note: This process does not save until you click submit on the Submit tab, otherwise any unsaved changes will be lost.



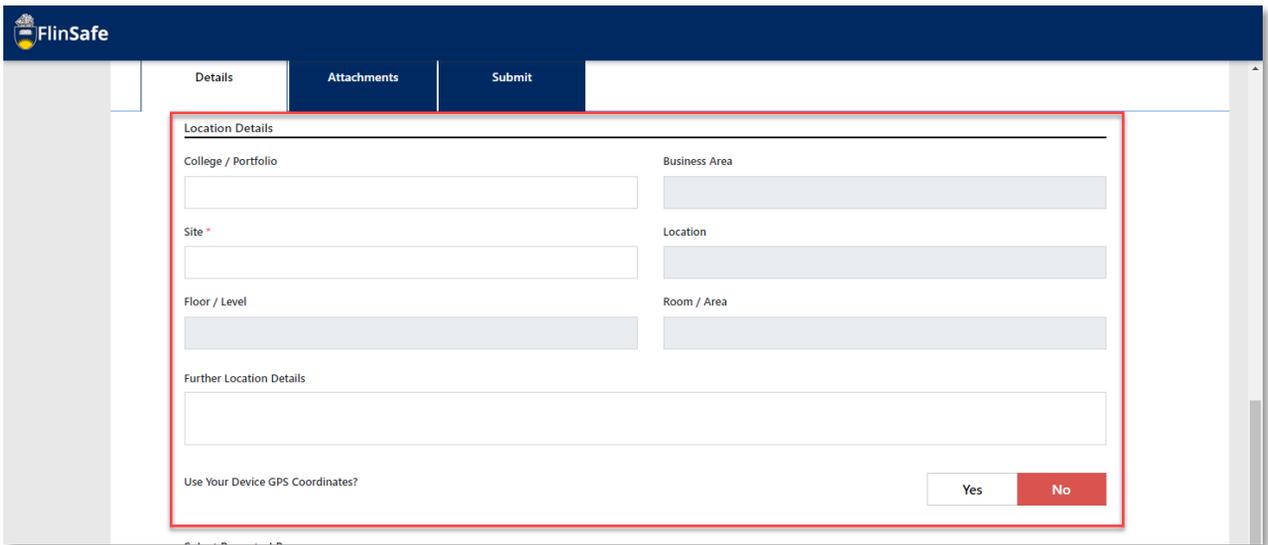
4. Enter the **Hazard Details** including the description, immediate actions taken, any suggested corrective actions and what the hazard could cause.



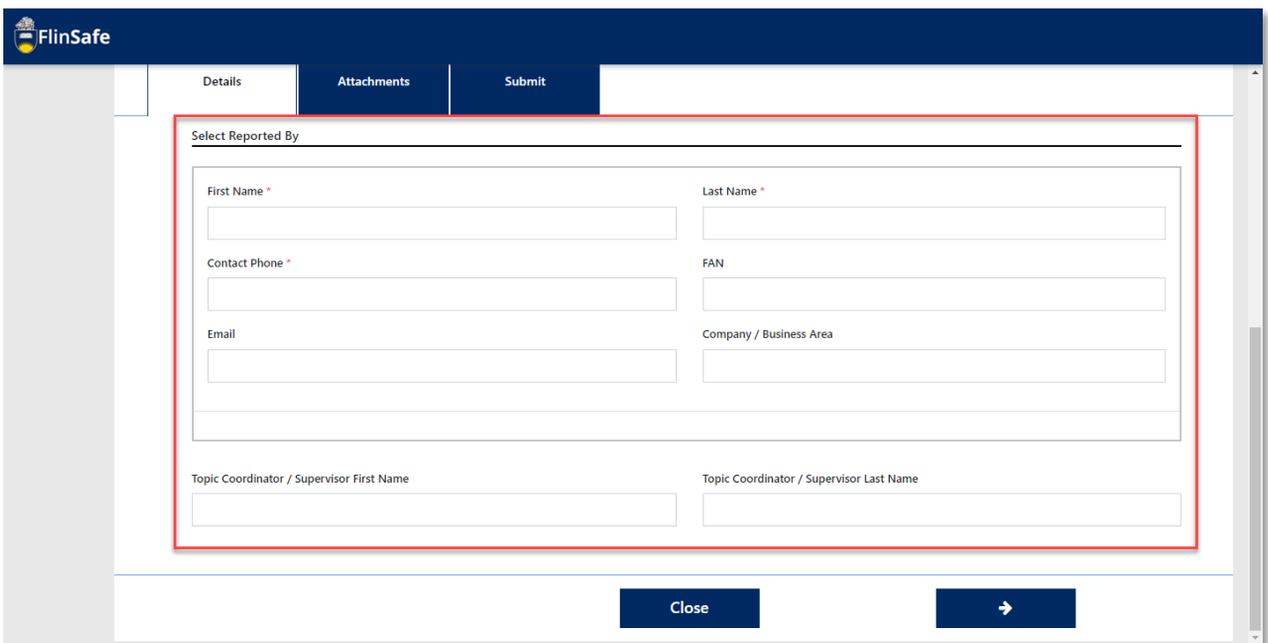
5. Enter the **Hazard Notification** information. This is the Operational Activity that was taking place at the time and the Hazard Type along with dates of the Hazard. Note: the reported date will prepopulate.



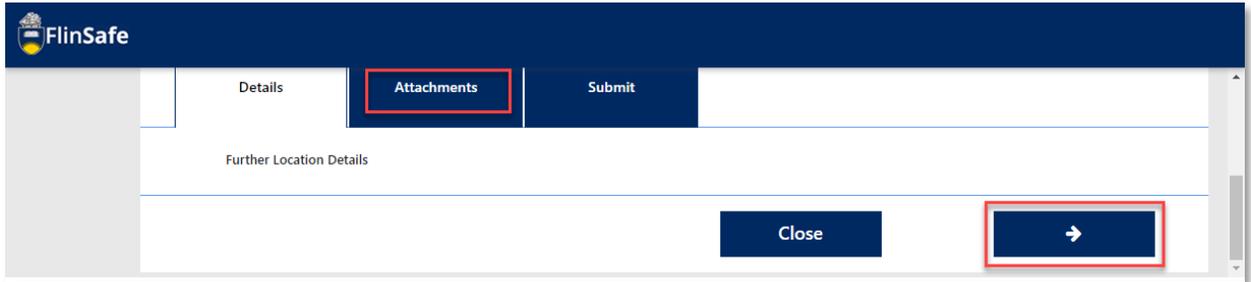
6. Complete the *Location Details*.



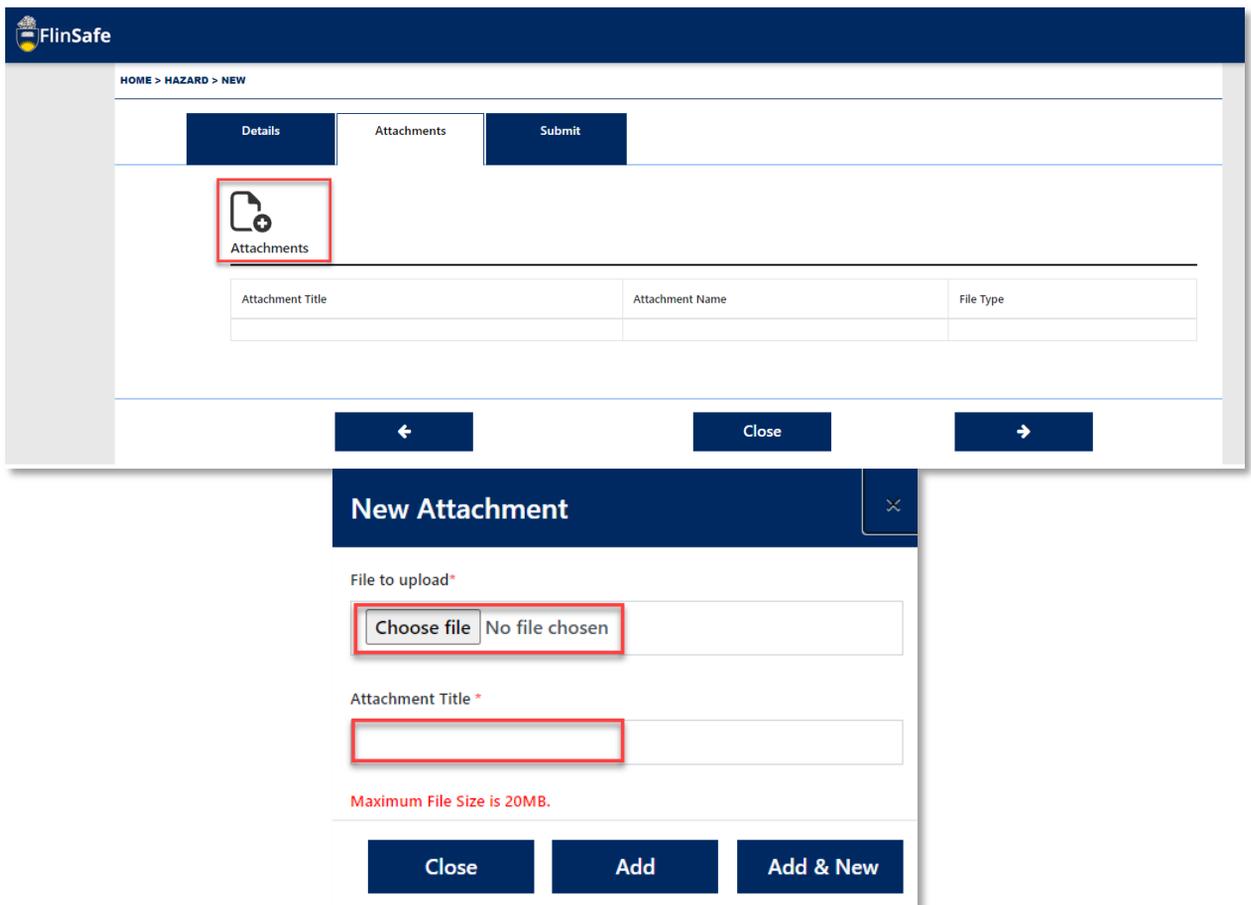
7. Under *Select Reported By*, type in the name (first and last) contact phone number, FAN (if you know it), email address along with the Topic Coordinator/Supervisor's name of the area in which the Hazard is found.



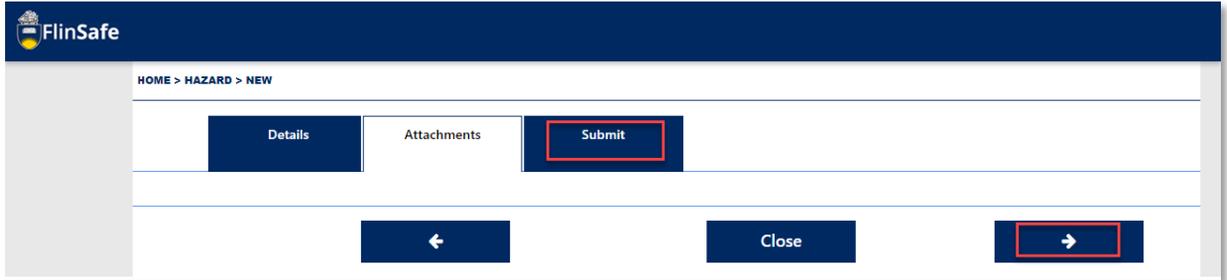
8. Select **Attachments**, or click the next arrow.



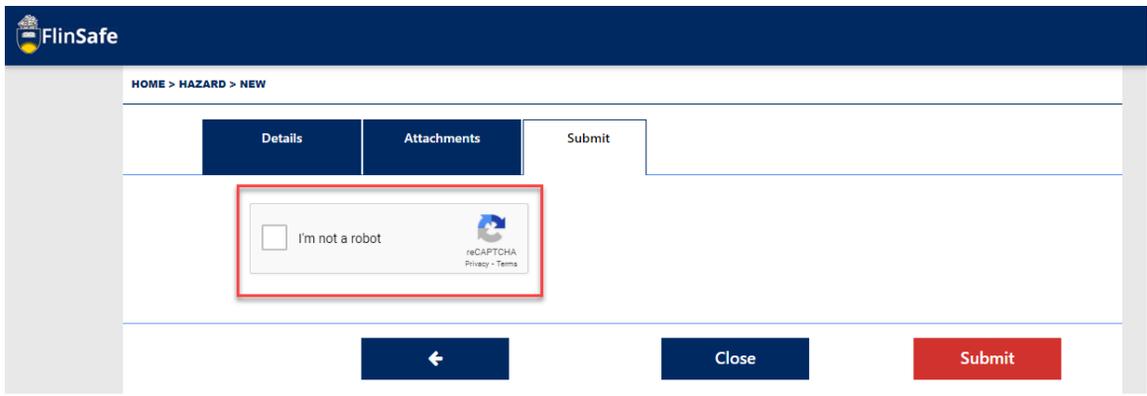
9. Click on the **Attachments** icon. **Choose file** and select a file already saved to your device. Then, enter the **Attachment Title** and click Add & New to add another attachment, or if all attachments are added, click Add.



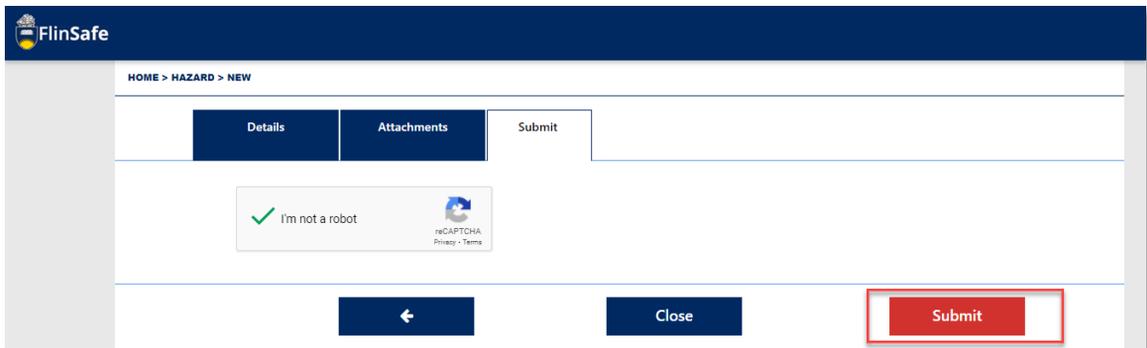
10. Select **Submit** or click on the next arrow.



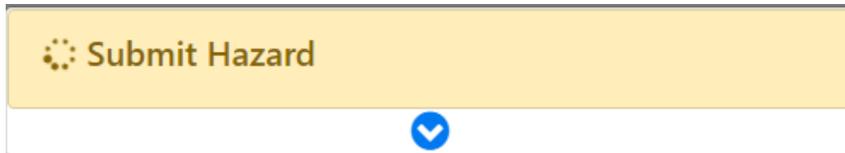
11. Complete the *I'm not a robot* security.



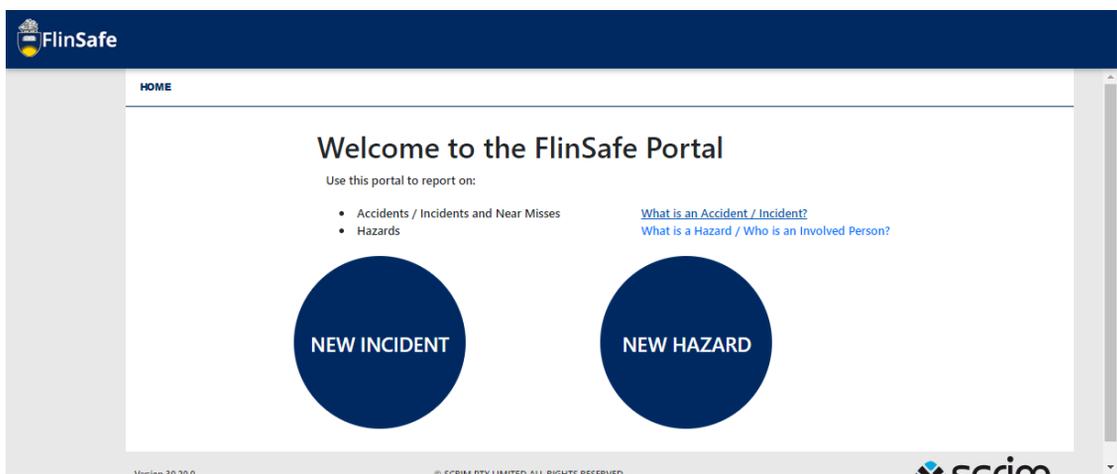
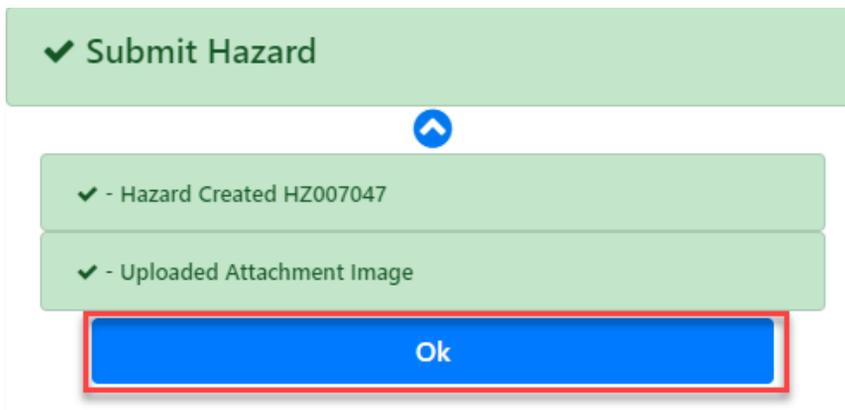
12. Click **Submit**.



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).



This ends the process.