



RiskWare User Guide



DOCUMENT CHANGE CONTROL

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What is RiskWare

RiskWare is a web-based Safety Management system providing access to a range of specific modules designed to identify, manage and analyse risk and safety. The system can be accessed any time of day, on or off campus. RiskWare is available to all University employees including full or part time, fixed term, casual and adjuncts and is used to manage information and actions relating to incidents and hazards.

This module will allow Incidents and Hazards to be reported, managed and tracked through to resolution.

Features:

- Consistent method for entering data
- Centralised register
- > Ability to create and manage incidents / hazards
- ➢ Full audit trail
- Create an action plan
- Undertake risk assessment
- Real-time trend analysis and reporting



Accessing RiskWare

How to access RiskWare

Access RiskWare

JCU Website

- The link to RiskWare is available on the staff page of the JCU website. To access the website, you will need to complete the following:
- Step 1 Open your Internet Explorer Browser to the JCU Homepage and click on 'Staff'.

*	A to Z @JCU Current student	Staff	LearnJCU WebMail Librar	y Bulletins Campus i	maps Contacts
JAMES COOK UNIVERSITY		Course e	nquiries 1800 246 446	Search website	Search
AUSTRALIA					

Step 2 Select 'RiskWare' under the 'Connect to... column' on the staff page.

			Search
Home ≻Staff			
Find staff search for a staff member by	name 👻 Search 💽	Staff by organisational unit Campus addresses & contacts Faculty and Division websites	Emergencies on campus dial 0000, then dial 15555 (in Townsville) or dial 21293 (in Cairns).
Connect to 🥰	Teaching & Research 🔬	Information	Strategy & leadership 🛛 🕥
Ask InfoHelp - IT support requests	Course proposal feedback	Computing status bulletins	AUQA Audit 2011
ContentICU - manage your CMS	eAcademic	Finance and Resource Planning	Governance and Planning
Website	LearnJCU	Human Resources	Policy library
timesheets and personal details	Lecture timetables	Intranet sites	Statistics
RiskWare	Research services	Marketing Toolkit - logos,	Strategic Intent
randora International admissions	Room Bookings/Hire Information	templates, events, image library	Tri-City Integration project
Spendvision - Travel requisitions,	Teaching and Learning	faults and request maintenance	Vice-Chancellor
expenses and credit cards	Teaching and Learning Academy	Student Systems - training	
StaffOnline - applications for staff	Vehicle bookings	materials and resources	
Travel bookings - World Travel		Fire Evacuation Training	

Step 3 Log onto RiskWare.

> Type in your JCU User Name and password to authenticate.



Step 4 Select your help level. You can select a 'Help Level' which enables prompts to display while you are navigating and entering information into RiskWare.



Direct Link

Step 1 Open your Internet Explorer Browser and type <u>https://riskcloud.net/prod/?ccode=jcu</u> in the address bar.

Step 2 Select your help level

> You can select a help level which enables prompts to display while you are navigating and entering information into RiskWare.





RiskWare Layout and Navigation

General User riskcloud.Net 5 0 F 🚹 Home 🍞 My Tasks 🕅 My Calendar 🔒 Change Password 🖖 Feedback 🚚 Logout Welcome, Employee A **Panel** JAMES COOK **Global Menu** Help UNIVERSITY AUSTRALIA WHS Risk Re Incident My Incidents/Haza FAQ Report an Incident/Hazard View and manage Incidents/Hazards View and manage WHS Risk Assessments If you require assistance please click on "Contact Us" **Home Page** Copyright Disclaimer Privacy Contact Us About Us

Menu Explanations

<i>Global Menu</i> Home	Return to the RiskWare Home Page where you can see all of your options in the Panel.
My Tasks	View Incidents and Hazards that require further action. This function is only available to Supervisors.
My Calendar	View a calendar showing due dates of required steps in the mitigation of Incidents and Hazards. This function is only available to Supervisors.
Change Password	Change your RiskWare logon password.
Feedback	Provide feedback and suggestions on RiskWare.
Logout	Logout of RiskWare.



Help Information

Help navigating RiskWare.

Panel



Report an Incident/Hazard

My Incidents/Hazarde

View and manage your Incidents/Hazards

	1		
ŀ		-	
t	1		

View and manage WHS Risk Assessments



Exiting RiskWare

To exit the Web Self Service always use the LOG OUT option which is located at the top right hand side of the navigation screen and then click the CLOSE icon , or select File/close on the pull down menu.

Step 1 Log off RiskWare





Incident Reporting

Report an Incident

Reporting a non-injury incident for yourself

Step 1 Select Report an Incident/Hazard.



Step 3 Select **Report an** – incident, near miss or injury.

- > This will open up Page 1 of the Incident Report. You will need to complete each section.
- > All sections with are mandatory fields and must be completed.

I would like to report:

$\mathbf{\hat{z}}$	Report a - hazard.	1
Ż	Report an - incident, near miss or injury.	

Step 4 Who sustained this incident?



Select 'Me'

		is incident?	stained this	Who sus
Select who this incident nappened to.	٥	 Another Person 	⊚ Me	

Step 5 When did the Incident occur?

This section includes information on the date, time and the time category of the incident. Were you at work, on a break or travelling between campuses, etc when the incident occurred?

Vhen did the incident occur?			
Date: 24/10/2012 Control Cont	Time: 12 ▼ : 5	Enter the date and time of the incident. A recess break is a scheduled break e g. lunch or temporary authorised absence away from place of employment during a work day.	

Step 6 Incident details

- > Ensure you advise whether the incident occurred 'On Campus' or 'Off Campus'.
 - 'On Campus' all buildings, roads, paths, sporting facilities, etc. within the campus.
 - o 'Off Campus' all other areas outside the campus grounds.
- > You will need to complete each question within this section.
 - To input your location for 'On Campus' Incidents, select the magnifying glass and enter the location name or select the location from the dropdown/text box.

Location Details For example, car park, factory,
Location Details For example, car park, factory,
boardroom, etc.
What work/activity was being
done at the time of the incident? I.e. driving, lifting boxes, typing etc.
Describe the incident with as much detail as possible. What exactly were you doing?
What awasthy happoned? What

Step 7 Select Next at the top of the page and Page 2 of the Incident Report will display



	Skcloud.N	ЕТ		S O F T W A R E
Information				🏠 Home 🍞 My Tasks 🔚 My Calendar 🔒 Change Password 🏷 Feedback 🍓 Locout
	Cancel Previou	Next	omit Help	Incident Report Page 1 of 4

Step 8 Did an injury/illness occur?

Select 'No'

Did an injury/illness occur?		
🚱 💿 No 💿 Yes	0	Was an injury/illness sustained?

Step 9 You will need to review each of the remaining questions on Page 2. If you answer 'Yes' to any of these questions, the relevant description box will open and you will need to provide details.

- Select 'Yes' or 'No' for the below questions.
- > To search for a staff member who witnessed the incident click on the search icon button.

Did the activit	y you were doing at the time require training/certification?		
P • 1	No 💿 Yes	0	If the incident occurred whilst a task/activity was being performed, select whether training/certification was required for this task/activity.
Witness Deta	ils:		
in the second se	No Ves ess Details (include name and phone number if known)	0	Check the tickbox and enter the names, addresses, phone numbers and any other relevant information for all witnesses.
Was there an	•	***	
was there are		0	
US Desc	Own Asset/Property Third Party Asset/Property cription of damage:		←
	*	RBC	

Step 10 Select Next at the top of the page and Page 3 will display.

	SKCIOUD	T	S O F T W A R E
Information			🐴 Home 🍞 My Tasks 🔚 My Calendar 🔒 Change Password 🏷 Feedback 🍓 Logout
	Cancel Previou	💿 🦻 🍪 Next s britt Help	Incident Report Page 2 of 4

Step 11 Incident Classification – The processes and the circumstances leading to the incident.

> You will now identify the most severe incident type. If more than one action or activity occurred, please select the type that contributed the most to the incident.



Next, you will identify the most significant cause. You will need to select the cause that was most directly related to the incident.



Step 12 Assign to

If your manager/supervisor is incorrect, click on the magnifying glass and search for the correct person. You can search by first name, surname, title or location.

Assign to:			
Manager/Supervisor:	Supervisor A	Select the person to assign the incident to. This is typically your line manager.	

Step 13 Who was notified of this incident?

- If you have notified another staff member of this incident, click on the magnifying glass and search for the person. You can search by first name, surname, title or location.
- If you have notified someone else of this incident, including a Contractor or Visitor include as many details as possible.

Who was	notified of this Incident?			
2	Staff:	Date: 24/10/2012	Time: 13 ▼ : 58 ▼	If you have notifed anyone of this incident, enter their details here.
	Contractor/Visitor/Other:	Date: 24/10/2012	Time: 13 ▼ : 58 ▼	

Step 14 Attachment

You can provide extra information such as an image of where the incident took place. However this is not mandatory.

Attachment					
Ø	Click to add an attacl	ment			
	Attachment Type	Document Description	Date Uploaded	Uploaded By	

Step 15 Select Next at the top of the page and Page 4 will display.

		т		S O FT WARE
Information				🐴 Home 🍞 My Tasks 📻 My Calendar 🔒 Change Password 🖖 Feedback 🐗 Logout
	● ●	۲	o 😳	Incident Report
	Cancel Previou	Next	Sibmit Help	Page 3 of 4



Step 16 What immediate action, if any, has been taken?

> Here you can describe any immediate action that has been taken.

What immediate action, if any, has been taken?			
3	^	Describe immediate action	
	BEC		
	- V		

Step 17 Rate the consequence for this incident

uence for this in	cident 🤤						
	→	Consequence				Rate this incident by clicking	
тва	TBA	Audit report finding or PIN	Prosecution of company /	Prosecution of PCBU or officer. Enforceable	*	the appropriate consequence. Note: Your Supervisor will confirm this rating.	
			regulatory penalty.	undertakings or directions.			
No medical treatment	First aid level treatment	Injury or illness requiring days off work or minor property damage	Severe injury or illness or major property damage	Death or loss of facility	Ŧ		
o Insignificant	O Low	O Medium) High	O Extreme			
	TBA TBA No medical treatment	TBA TBA TBA TBA No medical First aid level treatment Common Insignificant Low	uence for this incident Consequence TBA TBA Audit report finding or PIN TBA TBA Injury or illness requiring days off work or ming days off property damage Insignificant Low Medium	uence for this incident Consequence TBA TBA Audit report finding or PIN Prosecution of company / regulatory penaty. No medical treatment First aid level treatment Injury or illness requiring days off work or mino property damage Severe injury or illness or major property damage Insignificant Low Medium High	usence for this incident Consequence Prosecution of company / regulatory penaty. TBA TBA Audit report finding or PIN Prosecution of company / regulatory penaty. No medical treatment First aid level treatment Injury or illness requiring days off property damage Severe injury or illness or major property damage Death or loss of facility Image: Comparison of treatment Medium High Extreme	uence for this incident Consequence Prosecution of company / regulatory penaty. TBA TBA Audit report finding or PN Prosecution of company / regulatory penaty. No medical treatment First aid level treatment Injury or illness requiring days of property damage Severe injury or illness or major property damage Death or loss of facility Image: Image	uence for this incident Consequence Prosecution of company / regulatory penalty. Rate this incident by clicking the appropriate consequence. Note: Your Supervisor will confirm this rating. TBA TBA Audit report finding or PIN Prosecution of company / regulatory penalty. Rate this incident by clicking the appropriate consequence. Note: Your Supervisor will confirm this rating. No medical treatment First aid level requiring days off property damage Severe injury or liness of facility Death or loss of facility Insignificant Low Medium High Extreme

Step 18 You are about to submit an incident.

Click the submit button located on the toolbar.

Cancel Previous Next Submit Help	home 😭 My Tasks 🎰 My Calendar 🤮 Change Password 🏪 Feedback 🚚 Logout
You are about to s	Ibmit an Incident
To complete this process, ple	e follow the instructions below
Person: Employee A Assigned To: Supervisor A	
To submit your request, click the 🥑 button (located	the toolbar).
To review your information click the 💽 button (located	on the toolbar).

Step 19 Your Reference Information



Your Reference Information

Your information has been recorded successfully.

Å	Your Reference Number is 106
	Home page
	Print incident report
	Click here to enter another incident

Step 20 Log off Risk Ware





Reporting a non-injury incident for someone else

Step 1 Select Report an Incident/Hazard.

	cloud Net S D F T W A R E
Information	🕅 Home 📝 My Tasks 🔚 My Calendar 🔒 Change Password 🂆 Feedback 🚚 Loggut
	Welcome, Employee A
FAQ > If you require assistance please click on "Contact Us	<complex-block></complex-block>

Step 2 Select **Report an** – incident, near miss or injury.

- > This will open up Page 1 of the Incident Report. You will need to complete each section.
- > All sections with ere mandatory fields and must be completed.

I would like to report:



- Step 3 Who sustained this incident?
 - Select 'Another Person'



Step 4 When did the Incident occur?

This section includes information on the date, time and the time category of the incident. Were you at work, on a break or travelling between campuses, etc. when the incident occurred?

When did the incident occur?		
Time Category: → Select a Time Category	Time: 12 • : 58 •	 Enter the date and time of the incident. A recess break is a scheduled break e g. lunch or temporary authorised absence away from
	-	place of employment during a work day.

Step 5 Incident details

- > Ensure you advise whether the incident occurred "On Campus" or "Off Campus".
 - 'On Campus' is all buildings, roads, paths, sporting facilities, etc. within the campus.
 - 'Off Campus' is all other areas outside the campus grounds.
- > You will need to complete each question within this section.
 - To input your location for 'On Campus' Incidents, select the magnifying glass and enter the location name or select the location from the dropdown/text box.

Incident	Details	
le	Did this incident occur: On Campus Off Campus Select Location: C O	←
	Location Details:	Location Details For example, car park, factory, boardroom, etc.
Ē	What was the work or activity being undertaken at the time of the incident? Work Activity Category: - Select a Work Activity Category	What work/activity was being done at the time of the incident? I.e. driving, lifting boxes, typing etc.
	The secribe the incident with as much detail as possible:	
4		Describe the incident with as much detail as possible. What exactly were you doing? What exactly happened? What process, product, chemical or equipment was involved?
	- 🕅	What was the outcome?



Step 6 Select Next at the top of the page and Page 2 of the Incident Report will display.



Step 7 Details of person who sustained the incident.

- Select the person type. Your options are:
 - o Adjunct Staff
 - Contractor
 - ➢ JCU Staff
 - > Patients
 - Postgraduate/Honours Student
 - Undergraduate Student
 - Visitors/General Public
 - > Volunteers
- If you select JCU Staff you can search the database for that person by clicking on the magnifying glass.
- If you select a Contractor, Patients, Postgraduate/Honours Students, Undergraduate Student, Visitors/General Public or Volunteers you will need to complete as much detail as possible. First Name and Surname are the minimum requirements.

etails of person	who sustained the incident:		
Person Ty Search ti	/pe: - Please select a type of person ▼ The database for this person before entering details	o	 Select the Person Type from the dropdown box For employees you may
First Nam Middle Na	ie: De Constante	0	search and select the person from the staff database. Otherwise, enter the persons details in the spaces provided.
Surname		0	
ID Numbe	ir:		
Title:			←
Phone/Ex	t:		
Email:			
Mobile:			
Date of B	rth: Date of Birth		
Gender:	🔘 Male 🔘 Female		
Home Ad	dress:		
Country:	Select a Country		
State:	Select a State 👻		
Post Cod	Ð:		
Suburb:			
Home Ph	pne:		
Fax:			

Step 8 Select Next at the top of the page and Page 3 will display.

				S O F T W A R E
Information				🐴 Home 🍞 My Tasks 🔚 My Calendar 🔒 Change Password 🏷 Feedback 🚚 Locout
	Cancel Previou	Next	🕥 🛟 Ibmit Help	Incident Report Page 2 of 5
11	Ir			

Step 9 Did an injury/illness occur?

Select 'No'

Did an injury/illness occur?		
🛞 💿 No 💿 Yes	0	Was an injury/illness sustained?

Step 10 You will need to review each of the remaining questions on Page 3. If you answer 'Yes' to any of these questions, the relevant description box will open and you will need to provide details.

Did the activity you were doing at the time	e require training/certification?			
🏹 🔿 No 🔿 Yes 🖲 Unknow	n	ð	If the incident occurred whilst a task/activity was being performed, select whether training/certification was required for this task/activity.	—
Vitness Details:				
No C Yes Witness Details (include name and	phone number if known) 🔎	•	Check the tickbox and enter the names, addresses, phone numbers and any other relevant information for all witnesses.	←
Vas there any asset/property involved/da	amaged?			
 No Yes Own Asset/Property Th Description of damage: 	ird Party Asset/Property	0		
	*	**		—

Step 11 Select Next at the top of the page and Page 4 will display.

		т		S O F T W A R E
Information				🟠 Home 🍞 My Tasks 🔚 My Calendar 🔒 Change Password 🍢 Feedback 🌉 Logout
	Cancel Previou	Next S	🔊 🎲 bmit Help	Incident Report Page 3 of 5

Step 12 Incident Classification – The processes and the circumstances leading to the incident.

You will now identify the most severe incident type. If more than one action or activity occurred, please select the type that contributed the most to the incident.



Next, you will identify the most significant cause. You will need to select the cause that was most directly related to the incident.

•	0	The action or activity that contributed most to the Incident	
•	0	The object, substance or circumstance that directly caused the Incident	←──
	•	• •	 The action or activity that contributed most to the Incident The object, substance or circumstance that directly caused the Incident

Step 13 Assign to

If your manager/supervisor is incorrect, click on the magnifying glass and search for the correct person. You can search by first name, surname, title or location.

Assign to:				
Manager/Supervisor:	Supervisor A	•	Select the person to assign the incident to. This is typically your line manager.	~

Step 14 Who was notified of this incident?

- If you have notified another staff member of this incident, click on the magnifying glass and search for the person. You can search by first name, surname, title or location.
- > If you have notified another student of this incident, insert their first name and surname.

Step 15 Attachment

Attachment					
Ø	Click to add an attachment)			
	Attachment Type	Document Description	Date Uploaded	Uploaded By	

Step 16 Select Next at the top of the page and Page 5 will display.



Step 17 What immediate action, if any, has been taken?

What immediate action, if any, has been taken?			
3	~	Describe immediate action	
	REC		
	-		



Step 18 Rate the consequence for this incident

Rate the consequence for this incident 🛇									
	Consequence F						Rate this incident by clicking		
	WHS - Compliance & Liability	TBA	TBA	Audit report finding or PIN	Prosecution of company / regulatory penalty.	Prosecution of PCBU or officer. Enforceable undertakings		the appropriate consequence. Note: Your Supervisor will confirm this rating.	
	WHS - People	No medical treatment	First aid level treatment	Injury or illness requiring days off work or minor property damage	Severe injury or illness or major property damage	or directions. Death or loss of facility	-		
		• Insignificant	O Low) Medium) High	C Extreme			

Step 19 Select Next at the top of the page and you will have the option to Submit the Incident.



Click the submit button located on the toolbar.

Cancel Previous Next Submit Help	Mome My Tasks My Calendar A Change Password Deedback a Logout
You are about to submit an Incident To complete this process, please follow the instructions below	t ow
Person: Belinda Barkley Assigned To: Margaret Cato-Smith	
To submit your request, click the 🧭 button (located on the toolbar). To review your information click the 🗨 button (located on the toolbar).	

Step 21 Your Reference Information









Reporting an injury incident for yourself

Step 1 Select Report an Incident/Hazard.

	nent on the Cloud	S O F T W A R E
Information		ি} Home
FAQ • If you require assistance please click on "Contact Us"	Incident/Hazard Reporting Report an Incident/Hazard	Voroente, Emproyee A

Step 2 Select **Report an** – incident, near miss or injury.

- > This will open up Page 1 of the Incident Report. You will need to complete each section.
- > All sections with er mandatory fields and must be completed.

I would like to report:



- **Step 3** Who sustained this incident?
 - > Select 'Me'



Step 4 When did the Incident occur?

This section includes information on the date, time and the time category of the incident. Were you at work, on a break or travelling between campuses, etc when the incident occurred?

/hen did the incident occur?					
Date: 24/10/2012 Control Cont	Time:	12 • : 58 •	0 0	Enter the date and time of the incident. A recess break is a scheduled break e g. lunch or temporary authorised absence away from place of employment during a work day.	

Step 5 Incident details

- > Ensure you advise whether the incident occurred 'On Campus' or 'Off Campus'.
 - o 'On Campus' all buildings, roads, paths, sporting facilities, etc. within the campus.
 - 'Off Campus' all other areas outside the campus grounds.
- > You will need to complete each question within this section.
 - To input your location for 'On Campus' Incidents, select the magnifying glass and enter the location name or select the location from the dropdown/text box.

Jent Details			
Did this incident occur: 🖲 On Campus 🖱 Off Campus			
Select Location:			
Location Category - Select a Location Category -	- 0		
Location Details:		Location Details	
	*	For example, car park, factory, boardroom, etc.	
	ABC.		
	- 🕑	←──	
	ient?	What work/activity was being	
Work Activity Category: Select a Work Activity Category	- 0	done at the time of the	
		incident? I.e. driving, lifting boxes, typing etc.	
	-		
		←	
Describe the incident with as much detail as possible:			
	~ O	Describe the incident with as	
		much detail as possible. What exactly were you doing?	
		What exactly happened? What	
		equipment was involved?	
	- ABC	What was the outcome?	

Step 6 Select Next at the top of the page and Page 2 of the Incident Report will display.



	LOI ent on the		т			S O F T WARE
Information	1					🚰 Home 🍺 My Tasks 🔚 My Calendar 🔒 Change Password 🏷 Feedback 📲 Logout
		•	•	0	0	Incident Report
	Cancel	Previou	Next	Sibmit I	Help	Page 1 of 4

Step 7 Did an injury/illness occur?

Select 'Yes'

Did an injury/illness occur?		
🚱 💿 No 💿 Yes	0	Was an injury/illness sustained?

Step 8 You will need to review each of the remaining questions on Page 2. If you answer 'Yes' to any of these questions, the relevant description box will open and you will need to provide details.

Did the a	ctivity you were doing at the time require training/certification?		
F	⊛ No ⊘ Yes	0	If the incident occurred whilst a task/activity was being performed, select whether training/certification was required for this task/activity.
Witness	Details:		
*	No O Yes Witness Details (include name and phone number if known)	•	Check the tickbox and enter the names, addresses, phone numbers and any other relevant information for all witnesses.
		₩	←
Was the	e any asset/property involved/damaged?		
2	No Yes Own Asset/Property Third Party Asset/Property Description of damage:	O	
		REC	



		IT	S O F T WARE
Information			🚯 Home 🍞 My Tasks 📺 My Calendar 🔒 Change Password 🖖 Feedback 🚛 Logout
	Cancel Previou	Next S pmit He	Incident Report Page 2 of 4

Step 10 Incident Classification – The processes and the circumstances leading to the incident.

- You will now identify the most severe incident type. If more than one action or activity occurred, please select the type that contributed the most to the incident.
- Next, you will identify the most significant cause. You will need to select the cause that was most directly related to the incident.



Identify what occurred: Please select the most severe incident type What was the most significant cause: Please select the most severe possible cause What was the most severe possible cause The object, substance or circumstance that directly	ncident (Classification:			
What was the most significant cause: The object, substance or circumstance that directly	9	Identify what occurred: Please select the most severe incident type	•	0	The action or activity that contributed most to the Incident
caused the incident		What was the most significant cause: Please select the most severe possible cause	•	•	The object, substance or circumstance that directly caused the Incident

Step 11 Injury/Illness Classification:

- > You will now identify the most severe injury type. If more than one injury was sustained, please select the most severe injury type.
- > Next, you will identify the part of the body that was most severely injured.

jury/Illn	ess Classification:				
1	Identify the type of injury or illness sustained (select the most severe):			The most serious injury	
-	Please select the most severe injury	•	•	Sustaineu	•
	What part of the body was/is most affected (select the most severe):			The bodily location of the most	
	Please select the most severely injured bodily part	•	0	conoco ngary custanica	
	If applicable what side of the body was affected?			Select the side of the body	
	◯ Not applicable ◯ Left ◯ Right ◉ Both	_		most allected	

Step 12 Injury Details

Provide details of the injury sustained. List all injuries where multiple injuries were sustained. An example of this is, "I sustained cuts to my left leg and left arm. I sustained bruising to the left side of my face."

Injury Details:	
Describe the injury in detail:	Describe the actual injury sustained. i.e. Laceration on my left index finger. For multiple injuries list all injuries sustained.

Step 13 Assign to

If your manager/supervisor is incorrect, click on the magnifying glass and search for the correct person. You can search by first name, surname, title or location.

Assign to:				
Manager/Supervisor:	Supervisor A	0	Select the person to assign the incident to. This is typically your line manager.	

Step 14 Who was notified of this incident?

If you have notified another staff member of this incident, click on the magnifying glass and search for the person. You can search by first name, surname, title or location.



If you have notified someone else of this incident, including a Contractor or Visitor include as many details as possible.

Who was	notified of this Incident?						
2	Staff:		Date: 24/10/2012	~	Time: 13	▼:58 ▼	If you have notifed anyone of this incident, enter their details here.
	Contractor/Visitor/Other:]	Date: 24/10/2012	*	Time: 13	▼ : 58 ▼	

Step 15 Attachment

You can provide extra information such as an image of where the incident took place or medical documentation. However this is not mandatory at this point.

Attachment				
Click to add an attachment				
Attachment Type	Document Description	Date Uploaded	Uploaded By	

Step 16 Select Next at the top of the page and Page 4 will display.

		T	
Information			🐴 Home 🍞 My Tasks 🔚 My Calendar 🔒 Change Password 🖖 Feedback 🖑 Logout
	Cancel Previou	💿 🤣 🤣 Next S brinit Help	Incident Report Page 3 of 4

Step 17 Was medical treatment given?

- This is a mandatory field. It is automatically set at a response of 'No'. If you answer 'Yes' you will need to advise what treatment was received and the details of that treatment.
- The question 'Was and ambulance called?' is part of this step. This is also automatically set at 'No'. If an ambulance was called, please change the answer to 'Yes'.

Treatme	ent for injury/illness: Was Medical treatment given? No Yes Local First Aid Medical (doctor, physiotherapist or other practitioner) treatment Hospital		°	If medical treatment was administered as a result of this injury, select Yes and enter the type and details of the treatment provided.
	Please provide details:	*	REC.	Local First Aid: Provide details including name of first aid officer if applicable. Medical Treatment: Include all names and contact details. Doctor refers to the person that provided initial treatment
÷) Was an Ambulance called? ◉ No			

Step 18 Do you intend on seeking Medical treatment?

> If you are going to seek further medical treatment, please answer 'Yes'.



Do you intend or	seeking Medical treatment?		
No 🔍	O Yes	Please indicate whether you wish to seek medical treatment for your injury.	

Step 19 Injury/illness resulted in:

If your injury results in a Workers Compensation claim being submitted, please select 'Lost Time from Work – (one or more shifts lost)'. If no Workers Compensation Claim is being submitted, please answer 'No Lost Time From Work'

 No Lost Time From Work Lost Time From Work - (one or more shifts lost) No Lost Time From Work - (one or more shifts lost) No Lost Time From Work - (one or more shifts lost) No Lost Time From Work - (one or more shifts lost) 	Injury/illness resulted in:		
a result of the injury Fatality A fatality occurred as a result of the injury	 No Lost Time From Work Lost Time From Work - (one or more shifts lost) 	No Lost Time From Work Less than 1 whole shift or working day lost Lost Time From Work Either a complete working day or a shift was lost from work as a result of the injury Fatality A fatality occurred as a result of the injury	▲

Step 20 Select Next at the top of the page and Page 5 will display.



Step 21 What immediate action, if any, has been taken?Here you can describe any immediate action that was taken.

What immediate action, if any, has been taken?	
3	Describe immediate action
	▲
	(BC)

Step 22 Rate the consequence for this incident

ate the consequ	ence for this in	icident 🤤					
[→	Consequence		→	Rate this incident by clicking	
WHS - Compliance & Liability	ТВА	ТВА	Audit report finding or PIN	Prosecution of company / regulatory penalty.	Prosecution of PCBU or officer. Enforceable undertakings or directione	the appropriate consequence. Note: Your Supervisor will confirm this rating.	
WHS - People	No medical treatment	First aid level treatment	Injury or illness requiring days off work or minor property damage	Severe injury or illness or major property damage	Death or loss of facility		
) Insignificant	Cow) Medium) High	O Extreme		



Step 23 You are about to submit an incident.

> Click the submit button located on the toolbar.

Cancel Previous	Home My Tasks My Calendar A Chance Password Feedback A Locout
You are about to submit an Incident To complete this process, please follow the instructions below	
Person: Employee A Assigned To: Andrew Reddicliffe	
To submit your request, click the 🧭 button (located on the toolbar). To review your information click the 📀 button (located on the toolbar).	

Step 24 Your Reference Information

		🔂 Home 🍞 My Tasks 🥅 My Calendar 🛛 🔒 Change Password 😓 Feedback ِ 🟭 Logout
0		Incident Report
Help		
Your Refere	ence Information	
Your informati	on has been recorded successfully	
0		
	Your Reference Number is 108	
	Home page	
	Print incident report	
	Click here to enter another incident	

Step 25 Log off Risk Ware





Reporting an injury incident for someone else

Step 1 Select Report an Incident/Hazard.

Information	time ͡⊉tvītāskā tivītāskā
FAQ = If you require assistance please click on "Contact Us"	Imployee A Imployee A

Step 2 Select **Report an** – incident, near miss or injury.

- > This will open up Page 1 of the Incident Report. You will need to complete each section.
- > All sections with ere mandatory fields and must be completed.

I would like to report:



- Step 3 Who sustained this incident?
 - Select 'Another Person'



Step 4 When did the Incident occur?

This section includes information on the date, time and the time category of the incident. Were you at work, on a break or travelling between campuses, etc. when the incident occurred?

/hen did the incident occur?			
Date: 24/10/2012 Control Cont	Time: 12 • : 58 •	 Enter the date and time of the incident. A recess break is a scheduled break e.g. lunch or temporary authorised absence away from 	
	×	place of employment during a work day.	

Step 5 Incident details

- > Ensure you advise whether the incident occurred "On Campus" or "Off Campus".
 - 'On Campus' is all buildings, roads, paths, sporting facilities, etc. within the campus.
 - 'Off Campus' is all other areas outside the campus grounds.
- > You will need to complete each question within this section.
- > Only complete the "Location Details" if the incident occurred 'Off Campus'.

dent Details			
Did this incident occur: On Campus Off Campus			
Select Location:	0	←──	
Location Category: - Select a Location Category	•		
Location Details:	•	Location Details For example, car park, factory, boardroom, etc.	
	*	←	
What was the work or activity being undertaken at the time of the incident?		What work/activity was being	
Work Activity Category: Select a Work Activity Category		incident? I.e. driving, lifting boxes, typing etc.	
	*		
Jescribe the incident with as much detail as possible:		Describe the incident with as	
		much detail as possible. What exactly were you doing?	
		What exactly happened? What process, product, chemical or equipment was involved?	
	-	What was the outcome?	

Step 6 Select Next at the top of the page and Page 2 of the Incident Report will display.





Step 7 Details of person who sustained the incident.

- Select the person type. Your options are:
 - Adjunct Staff
 - Contractor
 - JCU Staff
 - Patients
 - Postgraduate/Honours Student
 - Undergraduate Student
 - Visitors/General Public
 - > Volunteers
- If you select JCU Staff you can search the database for that person by clicking on the magnifying glass.
- If you select Adjunct Staff, Contractor, Patients, Postgraduate/Honours Students, Undergraduate Student, Visitors/General Public or Volunteers you will need to complete as much detail as possible. First Name and Surname are the minimum requirements.

s ol	f person who su	istained the incident.			
5	Person Type:	Please select a type of person	0	1. Select the Person Type from the drapdown box	
	Search the data	base for this person before entering details		2. For employees you may	
	First Name:		9	from the staff database.	
	Middle Name:			details in the spaces provided.	
	Surname:		0		
	ID Number:				
	Title:			←	
	Phone/Ext:				
	Email:				
	Mobile:				
	Date of Birth:	Date of Birth			
	Gender:	🔿 Male 💿 Female			
	Home Address:				
	Country:	Select a Country 👻			
	State:	Select a State 👻			
	Post Code:				
	Suburb:				
	Home Phone:				
	Fax:				

Step 8 Select Next at the top of the page and Page 3 will display.



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	Cancel	Previou	Next	obmit Help	Incident Report Page 2 of 5

Step 9 Did an injury/illness occur?

Select 'Yes'

Did an injury/illness occur?	
🚱 💿 No 💿 Yes	S Was an injury/illness sustained?

Step 10 You will need to review each of the remaining questions on Page 3. If you answer 'Yes' to any of these questions, the relevant description box will open and you will need to provide details.

Did the activity	you were doing at the time require training/certification?		
S N	o 🔘 Yes 💿 Unknown	0	If the incident occurred whilst a task/activity was being performed, select whether training/certification was required for this task/activity.
Vitness Detail:	S.		
Since Witney	o Yes ss Details (include name and phone number if known)	•	Check the tickbox and enter the names, addresses, phone numbers and any other relevant information for all witnesses.
		- *	
Vas there any	asset/property involved/damaged?		
©©© No □ O Descri	o	0	
		- R€⊂	

Step 11 Select Next at the top of the page and Page 4 will display.

	agement on the Cloud	т		
Information				🟠 Home 🍃 My Tasks 🔚 My Calendar 🔒 Change Password 🏪 Feedback 🌉 Logout
	Cancel Previou:	Next S	Dmit Help	Incident Report Page 3 of 5

Step 12 Incident Classification – The processes and the circumstances leading to the incident.

- You will now identify the most severe incident type. If more than one action or activity occurred, please select the type that contributed the most to the incident.
- Next, you will identify the most significant cause. You will need to select the cause that was most directly related to the incident.



Incident	Classification:				
4	Identify what occurred: Please select the most severe incident type	•	0	The action or activity that contributed most to the Incident	←──
	What was the most significant cause: Please select the most severe possible cause	¥	٥	The object, substance or circumstance that directly caused the Incident	←──

Step 13 Injury/Illness Classification:

- You will now identify the most severe injury type. If more than one injury was sustained, please select the most severe injury type.
- > Next, you will identify the part of the body that was most severely injured.
- Finally, you will select the side of the body most affected by the injury.

l jury/Illn	ess Classification:				
9	Identify the type of injury or illness sustained (select the most severe): Please select the most severe injury	•	0	The most serious injury sustained	
	What part of the body was/is most affected (select the most severe): Please select the most severely injured bodily part	Ŧ	0	The bodily location of the most serious injury sustained	
	If applicable what side of the body was affected? ◎ Not applicable ◎ Left ◎ Right ◎ Both			Select the side of the body most affected	←

Step 14 Injury Details

Provide details of the injury sustained. List all injuries where multiple injuries were sustained. An example of this is, "I sustained cuts to my left leg and left arm. I sustained bruising to the left side of my face."

Injury Details:	
Describe the injury in detail:	Describe the actual injury sustained. i.e. Laceration on my left index finger. For multiple injuries list all injuries sustained.

Step 15 Assign to

If your manager/supervisor is incorrect, click on the magnifying glass and search for the correct person. You can search by first name, surname, title or location.

Assian to:				
Manager/Supervisor:	Supervisor A	°	Select the person to assign the incident to. This is typically your line manager.	←

Step 16 Who was notified of this incident?

If you have notified another staff member of this incident, click on the magnifying glass and search for the person. You can search by first name, surname, title or location.



If you have notified a Contractor, Visitor or someone else, insert their first name and surname.

Who was	notified of this Incident?				
*	Staff:	Date: 26/10/2012 ✓ Date: 26/10/2012 ✓	Time: 11 • : 43 • Time: 11 • : 43 •	If you have notifed anyone of this incident, enter their details here.	←

Step 17 Attachment

Attachment					
Ø	Click to add an attachment) (
	Attachment Type	Document Description	Date Uploaded	Uploaded By	

Step 18 Select Next at the top of the page and Page 5 will display.



Step 19 Was medical treatment given?

- This is a mandatory field. It is automatically set at a response of 'No'. If you answer 'Yes' you will need to advise what treatment was received and the details of that treatment.
- The question 'Was an ambulance called?' is part of this step. This is also automatically set at 'No'. If an ambulance was called, please change the answer to 'Yes'.

Was Medical treatment given? No Yes Local First Aid Medical (doctor, physiotherapist or other practitioner) treatment Hospital		0	If medical treatment was administered as a result of this injury, select Yes and enter the type and details of the treatment provided.
Please provide details:	^ ~ [R₿Ç.	Local First Aid: Provide details including name of first aid officer if applicable. Medical Treatment: Include all names and contact details. Doctor refers to the person that provided initial treatment
₩as an Ambulance called?			

Step 20 Do you intend on seeking Medical treatment?

> If you are going to seek further medical treatment, please answer 'Yes'.





Step 21 Injury/illness resulted in:

If your injury results in a Workers Compensation claim being submitted, please select 'Lost Time from Work – (one or more shifts lost)'. If no Workers Compensation Claim is being submitted, please answer 'No Lost Time From Work'

Injury/illness resulted in:			
 No Lost Time From Work Lost Time From Work - (one or more shifts lost) 	•	No Lost Time From Work Less than 1 whole shift or working day lost Lost Time From Work Either a complete working day or a shift was lost from work as a result of the injury Fatality A fatality occurred as a result of the injury	

Step 22 Select Next at the top of the page and Page 6 will display.



Step 23 What immediate action, if any, has been taken?

What immediate action, if any, has been taken?		
3	Describe immediate action	
	- *	

Step 24 Rate the consequence for this incident

TBA	тва	Consequence	Prosecution of company /	Prosecution of PCBU or officer.	Rate this incident by clicking the appropriate consequence. Note: Your Supervisor will	
te tba	TBA	Audit report finding or PIN	Prosecution of company /	Prosecution of PCBU or officer.	the appropriate consequence. Note: Your Supervisor will	
				Enforceable	confirm this rating.	
			regulatory penalty.	undertakings or directions.		
No medical treatment	First aid level treatment	Injury or illness requiring days off work or minor property damage	Severe injury or illness or major property damage	Death or loss of facility		
O	Ô	O	Ô	Ô		
e	e No medical treatment Insignificant	e No medical First aid level treatment Insignificant Low	e No medical First aid level requiring days off work or minor property damage Insignificant Low Medium	e No medical First aid level requiring days for minor property damage for the first aid level treatment frequencing days for minor property damage for the first days for the first days for the first days for the first days for the first damage for the first days for the first days for the first days for the first days for the first damage for	e No medical First aid level treatment Private and the second sec	e No medical treatment First aid level requiring days off unary or major property damage property damage to the first gamma for the first gamma fo

Step 25 Select Next at the top of the page and Page 7 will display.

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	•	•	0	0	Incident Report
Cancel	Previous	Next	ubmit	Help	Page 5 of 5

Step 26 You are about to submit an incident



Click the submit button located on the toolbar.

Cancel Previous	Next Submit Help	My Tasks m My Calendar A Chance Password E Feedback a Locout
	You are about to submit an Incident To complete this process, please follow the instructions below	
	Person: Belinda Barkley Assigned To: Margaret Cato-Smith	
To submit yo <mark>u</mark> r r To review your in	equest, click the 🧭 button (located on the toolbar). formation click the 🗨 button (located on the toolbar).	

Step 27 Your Reference Information



Step 28 Log off RiskWare





Hazard Reporting

Report a Hazard

Reporting a hazard for yourself

Step 1 Select Report an Incident/Hazard.



Step 2 Select **Report a** - hazard.

- > This will open up Page 1 of the Hazard Notification. You will need to complete each section.
- > All sections with are mandatory fields and must be completed.

I would like to report:



Step 3 Who noticed this hazard?

Select 'Me'



Who noti	ced this h	azard?		
3	Me	Another Person	0	Select who noticed this hazard.

Step 4 When was this hazard noticed?

> This section requests the date and time that you noticed the hazard.

When was this hazard noticed?								
Date:	26/10/2012	✓ O	Time:	13 🔹 : 14 💌	0	Enter the date and time the hazard was first noticed.		

Step 5 Where is the hazard located?

- Ensure you advise whether the hazard is located "On Campus" or "Off Campus".
 - 'On Campus' is all buildings, roads, paths, sporting facilities, etc. within the campus.
 - o 'Off Campus' is all other areas outside the campus grounds.
- > You will need to complete each question within this section.
 - To input your location for 'On Campus' Incidents, select the magnifying glass and enter the location name or select the location from the dropdown/text box.

Where is	the Hazard located?					
43	The Hazard is located: On Ca Select Location:	Impus 🔘 Off Campus	Ø	。		
	Location Select Loca Category: Location Details:	tion Category	•	•	Location Details. For example, car park, factory, boardroom, etc	←
L			Ţ	ABC.		←

Step 6 Describe the Hazard.

- Give a description of the circumstance that has the potential to cause harm, injury or damage.
- > Provide details about equipment, tasks and people involved, etc.



Step 7 Select Next at the top of the page and Page 2 will display.



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Information					🔂 Home 🎯 My Tasks 🔚 My Calendar 🔒 Change Password 🎦 Feedback 🚛 Logout
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	Current	1101105	IIII		190100

Step 8 Hazard Severity

Hazard S	Severity:		
	I believe this Hazard has the potential to cause death or serious injury I recommend that this Hazard be rectified within	Tick the box if you believe this Hazard has the potential to cause death or serious injury.	
	Select a Time Category 🔹		

Step 9 Does the hazard have the potential to damage the environment?

This field is automatically set at 'No'. If you answer 'Yes' to this question, you will need to identify the possible environmental impact.

Does the	hazard have the potential to damage the environment?	
١	No O Yes Identify the possible environmental impact of this hazard	 〕 ←──
	Select an environmental impact	

Step 10 Hazard Classification

- > This section has two parts and both are mandatory.
- First, you will need to select the most serious possible result that the hazard could cause; and
- Finally, you will need to select the most likely cause of this hazard. For this answer, if you feel multiple items apply to the cause of this hazard, please select the item you feel is the most severe.

Hazard (Classification:			
	Select what could occur as a result of this Hazard: Select the most serious possible result What do you believe is the likely cause of this Hazard? Select the most likely cause	0 0	Classify this Hazard by selecting the most appropriate item from the dropdown boxes. If multiple items apply, select the most severe.	←

Step 11 Assign to

If your manager/supervisor is incorrect, click on the magnifying glass and search for the correct person. You can search by first name, surname, title or location.

Assign to:			
Manager/Supervisor*:	Supervisor A	Select the most appropriate person for the management of this hazard. Typically, this will be your line manager	←──
)	

Step 12 Who was notified of this hazard?



- If you have notified another staff member of this hazard, click on the magnifying glass and search for the person. You can search by first name, surname, title or location.
- If you have notified a Contractor, Visitor or someone else of this hazard, insert their first name and surname.

Who was	notified of this Hazard?				
*	Staff:	Date: 26/10/2012 Date: 26/10/2012	Time: 13 • : 14 • Time: 13 • : 14 •	If you have notifed anyone else of this hazard, enter their details here.	←

Step 14 Select Next at the top of the page and Page 3 will display.



Step 15 What have you done to remove the Hazard?

If you have already completed some actions to reduce or eliminate the hazard, please include this information here, otherwise leave blank.

What have you done to remove the Hazard?		
	Where possible you should reduce or eliminate the Hazard to minimise the risk to people. List the actions you have done to achieve this. Otherwise, leave blank.	
	 —	

Step 16 What additional actions do you think are required to remove the Hazard?

> This is where you can provide your suggestions for reducing or eliminating the hazard.

What additional actions do you think are required to remove the Hazard?		
	List any suggestions you may have for reducing or eliminating the Hazard e.g. re-design mechanical devices, procedures, training, maintenance work, documentation, etc.	
	 	

Step 17 Add an attachment

- You can add any supporting documentation to this hazard notification here. Any files that you add must be located on your computer, server or a USB.
- > All files have a size limit restriction of 4MB.



Attachment				
Ø	Click to add an attachment			
	Attachment Type	Document Description	Date Uploaded	Uploaded By

Step 18 Select Next at the top of the page and Page 4 will display.

		at .		S D F T WARE
Information				🚯 Home 🍞 My Tasks 🏢 My Calendar 🔒 Chance Password 🖖 Feedback 🚚 Locout
	Cancel Previo	s Next	obmit Help	Hazard Report Page 3 of 3

Step 19 You are about to submit a Hazard.

Click the submit button located on the toolbar.

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Cancel Previous Next Submit Help	падага керот
You are about to submit a Hazard	
To complete this process, please follow the instructions be	low
Person: Employee A Assigned To: Supervisor A	
To submit your request, click the 🤡 button (located on the toolbar). To review your information click the 🗨 button (located on the toolbar).	

Step 20 Your Reference Information



Step 21 Log off RiskWare





Reporting a hazard for someone else

Step 1 Select Report an Incident/Hazard.

	S O F T WARE	
	다. Home ()에서 Tasks 丽 Hy Calendar 유 Chance Password * Feedback 세 Locout	Information
Melcome, Employee A See Examples COOK UNIVERSITY AUSTRALIA Incidentification Bease click on Contect luc	<image/>	FAQ * If you require assistance please click on "Contact Us"

Step 2 Select Report a - hazard.

- > This will open up Page 1 of the Hazard Notification. You will need to complete each section.
- > All sections with ere mandatory fields and must be completed.

I would like to report:



Step 3 Who noticed this hazard?

Select 'Another Person'.



Who noticed th	his hazard?		
۰ 🚯	Me Another Person 	0	Select who noticed this hazard.

Step 4 When was this hazard noticed?

> This section requests the date and time that you noticed the hazard.

When was this h	azard noticed?				
Date:	26/10/2012 💌 😋	Time: 13 ▼	: 14 🔹 🕒	Enter the date and time the hazard was first noticed.	

Step 5 Where is the hazard located?

- Ensure you advise whether the hazard is located "On Campus" or "Off Campus".
 - 'On Campus' is all buildings, roads, paths, sporting facilities, etc. within the campus.
 - 'Off Campus' is all other areas outside the campus grounds.
- > You will need to complete each question within this section.
 - To input your location for 'On Campus' Incidents, select the magnifying glass and enter the location name or select the location from the dropdown/text box.

Where is	the Hazard loca	ted?				
	The Hazard is loc Select Location: Location Category: Location Details:	ated: Con Campus Off Campus	•	 ○ ○ ■ 	Location Details. For example, car park, factory, boardroom, etc	

Step 6 Describe the Hazard.

- Give a description of the circumstance that has the potential to cause harm, injury or damage.
- > Provide details about equipment, tasks and people involved, etc.

Describe the Hazard:	
	Describe the circumstance that has the potential to cause harm, injury or damage. Enter details such as equipment, tasks, people involved, etc.

Step 7 Select Next at the top of the page and Page 2 will display.





Step 8 Details of person who sustained the incident.

- Select the person type. Your options are:
 - Adjunct Staff
 - Contractor
 - JCU Staff
 - Patients
 - Postgraduate/Honours Student
 - Undergraduate Student
 - Visitors/General Public
 - Volunteers
- If you select JCU Staff you can search the database for that person by clicking on the magnifying glass.
- If you select a Contractor, Patients, Postgraduate/Honours Students, Undergraduate Student, Visitors/General Public or Volunteers you will need to complete as much detail as possible. First Name and Surname are the minimum requirements.
- If you select a Contractor, patients, Postgraduate/Honours Students, Undergraduate Student, Visitors/General Public or Volunteers you will need to complete an extra step by 'selecting the primary place of Work for this person'. This can be seen directly below 'Details of person who sustained the incident'.



Details of person who s	sustained the incident:			
Person Type: Search the dat	- Please select a type of person	Q	 Select the Person Type from the dropdown box For employees you may 	
First Name: Middle Name: Surname: ID Number: Title: Phone/Ext: Email: Mobile: Date of Birth:	Date of Birth		search and select the person from the staff database. Otherwise, enter the persons details in the spaces provided.	
Country: State:	- Select a Country			
Post Code: Suburb: Home Phone: Fax:				

Step 9 Select Next at the top of the page and Page 3 will appear.

		S O F T W A R E
Information		🚱 Home 🍃 My Tasks 🥅 My Calendar 🔒 Change Password 🖖 Feedback 🏭 Logout
	🗢 💿 💿 🦻	Hazard Report
	Cancel Previou Next Somit Help	Page 2 of 4
Step 1	0 Hazard Severity	
Hazard S	Severity:	
	I believe this Hazard has the potential to cause death or serious injury I recommend that this Hazard be rectified within	Tick the box if you believe this Hazard has the potential to cause death or serious injury.
	Select a Time Category 🔻	←

Step 11 Does the hazard have the potential to damage the environment?

This field is automatically set at 'No'. If you answer 'Yes' to this question, you will need to identify the possible environmental impact.

Does the	e hazard have the potential to damage the environment?	
0	🖲 No 💿 Yes	
	Identify the possible environmental impact of this hazard	
L	Select an environmental impact	–

Step 12 Hazard Classification



- > This section has two parts and both are mandatory.
- First, you will need to select the most serious possible result that the hazard could cause; and
- Finally, you will need to select the most likely cause of this hazard. For this answer, if you feel multiple items apply to the cause of this hazard, please select the item you feel is the most severe.

Hazard C	Classification:			
	Select what could occur as a result of this Hazard: Select the most serious possible result What do you believe is the likely cause of this Hazard? Select the most likely cause	0 0	Classify this Hazard by selecting the most appropriate item from the dropdown boxes. If multiple items apply, select the most severe.	

Step 13 Assign to

If your manager/supervisor is incorrect, click on the magnifying glass and search for the correct person. You can search by first name, surname, title or location.

Assign to:				
Manager/Supervisor*:	Supervisor A	9	Select the most appropriate person for the management of this hazard. Typically, this will be your line manager.	

Step 14 Who was notified of this hazard?

- If you have notified another staff member of this hazard, click on the magnifying glass and search for the person. You can search by first name, surname, title or location.
- If you have notified a Contractor, Visitor or someone else of this hazard, insert their first name and surname.

Who was i	notified of this Hazard?			
*	Staff:	Date: 26/10/2012	Time:	If you have notifed anyone else of this hazard, enter their details here.
	Contractor/Visitor/Other:	Date: 26/10/2012	Time: 13 ▼ : 14 ▼	←───

Step 15 Select Next at the top of the page and Page 4 will display.

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	Canada Devidence Next Classic Mate	Hazard Report

Step 16 What have you done to remove the Hazard?

If you have already completed some actions to reduce or eliminate the hazard, please include this information here, otherwise leave blank.



Step 17 What additional actions do you think are required to remove the Hazard?

> This is where you can provide your suggestions for reducing or eliminating the hazard.

What additional actions do you think are required to ren	move the Hazard?		
		List any suggestions you may have for reducing or eliminating the Hazard e.g. re-design mechanical devices, procedures, training, maintenance work, documentation, etc.	
		←───	

Step 18 Add an attachment

- You can add any supporting documentation to this hazard notification here. Any files that you add must be located on your computer, server or a USB.
- > All files have a size limit restriction of 4MB.

Attachment				
Ø	Click to add an attachme	ent		
	Attachment Type	Document Description	Date Uploaded	Uploaded By

Step 19 Select Next at the top of the page and Page 5 will display.

Information						🟠 Home 🍞 My Tasks 📻 My Calendar 🔒 Change Password 🏪 Feedback 🚜 Logout
	0	۲	•	0	0	Hazard Report
	Cancel	Previou	s Next	2 ibmit	Help	Page 4 of 4

Step 20 You are about to submit a Hazard.

Click the submit button located on the toolbar.



Cancel Previous	ever Submit Help	Home My Tasks My Calendar A Change Password Feedback A Locout
	You are about to submit a Hazard To complete this process, please follow the instructions below	
	Person: Employee A Assigned To: Supervisor A	
To submit your To review your	request, click the 🤣 button (located on the toolbar). information click the 💿 button (located on the toolbar).	

Step 21 Your Reference Information



Step 22 Log off RiskWare





My Incidents/Hazards

View and manage Incidents/Hazards.

Here you can:

- View your reported Incidents and hazards
- Edit your Incidents and Hazards
- Print your reported Incidents and Hazards
- Cancel a reported Incident or Hazard
- > View the action plan for your reported Incident or Hazard

Viewing your reported Incidents/Hazards

Step 1 Select My Incidents/Hazards

> All of your reported Incidents and Hazards will appear.

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FAQ * If you require assistance please click on "Contact Us"	<complex-block><complex-block></complex-block></complex-block>

Step 2 Navigating your Incidents/Hazards

- All of the Incidents and Hazards you have reported will be listed. You can choose whether 3, 5, 10 or 15 Incidents and Hazards show per page. If your Incidents/Hazards show over a number of pages you can navigate using the 'Prev' and 'Next' buttons at the bottom of the page. You can also opt to view 'Open', 'Closed' or 'All' of your reported Incidents and Hazards.
- Print your Incidents or Hazards



- > Cancel an Incident or Hazard
- View details of an Incident or Hazard



Editing your reported Incidents/Hazards

- > You can make changes to the information you have reported in an Incident or Hazard.
- > You can also add supporting documentation as it becomes available.
- Step 1 Select My Incidents/Hazards



All of your reported Incidents and Hazards will display.

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FAQ * If you require assistance please click on "Contact Us"	Welcome, Employee A
powered by risk worre	Copyright Disclaimer Privacy Contact Us About Us

Step 2 Select 'View Details' for the Incident or Hazard you would like to edit.

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	📮 😳	My Incidents/Hazards
	Back Refresh My Incidents/Hazards	and 💽 - denote the definition of the definition
	Open Closed All Show me 3 v items per page	
	110 Employee A	🗐 Print 🖨 Cancel
	Date: 25/10/2012 Type: Hazard Status: New	View Details tree root over path
	108 Employee A	🗐 Print 🕒 Cancel
FAQ	Date: 18/10/2012 Type: Status: New	View Details A magpie swooped a Staff member walking between meetings on campus and caused an injury to the face. Minor first aid was required.
	101 Employee A	🗐 Print 🗢 Cancel
	Date: 19/10/2012 Type: Hazard Status: New	View Details Electrical issues with power supply to computer.
		Prev Next



Step 3 Select 'Edit' at the top of the page and the Incident or Hazard will open.

> To edit information, navigate through the form the same way you did when you reported the Incident/Hazard.

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Information		\square			🐴 Home 🍞 My Tasks 🔚 My Calendar 🔒 Change Password 🖖 Feedback 🚚 Logout
	🔁 🚔	1	D	0	Hazard Details
	Back Prin	Edit	A tach	Help	
	Details	Action Pla	In		

Step 4 Navigate through the form the same way you did when you reported the Incident/Hazard.

- > The format of the form is the same as when you reported the Incident/Hazard.
- > Add, edit or delete information and navigate to the end of the form.

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Information					🟠 Home 🍞 My Tasks 🔚 My Calendar 🔒 Change Password 🏪 Feedback 🚚 Logout
	0	•	-	H 🗘	Hazard Report
	Cancel	Previous	Next	Save Help	Page 1 of 3

Step 5 Select 'Save' when you have completed editing your Incident/Hazard.

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	🗢 💌 🖶 🤔	Hazard Report
	Cancel Previous Ney Save Help	
	Save?	
	Hazard 113 will be saved.	
	To save your request, click the 🕞 button (located on the To review your information click the 🐑 button (located or	toolbar). 1 the toolbar).

Step 6 Select 'Click here to return' to view the updated information you have just entered.









Print one of your reported Incidents/Hazards

Step 1 Select My Incidents/Hazards

> All of your reported Incidents and Hazards will display.



Step 2 Select 'Print' to print an Incident or Hazard.

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Information		🟠 Home 🍺 My Tasks 🔚 My Calendar 🔒 Change Password 🖖 Feedback 🚚 Logout
	E 5	My Incidents/Hazards
	Back Refresh	
	Open Closed All Show me 3	▼ items per page
	120 Employee A	🗮 Print 📔 O Cancel
	Date: 30/10/2012 Type: Near Miss Status: New	View Details test008



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Information		🐴 Home 🎯 My Tasks 🔚 My Calendar 🔒 Change Password 🐮 Feedback 🚜 Logout
	Back Refresh	My Incidents/Hazerde

Cancel one of your reported Incidents/Hazards

Step 1 Select My Incidents/Hazards



> All of your reported Incidents and Hazards will display.



Step 2 Select from Open, Close and All

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Information		🚱 Home 🍃 My Tasks 🔚 My Calendar 🔒 Change Password 🏷 Feedback 🌉 Logout
	📕 💁	My Incidents/Hazards
	Back Refresh	
	Open Closed All Show me 3 - items per page	
	120 Employee A	🚊 Print 🕒 Cancel
	Dato: 30/10/2012 Type: Near Miss Status: New	iew Details test 08

Step 3 Use scroll to select the Incident or Hazard to be cancelled

Step 4 Select Cancel



Step 7 Log off RiskWare



