



RiskWare User Guide

DOCUMENT CHANGE CONTROL

This is a 'controlled' Document. The document history is:

Issue	Date	Amended By	Authorised	Release Date
Version 0.1	24 October 2012	New Version	ICT Projects Office	
Version 0.2	29 October 2012	Belinda Barkley	Initial Draft	
Version 0.3	9 November 2012	Belinda Boyce	Finalise for review	
Version 1.0	21 November 2012	Belinda Barkley	General User Guide	
Version 1.1	22 November 2012	Belinda Boyce/Andrew Reddicliffe	Review	
Version 1.2	23 November	Belinda Barkley	Finalise for distribution	

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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

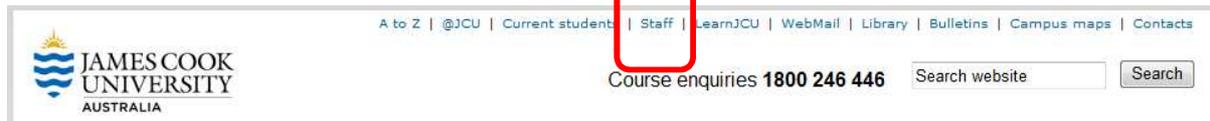
How to access RiskWare

Access RiskWare

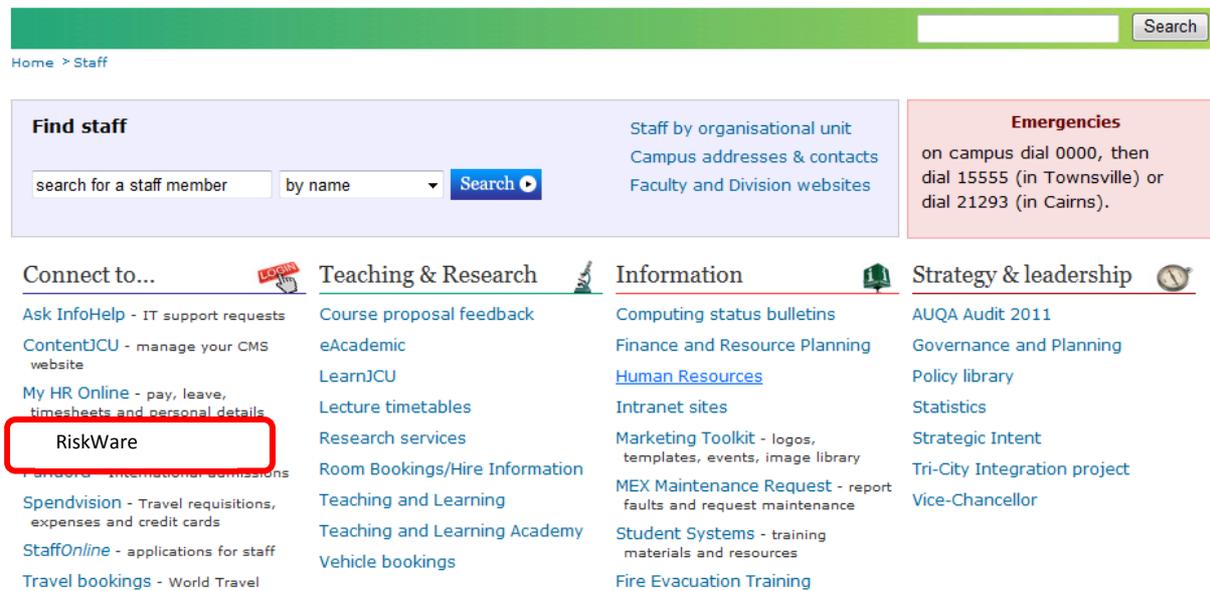
JCU Website

- 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'.



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



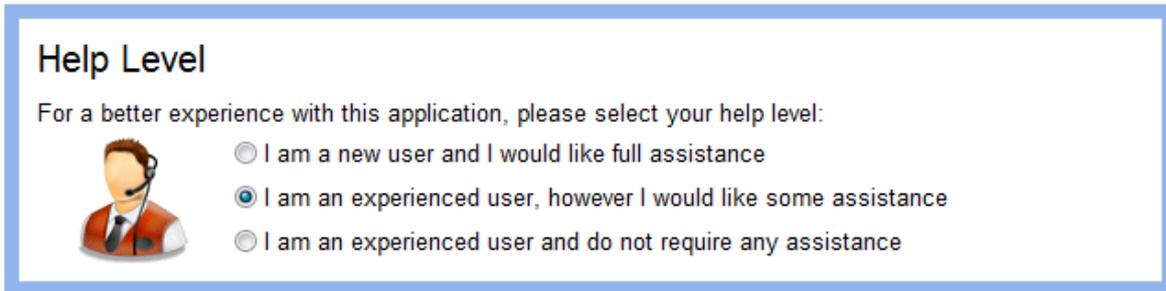
Step 3 Log onto RiskWare.

- 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.

Help Level

For a better experience with this application, please select your help level:



The screenshot shows a help level selection screen. On the left is an icon of a person wearing a headset. To the right of the icon are three radio button options. The second option is selected.

- I am a new user and I would like full assistance
- I am an experienced user, however I would like some assistance
- I am an experienced user and do not require any assistance

Direct Link

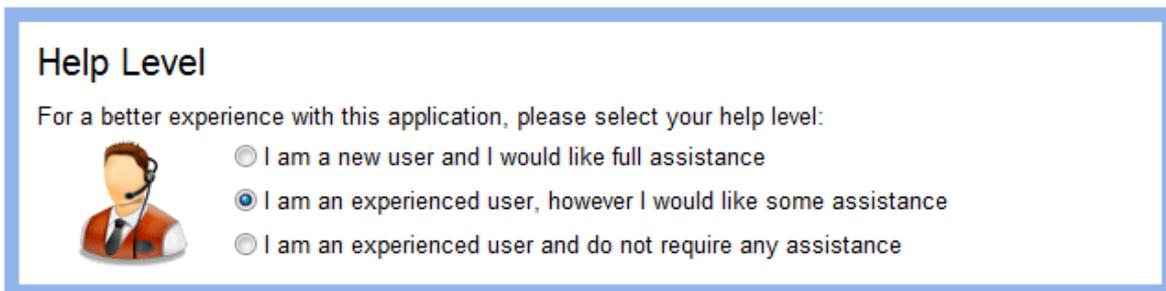
Step 1 Open your Internet Explorer Browser and type <https://riskcloud.net/prod/?ccode=jcu> in the address bar.

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.

Help Level

For a better experience with this application, please select your help level:

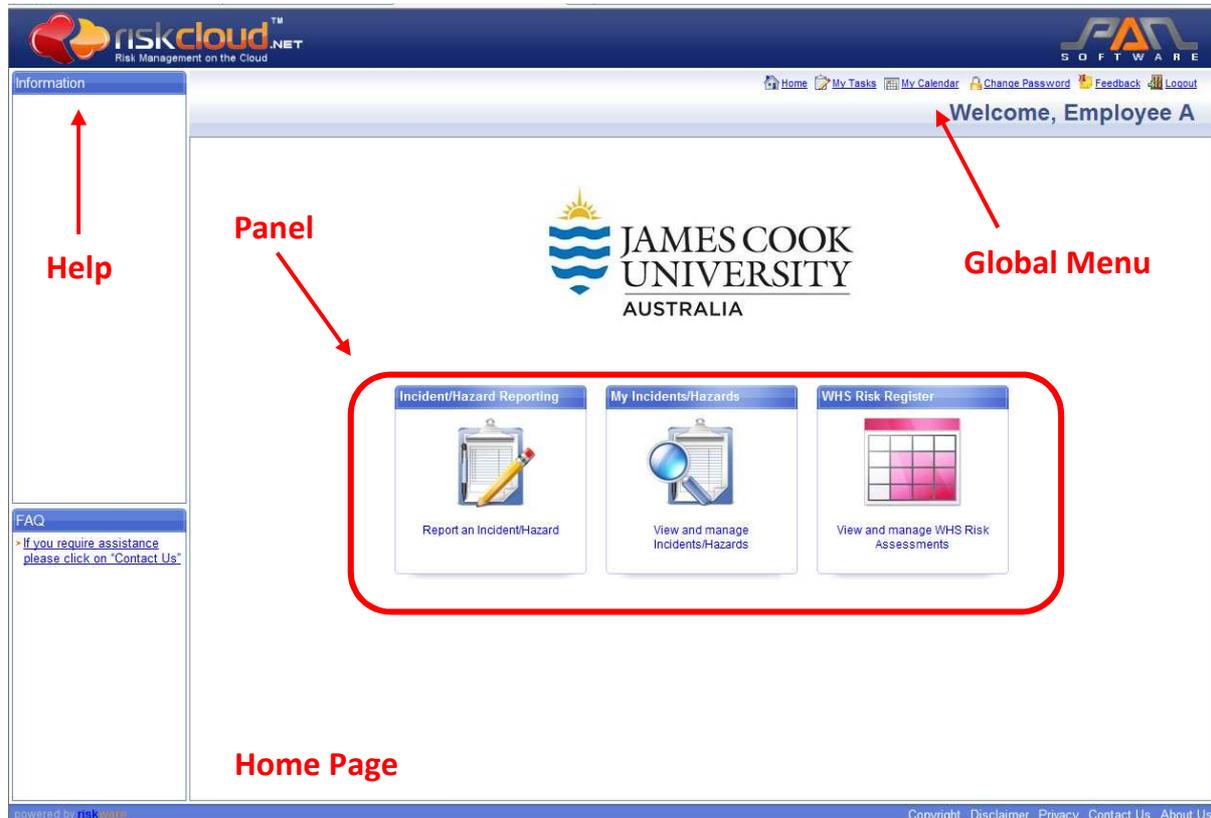


The screenshot shows a help level selection screen. On the left is an icon of a person wearing a headset. To the right of the icon are three radio button options. The second option is selected.

- I am a new user and I would like full assistance
- I am an experienced user, however I would like some assistance
- I am an experienced user and do not require any assistance

RiskWare Layout and Navigation

General User



Menu Explanations

Global Menu

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



View and manage your Incidents/Hazards



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

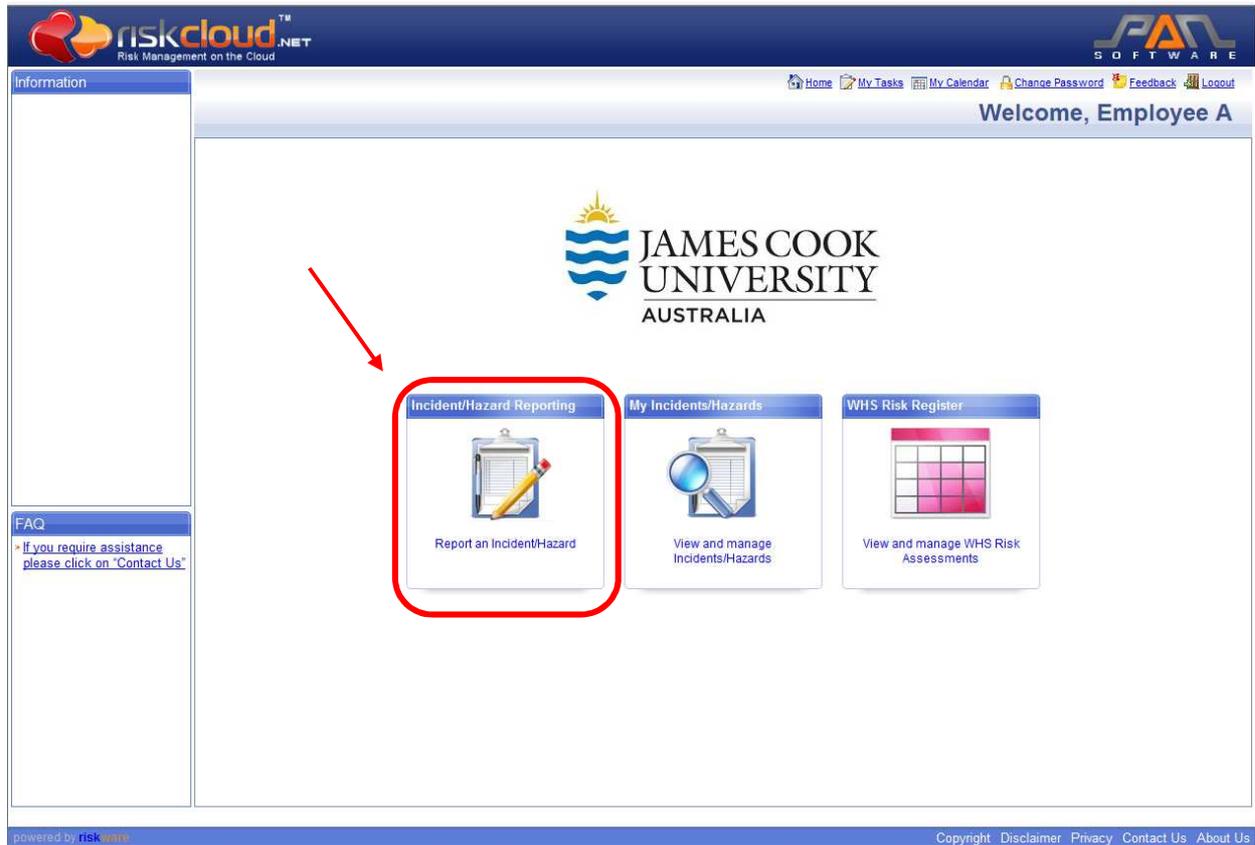


Incident Reporting

Report an Incident

Reporting a non-injury incident for yourself

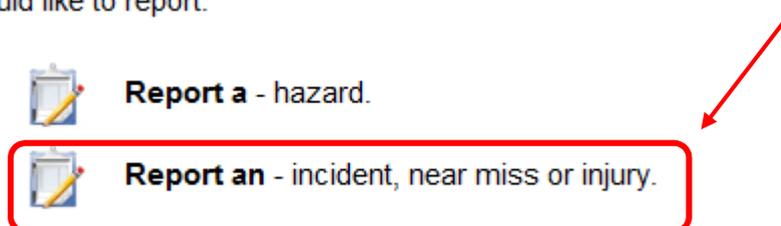
Step 1 Select Report an Incident/Hazard.



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:



Step 4 Who sustained this incident?

➤ Select 'Me'

Who sustained this incident?

 Me Another Person

Select who this incident happened to.

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?

When did the incident occur?

Date: 24/10/2012 Time: 12 : 58

Time Category: -- Select a Time Category --

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.
 - '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.

Incident Details

Did this incident occur: On Campus Off Campus

Select Location:

Location Category: -- Select a Location Category --

Location Details:

What was the work or activity being undertaken at the time of the incident?

Work Activity Category: -- Select a Work Activity Category --

Describe the incident with as much detail as possible:

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 exactly happened? What process, product, chemical or equipment was involved?
What was the outcome?

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



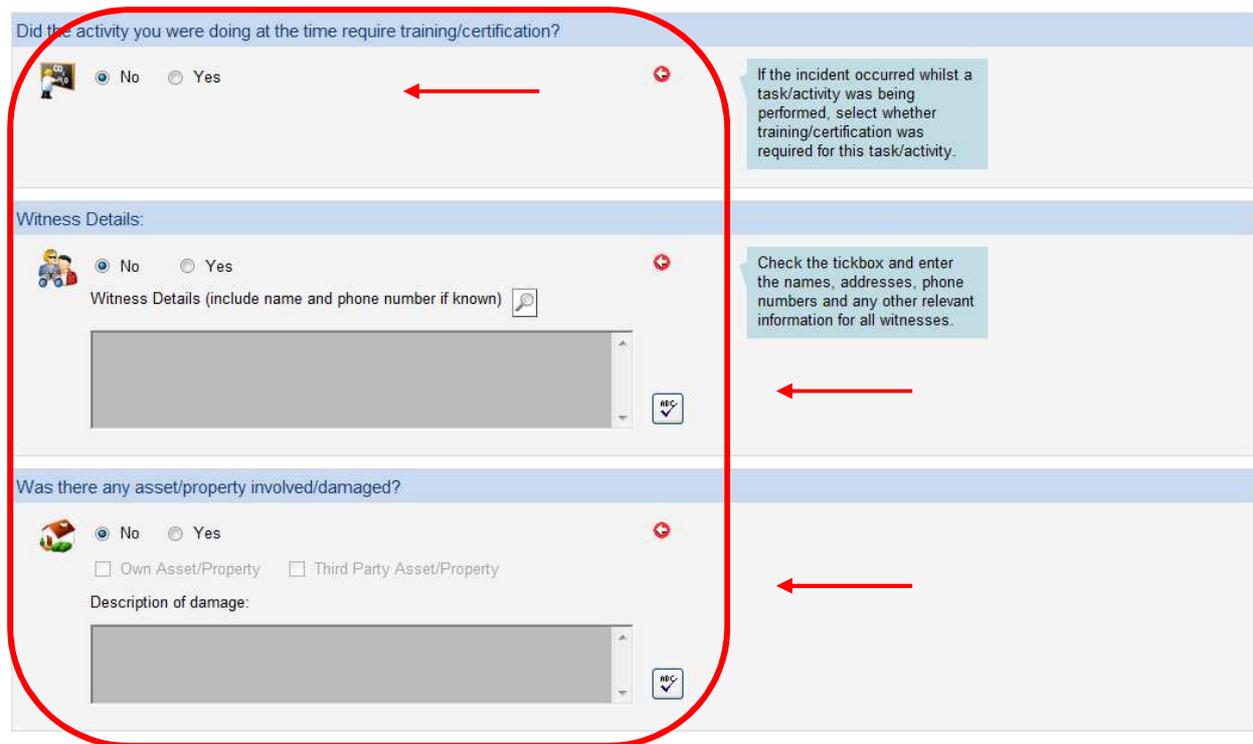
Step 8 Did an injury/illness occur?

- Select 'No'



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.



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



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.

Incident Classification:

Identify what occurred:
 -- Please select the most severe incident type --

What was the most significant cause:
 -- Please select the most severe possible cause --

The action or activity that contributed most to the Incident

The object, substance or circumstance that directly caused 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?

Staff: Date: 24/10/2012 Time: 13 : 58

Contractor/Visitor/Other: Date: 24/10/2012 Time: 13 : 58

If you have notified anyone of this incident, enter their details here.

Step 14 Attachment

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

Attachment

Click to add an attachment

Attachment Type	Document Description	Date Uploaded	Uploaded By
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Step 15 Select Next at the top of the page and Page 4 will display.

riskcloud™ Risk Management on the Cloud

Information

Cancel Previous **Next** Submit Help

Home My Tasks My Calendar Change Password Feedback Logout

Incident Report 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?

Describe immediate action

←

Step 17 Rate the consequence for this incident

Rate the consequence for this incident

	Consequence				
WHS - Compliance & Liability	TBA	TBA	Audit report finding or PIN	Prosecution of company / regulatory penalty.	Prosecution of PCBU or officer. Enforceable undertakings or directions.
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	Low	Medium	High	Extreme

Rate this incident by clicking the appropriate consequence. Note: Your Supervisor will confirm this rating.

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](#)

Incident Report

You are about to submit an Incident

To complete this process, please follow the instructions below

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 19 Your Reference Information

Your Reference Information

Your information has been recorded successfully.



Your Reference Number is **106**



[Home page](#)



[Print incident report](#)



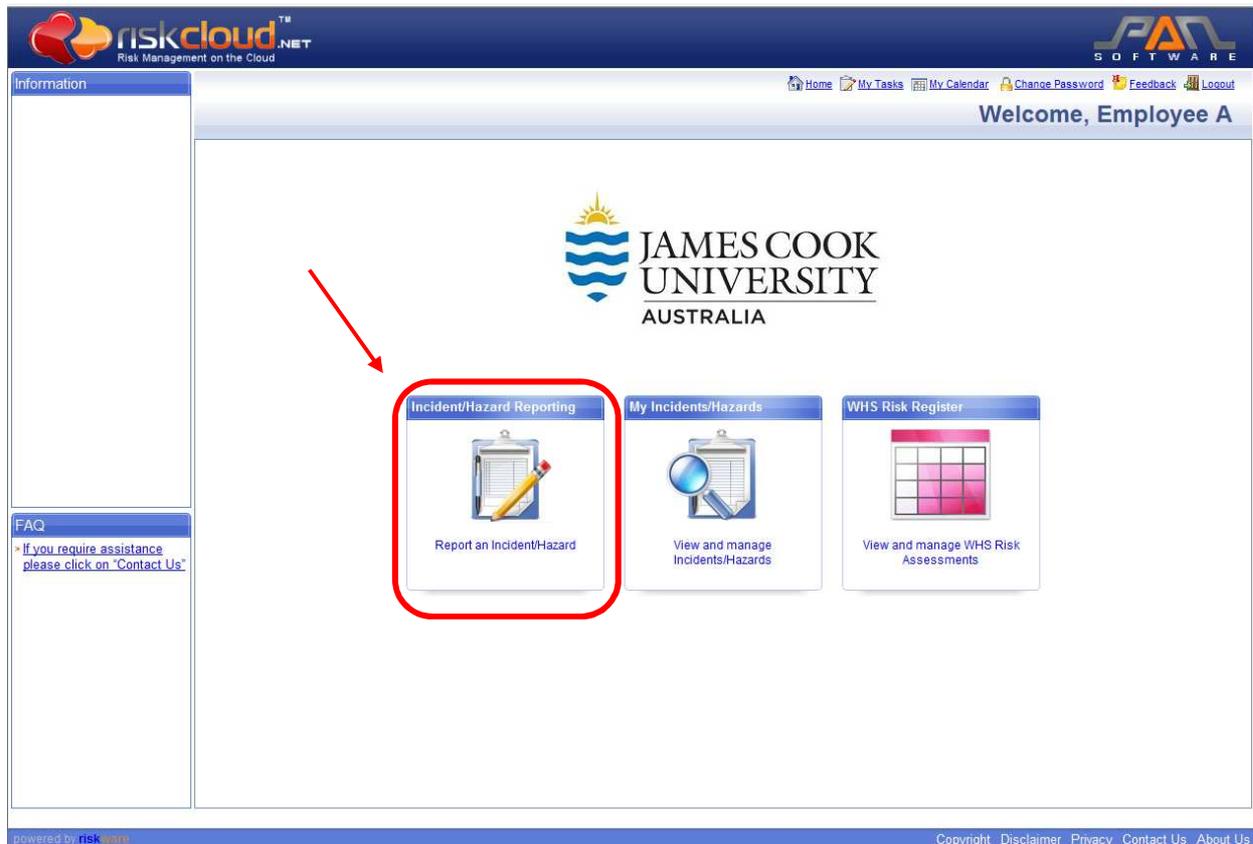
[Click here to enter another incident](#)

Step 20 Log off Risk Ware



Reporting a non-injury incident for someone else

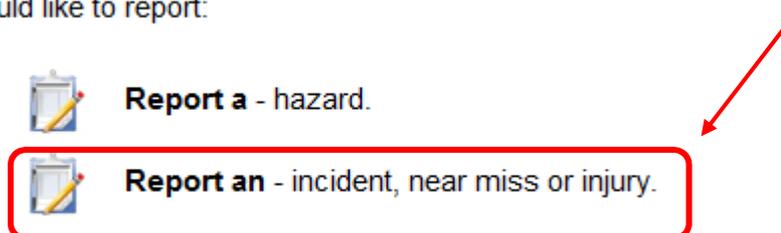
Step 1 Select Report an Incident/Hazard.



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  are mandatory fields and must be completed.

I would like to report:



Step 3 Who sustained this incident?

- Select 'Another Person'

Who sustained this incident?

Me Another Person

Select who this incident happened to.

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?

Date: 24/10/2012 Time: 12 : 58

Time Category: -- Select a Time Category --

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

Did this incident occur: On Campus Off Campus

Select Location: C

Location Category: -- Select a Location Category --

Location Details:

What was the work or activity being undertaken at the time of the incident?

Work Activity Category: -- Select a Work Activity Category --

Describe the incident with as much detail as possible:

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.

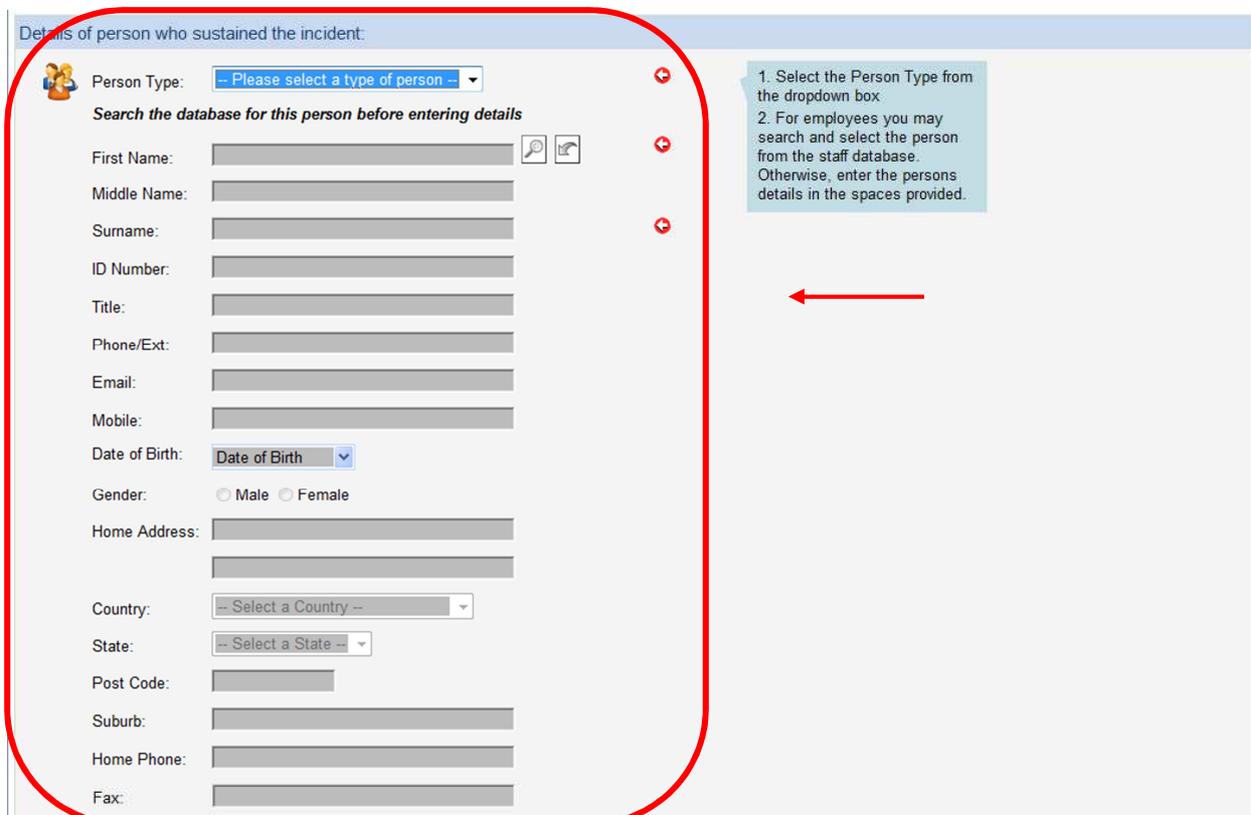
Describe the incident with as much detail as possible. What exactly were you doing? What exactly happened? What process, product, chemical or equipment was involved? What was the outcome?

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 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.



The screenshot shows the 'Details of person who sustained the incident' form. A red circle highlights the form fields, and a red arrow points from a text box on the right towards the form. The form includes the following fields:

- Person Type:
- Search the database for this person before entering details (with magnifying glass icon)
- First Name:
- Middle Name:
- Surname:
- ID Number:
- Title:
- Phone/Ext:
- Email:
- Mobile:
- Date of Birth:
- Gender: Male Female
- Home Address:
- Country:
- State:
- Post Code:
- Suburb:
- Home Phone:
- Fax:

The text box on the right contains the following instructions:

1. Select the Person Type from the dropdown box
2. For employees you may search and select the person from the staff database. Otherwise, enter the persons details in the spaces provided.

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

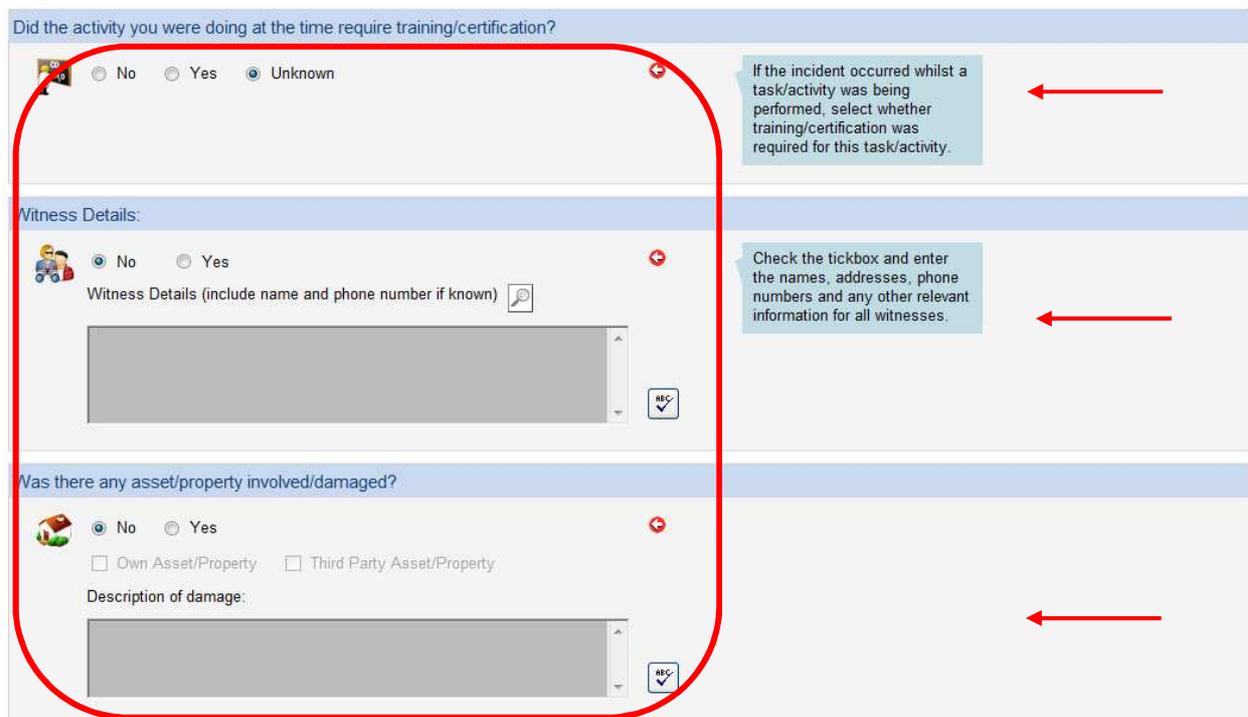


Step 9 Did an injury/illness occur?

- Select 'No'



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.



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



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:

Identify what occurred:

-- Please select the most severe incident type --

The action or activity that contributed most to 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 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

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.

Cancel
Previous

Next

Submit
Help

[Home](#)
[My Tasks](#)
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Incident Report

Page 4 of 5

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

What immediate action, if any, has been taken?

Describe immediate action

Step 18 Rate the consequence for this incident

Rate the consequence for this incident 

	Consequence				
WHS - Compliance & Liability	TBA	TBA	Audit report finding or PIN	Prosecution of company / regulatory penalty.	Prosecution of PCBU or officer. Enforceable undertakings or directions.
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
	<input checked="" type="radio"/> Insignificant	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="radio"/> Extreme

Rate this incident by clicking the appropriate consequence. Note: Your Supervisor will confirm this rating.

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







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[Logout](#)

Incident Report
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Step 20 You are about to submit an incident

- Click the submit button located on the toolbar.







[Home](#)
[My Tasks](#)
[My Calendar](#)
[Change Password](#)
[Feedback](#)
[Logout](#)

Incident Report

 **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 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

Your Reference Information

Your information has been recorded successfully.

 Your Reference Number is **107**

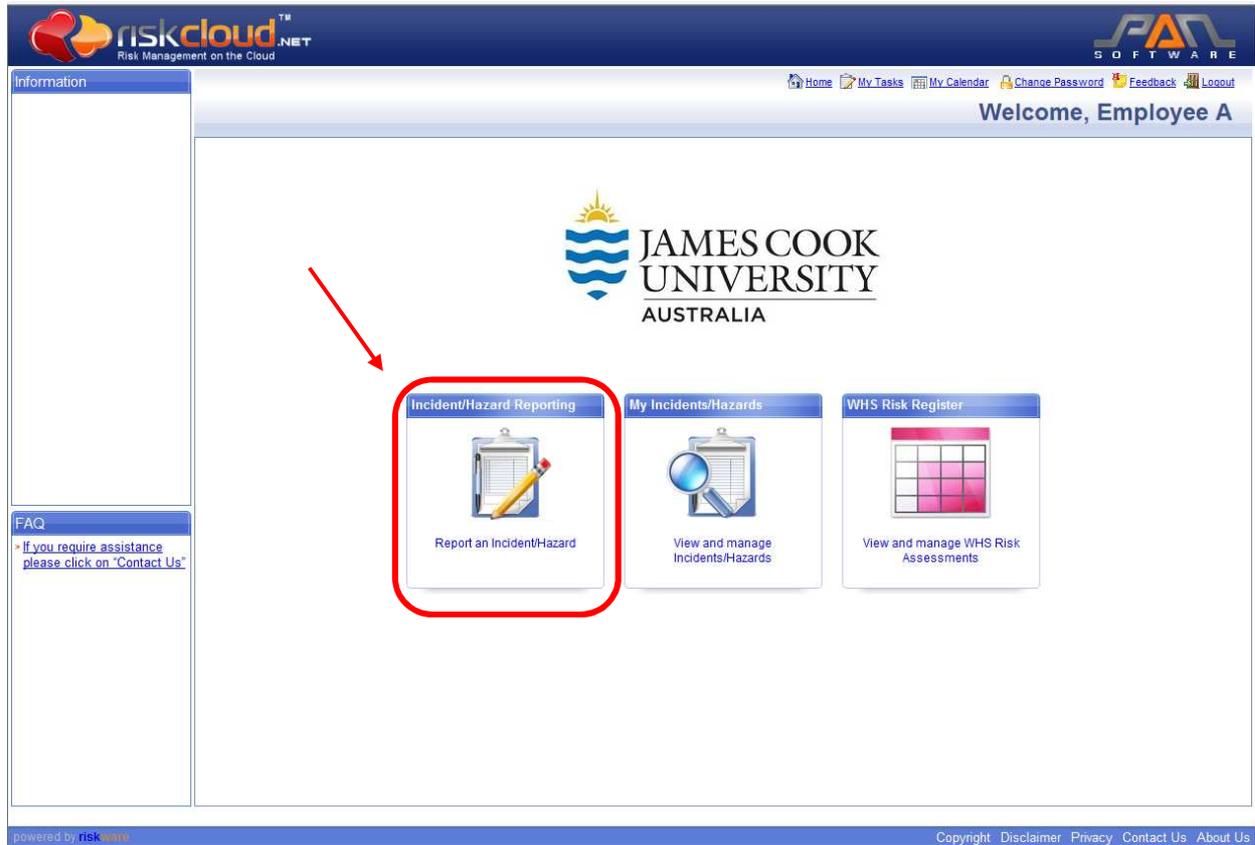
 [Home page](#)
 [Print incident report](#)
 [Click here to enter another incident](#)

Step 22 Log off RiskWare



Reporting an injury incident for yourself

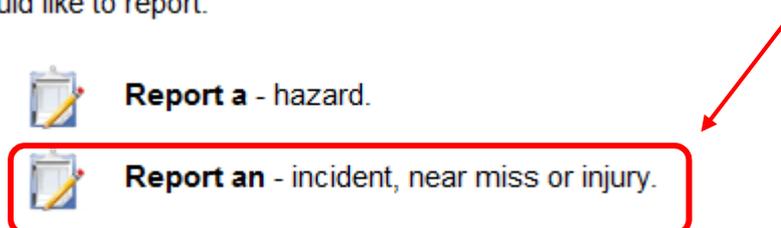
Step 1 Select Report an Incident/Hazard.



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  are mandatory fields and must be completed.

I would like to report:



Step 3 Who sustained this incident?

- Select 'Me'

Who sustained this incident?

Me Another Person

Select who this incident happened to.

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?

Date: 24/10/2012 Time: 12 : 58

Time Category: -- Select a Time Category --

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' - 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.

Incident Details

Did this incident occur: On Campus Off Campus

Select Location: [Magnifying Glass Icon] [Text Box]

Location Category: -- Select a Location Category --

Location Details: [Text Area]

What was the work or activity being undertaken at the time of the incident?

Work Activity Category: -- Select a Work Activity Category --

Describe the incident with as much detail as possible:

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.

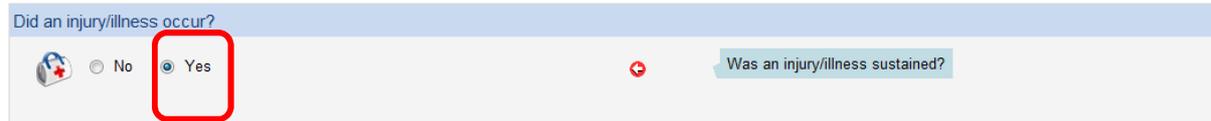
Describe the incident with as much detail as possible. What exactly were you doing? What exactly happened? What process, product, chemical or equipment was involved? What was the outcome?

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

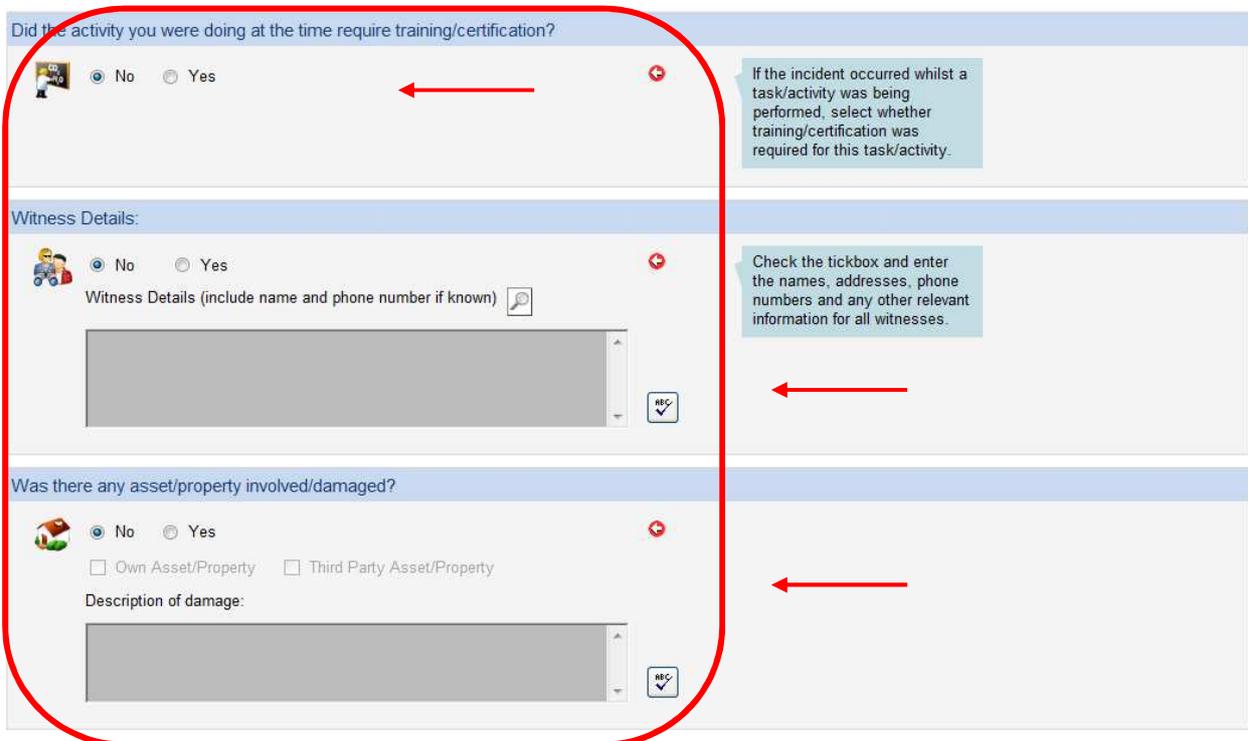


Step 7 Did an injury/illness occur?

- Select 'Yes'



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.



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



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.

Incident Classification:

Identify what occurred:

-- Please select the most severe incident type --

What was the most significant cause:

-- Please select the most severe possible cause --

The action or activity that contributed most to the Incident

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.

Injury/Illness Classification:

Identify the type of injury or illness sustained (select the most severe):

-- Please select the most severe injury --

What part of the body was/is most affected (select the most severe):

-- Please select the most severely injured bodily part --

If applicable what side of the body was affected?

Not applicable Left Right Both

The most serious injury sustained

The bodily location of the most serious injury sustained

Select the side of the body most affected

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

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?

Staff:

Date:

Time:

 :

If you have notified anyone of this incident, enter their details here.

Contractor/Visitor/Other:

Date:

Time:

 :

←

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.





Information

[Home](#)
[My Tasks](#)
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Incident Report
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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 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'.

Treatment for injury/illness:

Was Medical treatment given? No Yes

Local First Aid
 Medical (doctor, physiotherapist or other practitioner) treatment
 Hospital

Please provide details:

If medical treatment was administered as a result of this injury, select Yes and enter the type and details of the treatment provided.

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 Yes

Step 18 Do you intend on seeking Medical treatment?

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

Do you intend on seeking Medical treatment?

No 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'

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

Cancel Previous **Next** Submit Help

Home My Tasks My Calendar Change Password Feedback Logout

Incident Report
Page 5 of 5

- **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?

Describe immediate action

Step 22 Rate the consequence for this incident

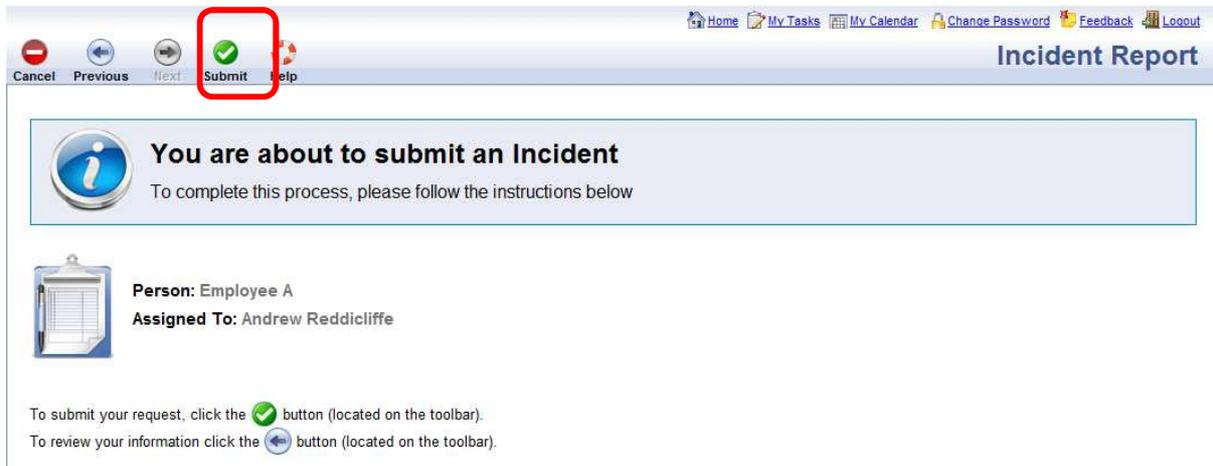
Rate the consequence for this incident

	Consequence				
WHS - Compliance & Liability	TBA	TBA	Audit report finding or PIN	Prosecution of company / regulatory penalty.	Prosecution of PCBU or officer. Enforceable undertakings or directions.
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
	<input type="radio"/> Insignificant	<input type="radio"/> Low	<input checked="" type="radio"/> Medium	<input type="radio"/> High	<input type="radio"/> Extreme

Rate this incident by clicking the appropriate consequence. Note: Your Supervisor will confirm this rating.

Step 23 You are about to submit an incident.

- Click the submit button located on the toolbar.



Step 24 Your Reference Information

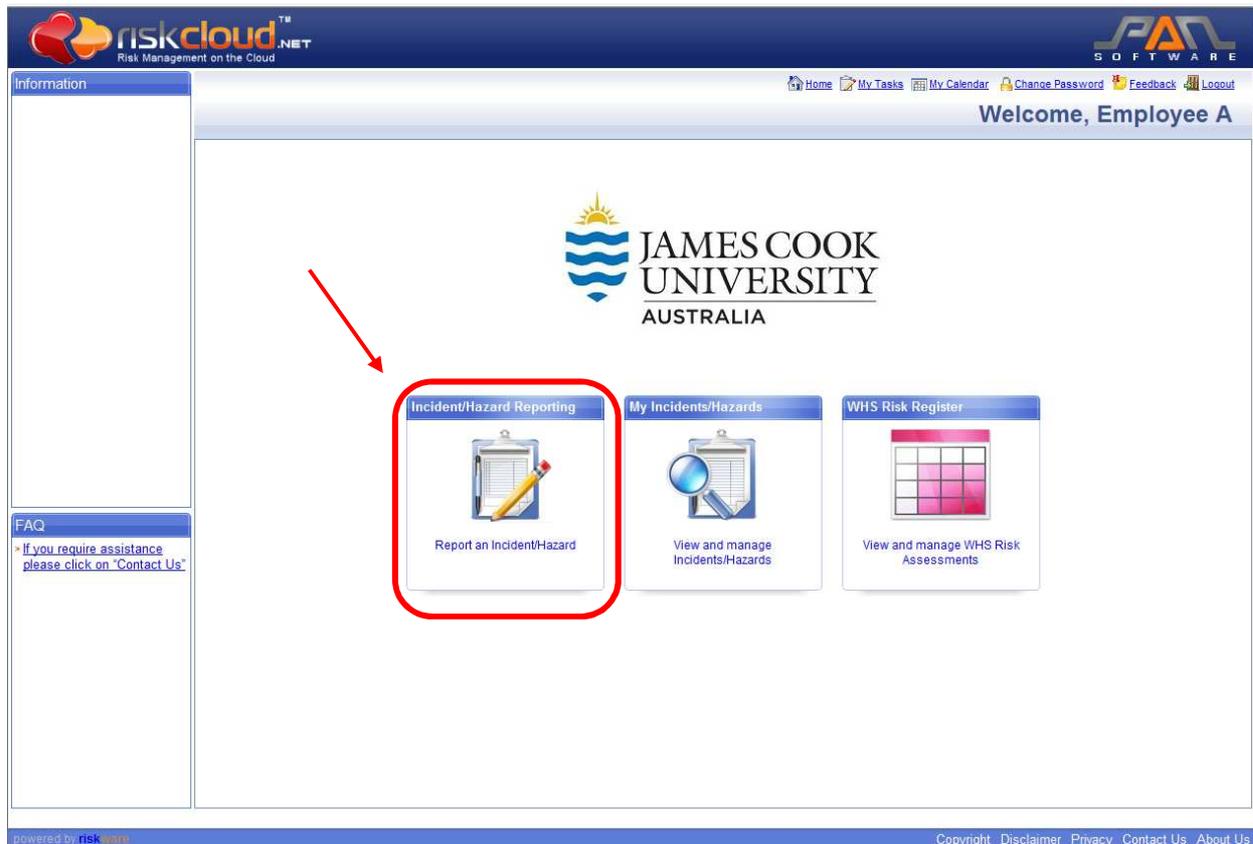


Step 25 Log off Risk Ware



Reporting an injury incident for someone else

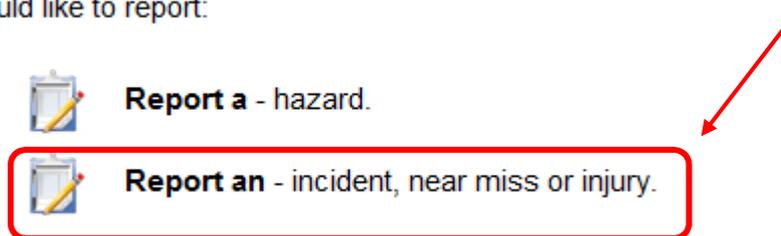
Step 1 Select Report an Incident/Hazard.



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  are mandatory fields and must be completed.

I would like to report:



Step 3 Who sustained this incident?

- Select 'Another Person'

Who sustained this incident?

Me Another Person

Select who this incident happened to.

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?

Date: 24/10/2012 Time: 12 : 58

Time Category: -- Select a Time Category --

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’.

Incident Details

Did this incident occur: On Campus Off Campus

Select Location: [Search]

Location Category: -- Select a Location Category --

Location Details: [Text Area]

What was the work or activity being undertaken at the time of the incident?

Work Activity Category: -- Select a Work Activity Category --

Describe the incident with as much detail as possible:

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.

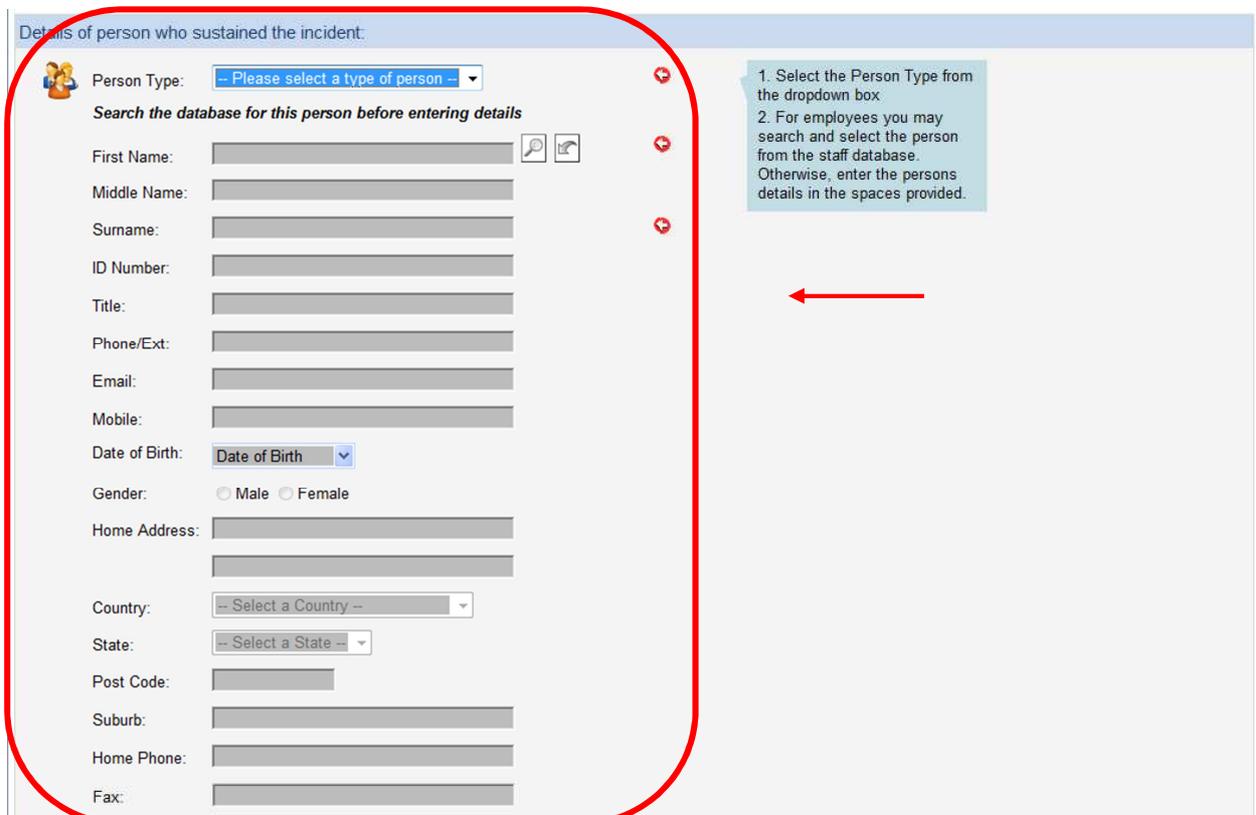
Describe the incident with as much detail as possible. What exactly were you doing? What exactly happened? What process, product, chemical or equipment was involved? What was the outcome?

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.



Details of person who sustained the incident.

Person Type:

Search the database for this person before entering details

First Name:

Middle Name:

Surname:

ID Number:

Title:

Phone/Ext:

Email:

Mobile:

Date of Birth:

Gender: Male Female

Home Address:

Country:

State:

Post Code:

Suburb:

Home Phone:

Fax:

1. Select the Person Type from the dropdown box.
2. For employees you may search and select the person from the staff database. Otherwise, enter the persons details in the spaces provided.

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

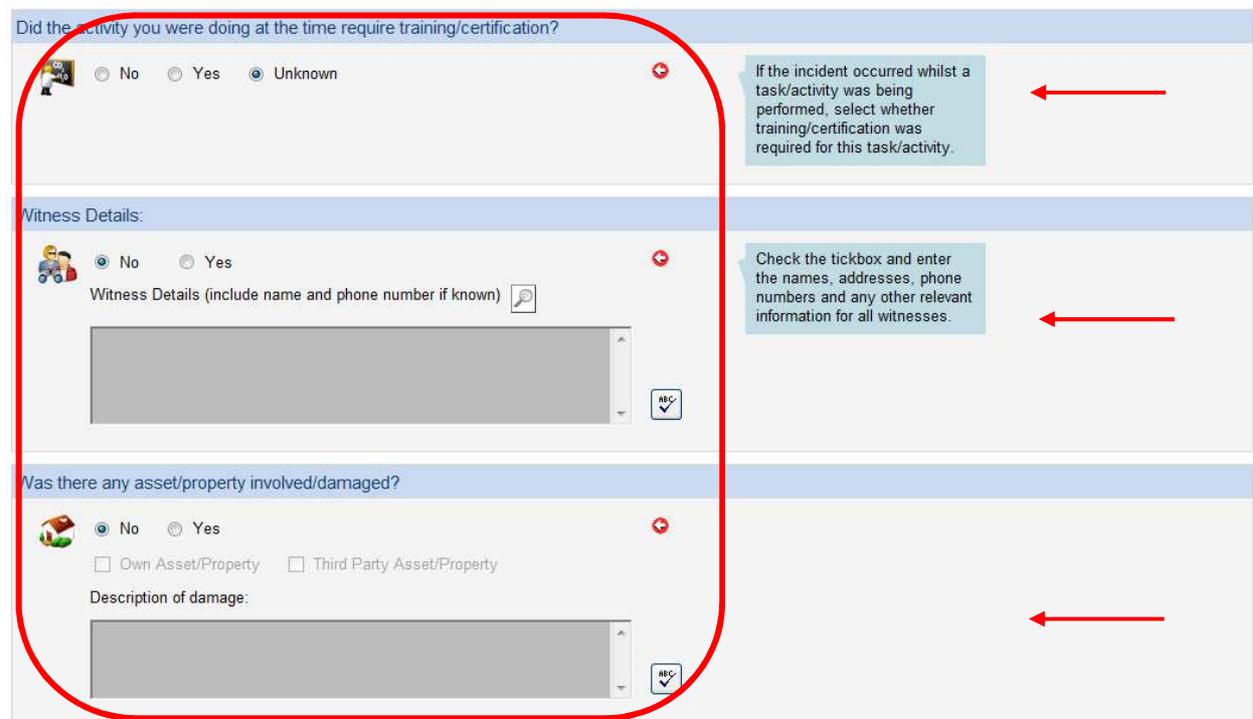


Step 9 Did an injury/illness occur?

- Select 'Yes'



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.



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



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:

Identify what occurred:

-- Please select the most severe incident type --

What was the most significant cause:

-- Please select the most severe possible cause --

The action or activity that contributed most to the Incident

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.

Injury/Illness Classification:

Identify the type of injury or illness sustained (select the most severe):

-- Please select the most severe injury --

What part of the body was/is most affected (select the most severe):

-- Please select the most severely injured bodily part --

If applicable what side of the body was affected?

Not applicable Left Right Both

The most serious injury sustained

The bodily location of the most serious injury sustained

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.

Assign to:

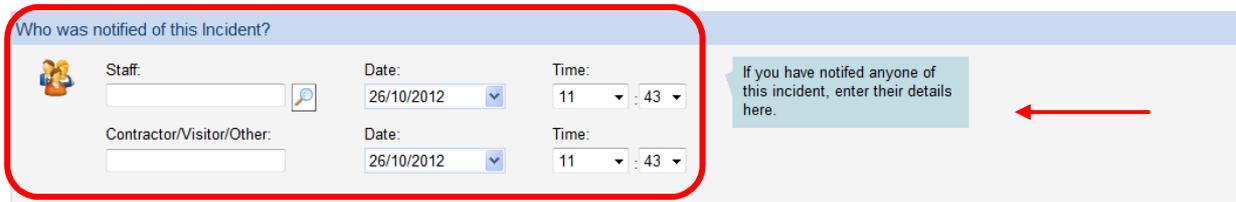
Manager/Supervisor: Supervisor A

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.



Step 17 Attachment

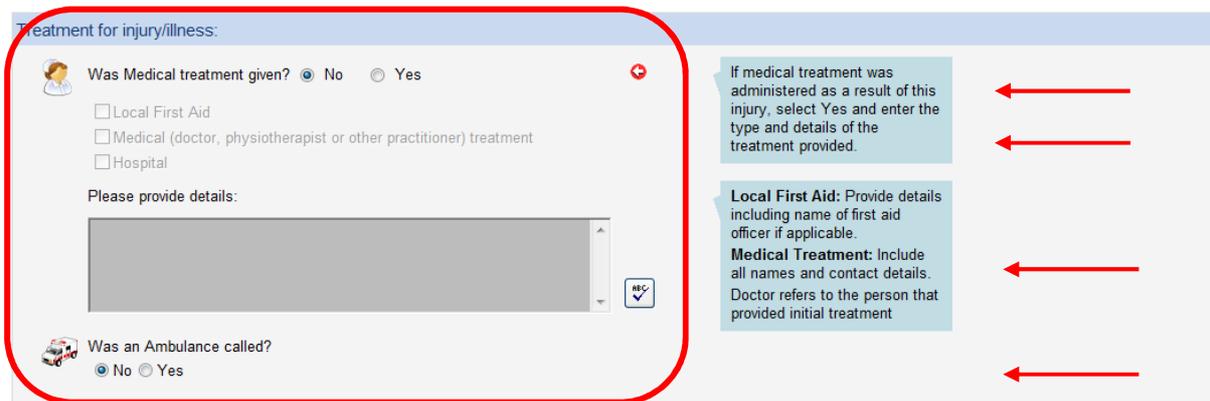


Step 18 Select Next at the top of the page and Page 5 will display.



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'.



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.

Navigation bar: Cancel, Previous, **Next**, Submit, Help

Home | My Tasks | My Calendar | Change Password | Feedback | Logout

Incident Report
Page 5 of 5

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

What immediate action, if any, has been taken?

Describe immediate action

Step 24 Rate the consequence for this incident

Rate the consequence for this incident

	Consequence				
WHS - Compliance & Liability	TBA	TBA	Audit report finding or PIN	Prosecution of company / regulatory penalty.	Prosecution of PCBU or officer. Enforceable undertakings or directions.
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
	<input type="radio"/> Insignificant	<input type="radio"/> Low	<input checked="" type="radio"/> Medium	<input type="radio"/> High	<input type="radio"/> Extreme

Rate this incident by clicking the appropriate consequence. Note: Your Supervisor will confirm this rating.

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

Navigation bar: Cancel, Previous, **Next**, Submit, Help

Home | My Tasks | My Calendar | Change Password | Feedback | Logout

Incident Report
Page 5 of 5

Step 26 You are about to submit an incident

➤ Click the submit button located on the toolbar.

The screenshot shows the top toolbar of the RiskWare interface. From left to right, the buttons are: Cancel (red circle with white slash), Previous (blue circle with left arrow), Next (blue circle with right arrow), Submit (green circle with white checkmark), and Help (red circle with white question mark). The 'Submit' button is highlighted with a red square. To the right of the toolbar is a navigation menu with links for Home, My Tasks, My Calendar, Change Password, Feedback, and Logout. The main content area has a header 'Incident Report' and a message box that says 'You are about to submit an Incident'. Below this, it lists 'Person: Belinda Barkley' and 'Assigned To: Margaret Cato-Smith'. At the bottom, there are instructions: 'To submit your request, click the [Submit] button (located on the toolbar). To review your information click the [Previous] button (located on the toolbar).'

Step 27 Your Reference Information

The screenshot shows a section titled 'Your Reference Information'. Below the title, it says 'Your information has been recorded successfully.' To the left is a clipboard icon. The text 'Your Reference Number is 107' is displayed, with the number '107' circled in red. Below this are three links: 'Home page' (with a house icon), 'Print incident report' (with a printer icon), and 'Click here to enter another incident' (with a green square icon).

Step 28 Log off RiskWare

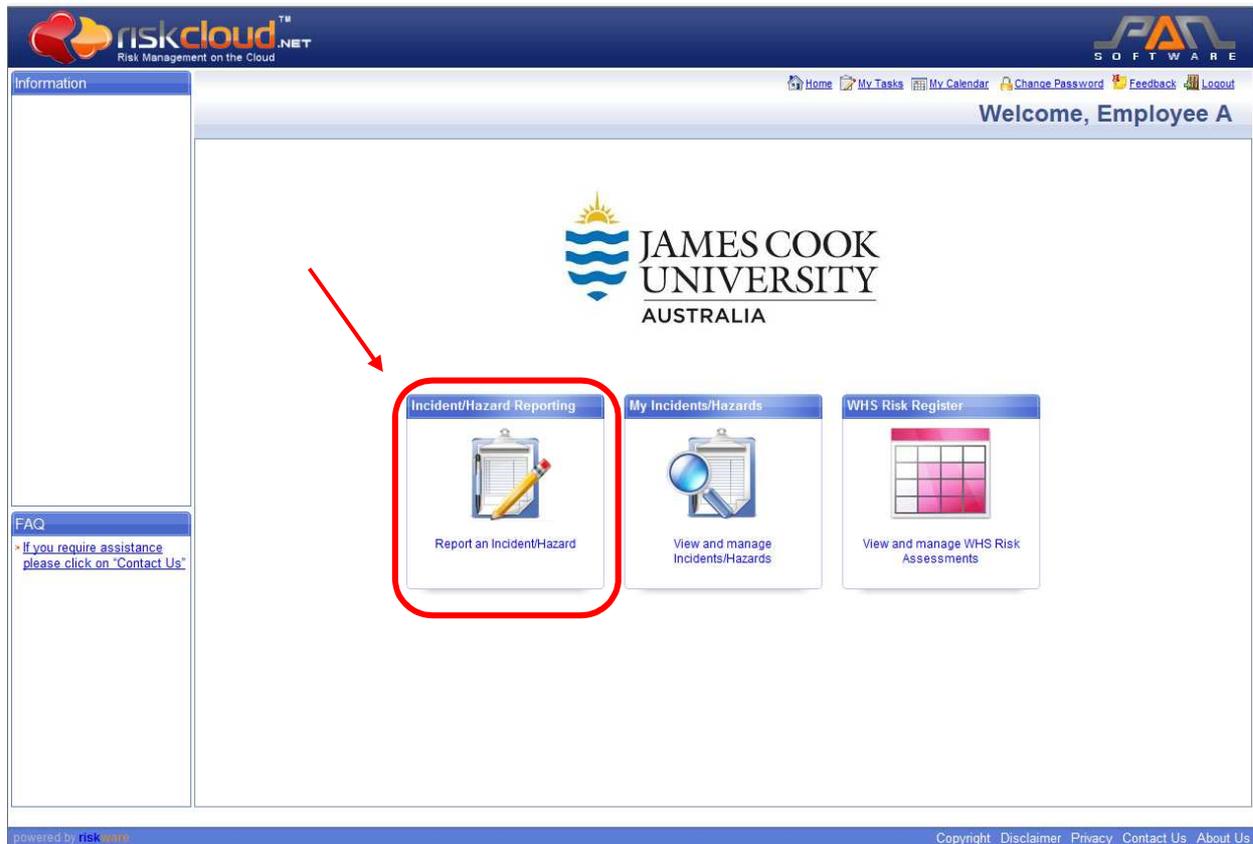
The screenshot shows the footer of the RiskWare interface. On the left is the 'riskcloud.NET' logo with the tagline 'Risk Management on the Cloud'. On the right is the 'PAR SOFTWARE' logo. Below the logos is a navigation menu with links for Home, My Tasks, My Calendar, Change Password, Feedback, and Logout. The 'Logout' link is highlighted with a red square.

Hazard Reporting

Report a Hazard

Reporting a hazard for yourself

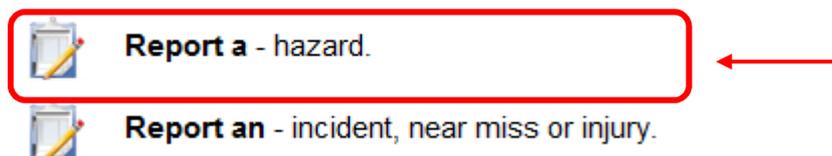
Step 1 Select Report an Incident/Hazard.



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 noticed this hazard?

 Me Another Person 

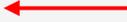
Select who noticed this hazard.

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   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 located?

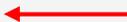
The Hazard is located: On Campus Off Campus

Select Location:  

Location Category: -- Select Location Category -- 

Location Details:

Location Details. For example, car park, factory, boardroom, etc. 

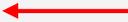


Step 6 Describe the Hazard.

- 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 Hazard Severity



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.



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.



Step 11 Assign to

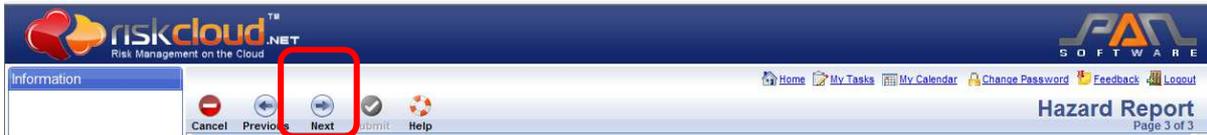
- If your manager/supervisor is incorrect, click on the magnifying glass and search for the correct person. You can search by first name, surname, title or location.



Step 12 Who was notified of this hazard?

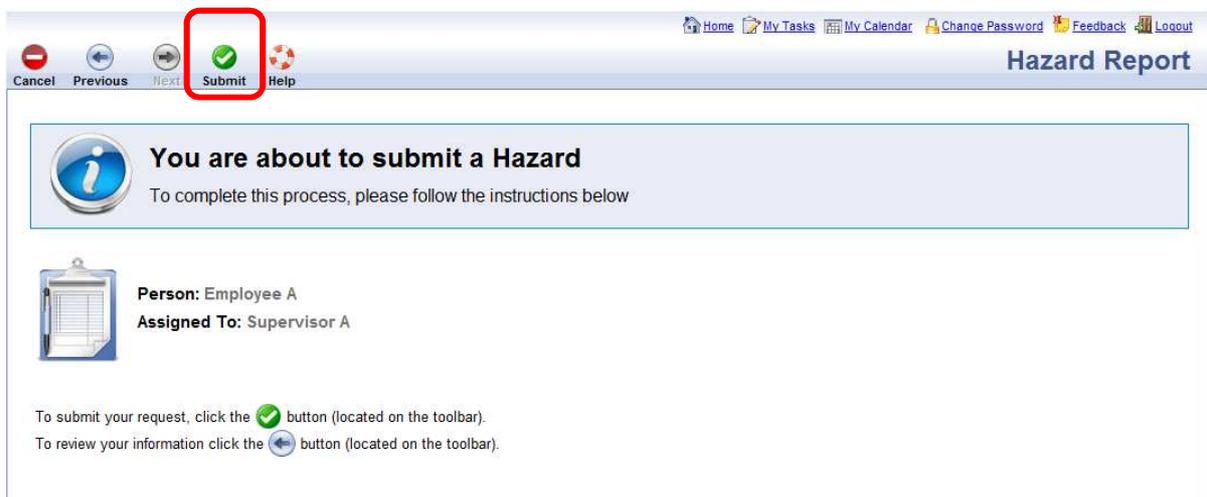


Step 18 Select Next at the top of the page and Page 4 will display.



Step 19 You are about to submit a Hazard.

- Click the submit button located on the toolbar.



Step 20 Your Reference Information

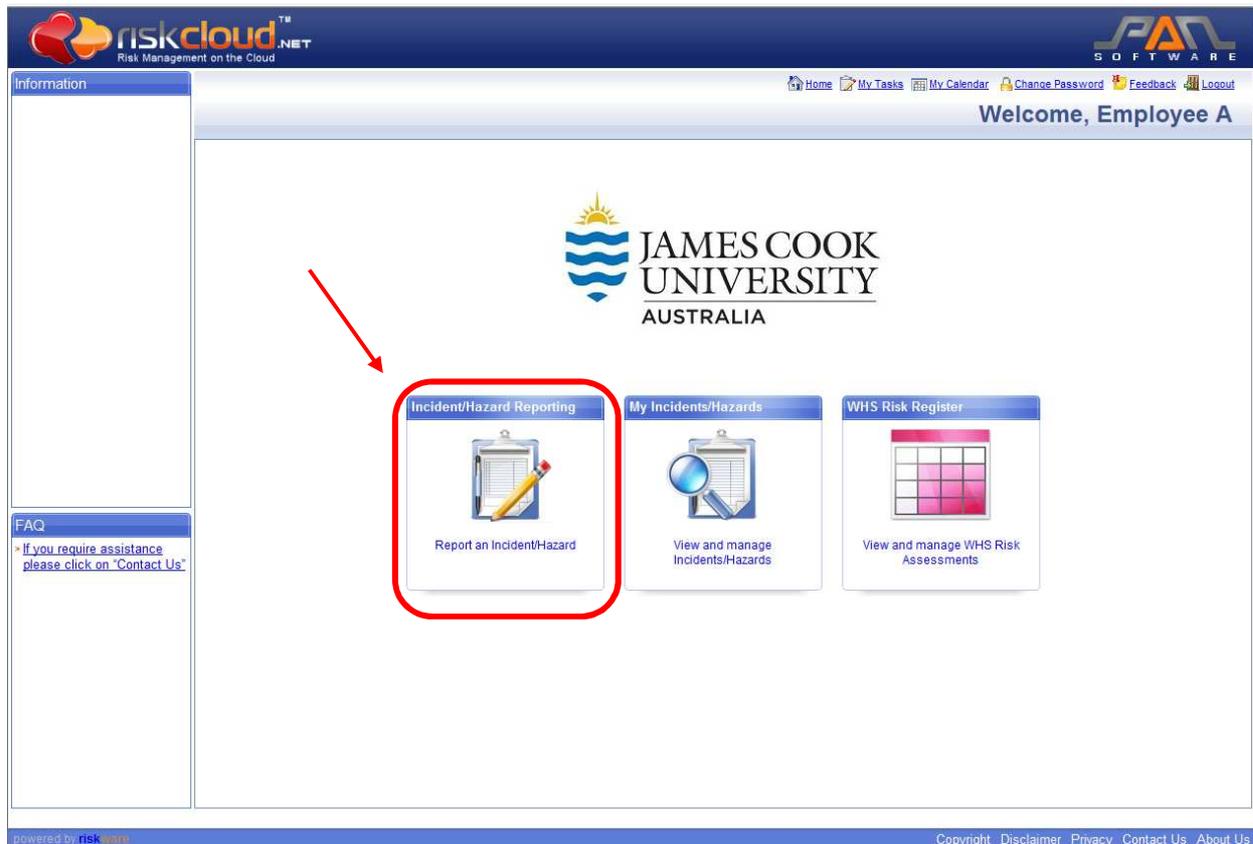


Step 21 Log off RiskWare



Reporting a hazard for someone else

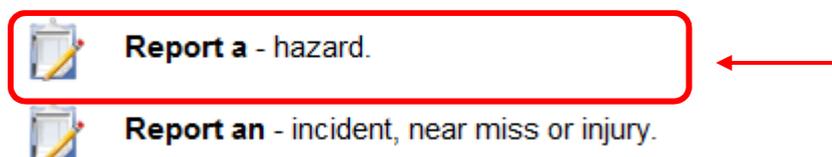
Step 1 Select Report an Incident/Hazard.



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 'Another Person'.

Who noticed this hazard?

 Me Another Person 

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  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.

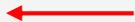
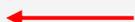
Where is the Hazard located?

The Hazard is located: On Campus Off Campus

Select Location:  

Location Category: -- Select Location Category -- 

Location Details:

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 sustained the incident:

Person Type:

Search the database for this person before entering details

First Name:

Middle Name:

Surname:

ID Number:

Title:

Phone/Ext:

Email:

Mobile:

Date of Birth:

Gender: Male Female

Home Address:

Country:

State:

Post Code:

Suburb:

Home Phone:

Fax:

1. Select the Person Type from the dropdown box.
 2. For employees you may search and select the person from the staff database. Otherwise, enter the persons details in the spaces provided.

←

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

 Risk Management on the Cloud

Information

Cancel Previous **Next** Submit Help

Home My Tasks My Calendar Change Password Feedback Logout

Hazard Report
Page 2 of 4

←

Step 10 Hazard Severity

Hazard 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.

←

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 hazard have the potential to damage the environment?

No Yes

Identify the possible environmental impact of this hazard

←

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 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 --

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

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 notified of this Hazard?

Staff: Date: 26/10/2012 Time: 13 : 14

Contractor/Visitor/Other: Date: 26/10/2012 Time: 13 : 14

If you have notified anyone else of this hazard, enter their details here.

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



Risk Management on the Cloud



Information

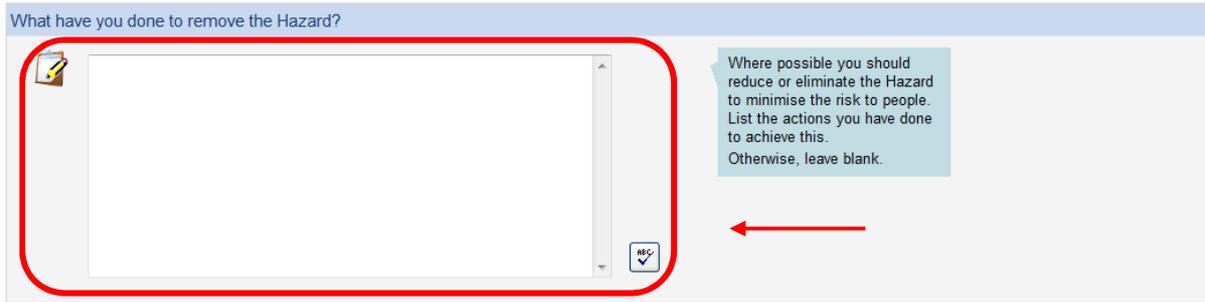
[Home](#) [My Tasks](#) [My Calendar](#) [Change Password](#) [Feedback](#) [Logout](#)

Cancel Previous Next Submit Help

Hazard Report
Page 3 of 4

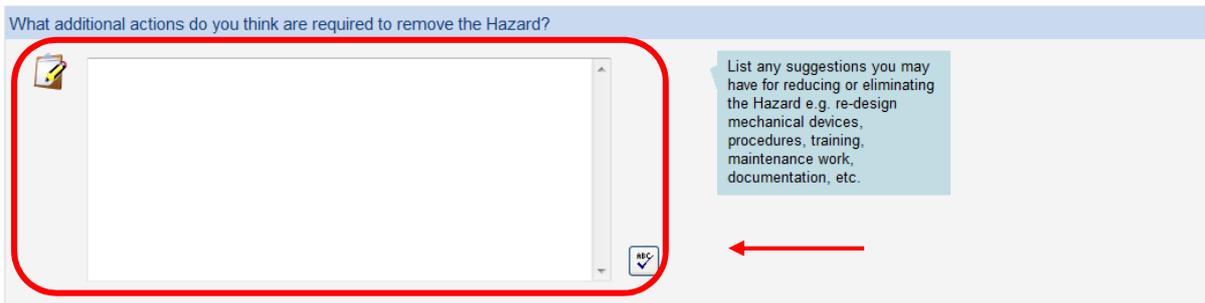
Step 16 What have you done to remove the Hazard?

- 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.



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.

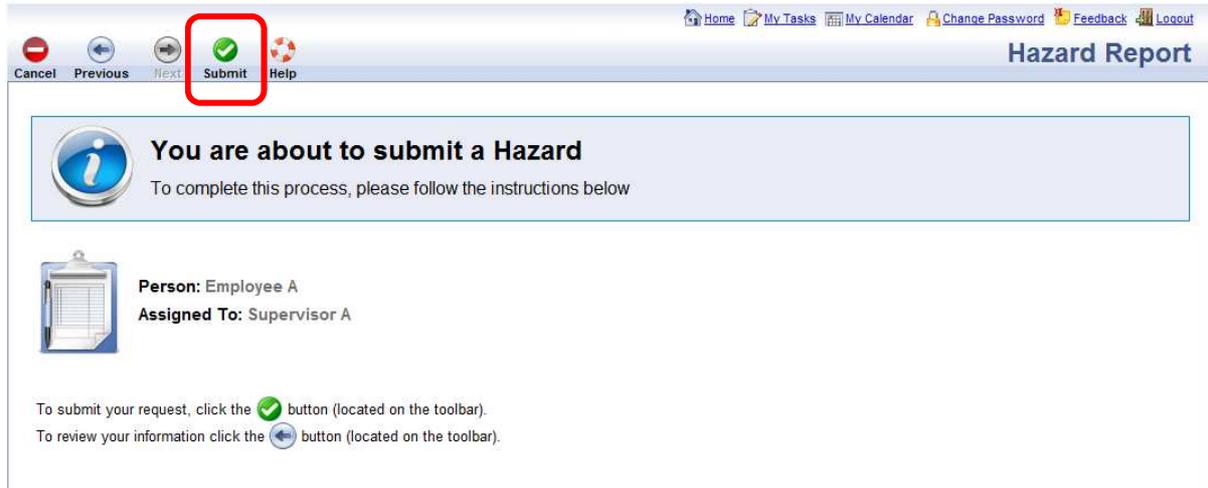


Step 19 Select Next at the top of the page and Page 5 will display.



Step 20 You are about to submit a Hazard.

- Click the submit button located on the toolbar.



Cancel Previous Next **Submit** Help

Home My Tasks My Calendar Change Password Feedback Logout

Hazard Report

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 request, click the  button (located on the toolbar).
To review your information click the  button (located on the toolbar).

Step 21 Your Reference Information



Your Reference Information

Your information has been recorded successfully.

Your Reference Number is **110**

[Home page](#)
[Print hazard report](#)
[Click here to enter another hazard](#)

Step 22 Log off RiskWare



Information

Home My Tasks My Calendar Change Password Feedback **Logout**

 SOFTWARE

My Incidents/Hazards

View and manage Incidents/Hazards.

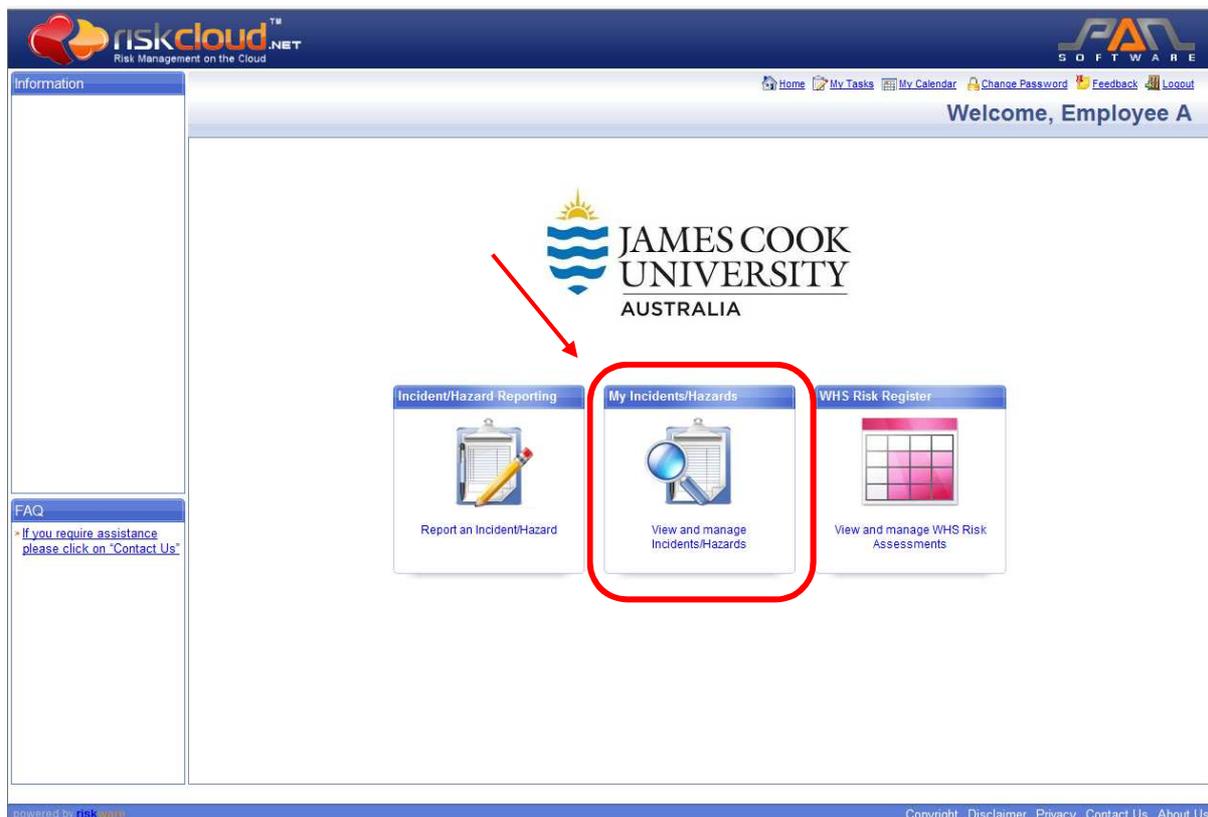
Here you can:

- 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

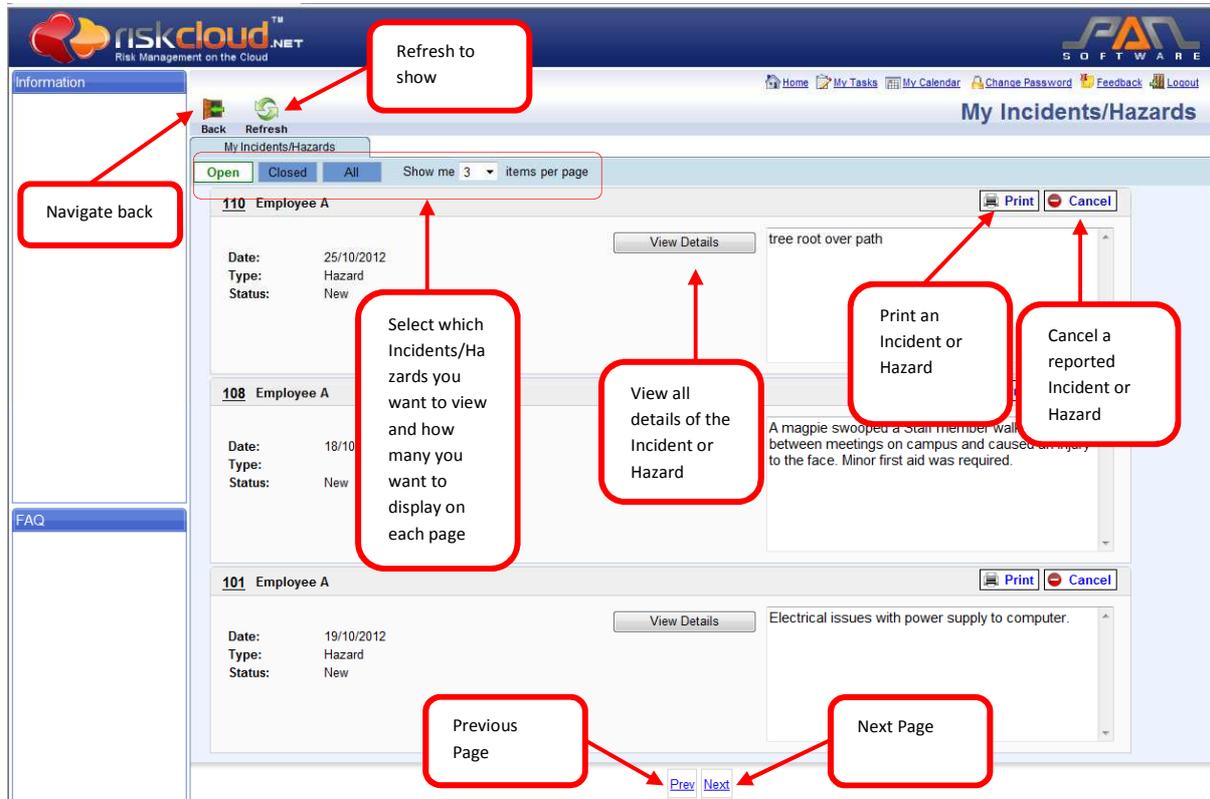
- All of your reported Incidents and Hazards will appear.



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

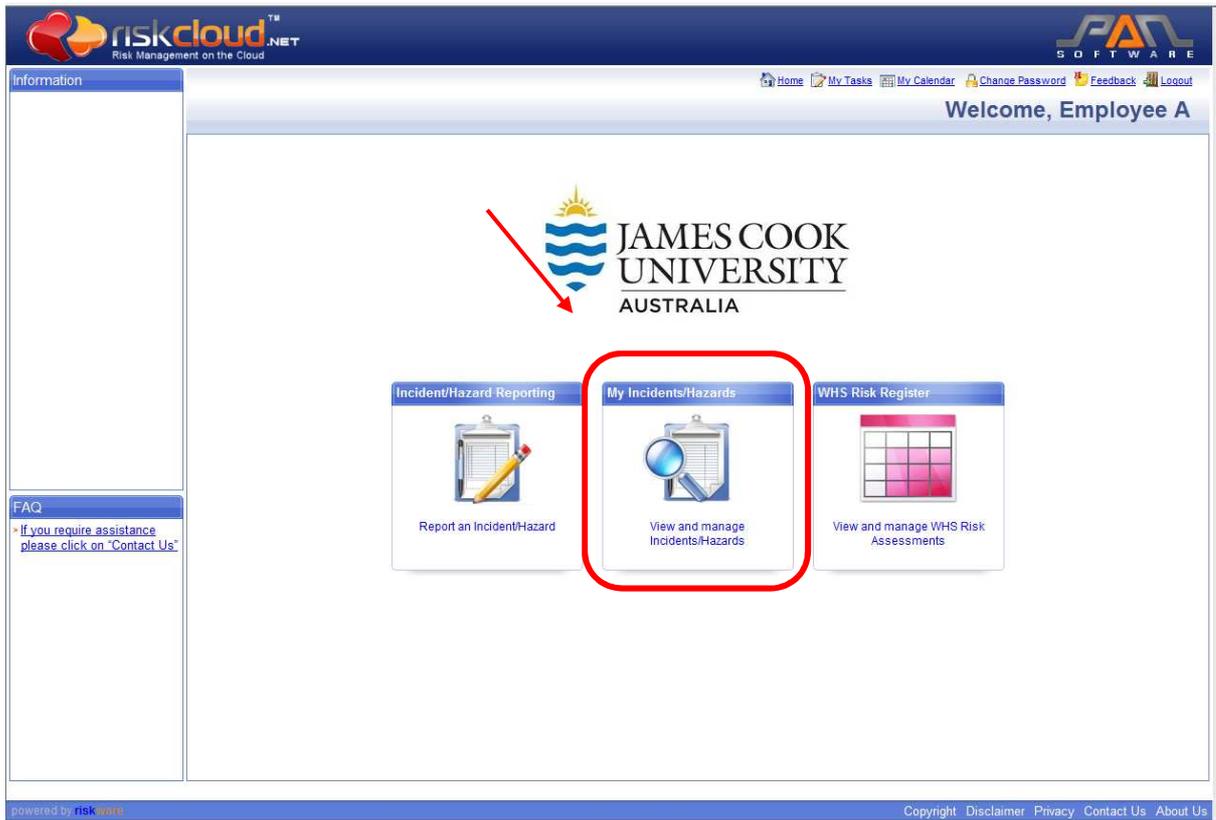


Editing your reported Incidents/Hazards

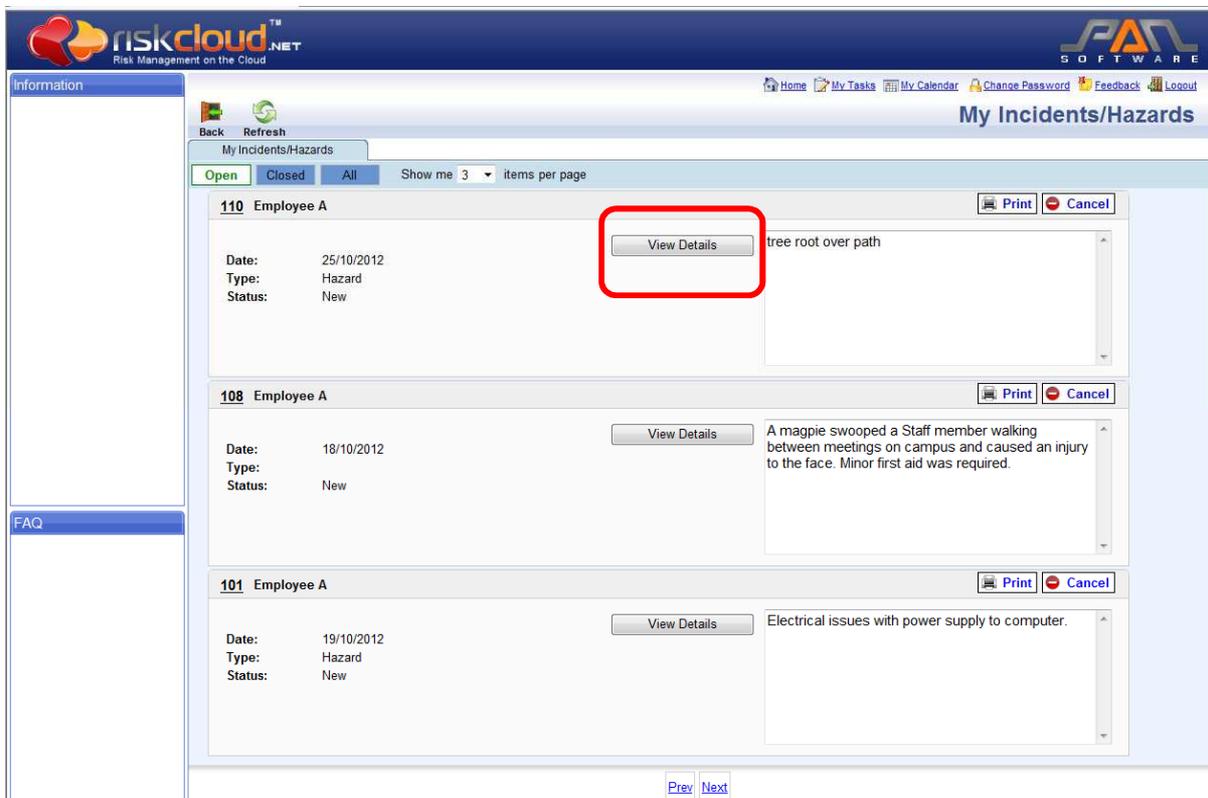
- You can make changes to the information you have reported in an Incident or Hazard.
- You can also add supporting documentation as it becomes available.

Step 1 Select My Incidents/Hazards

All of your reported Incidents and Hazards will display.



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



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.



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.



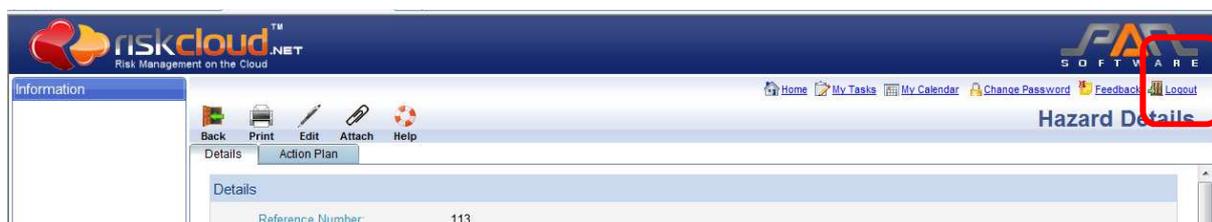
Step 5 Select 'Save' when you have completed editing your Incident/Hazard.



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



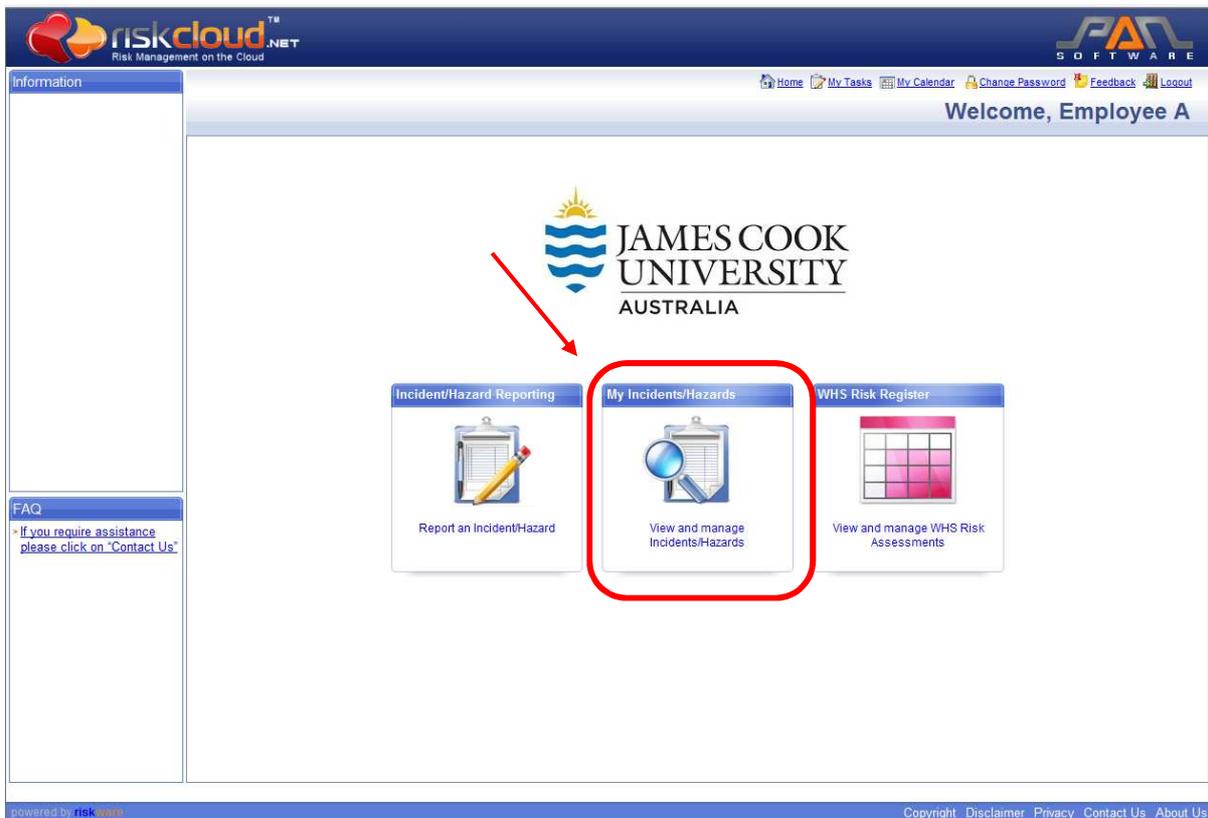
Step 7 Log off RiskWare



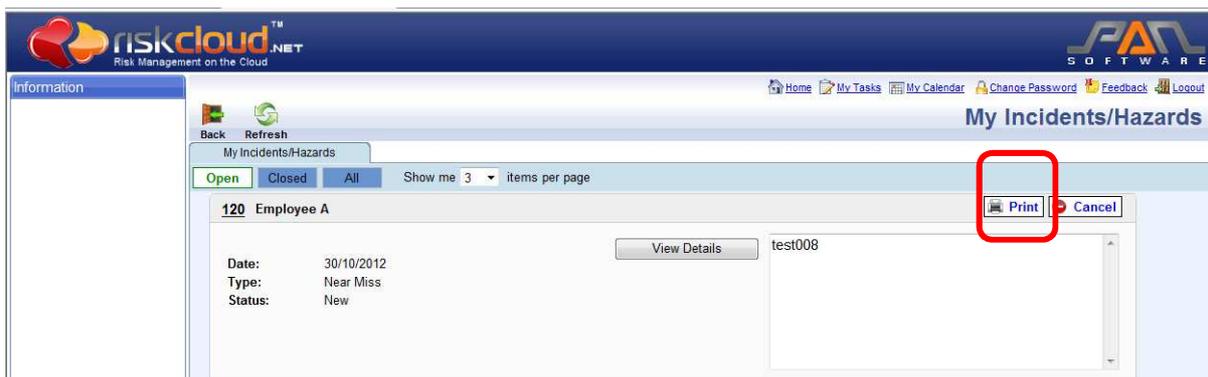
Print one of your reported Incidents/Hazards

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.



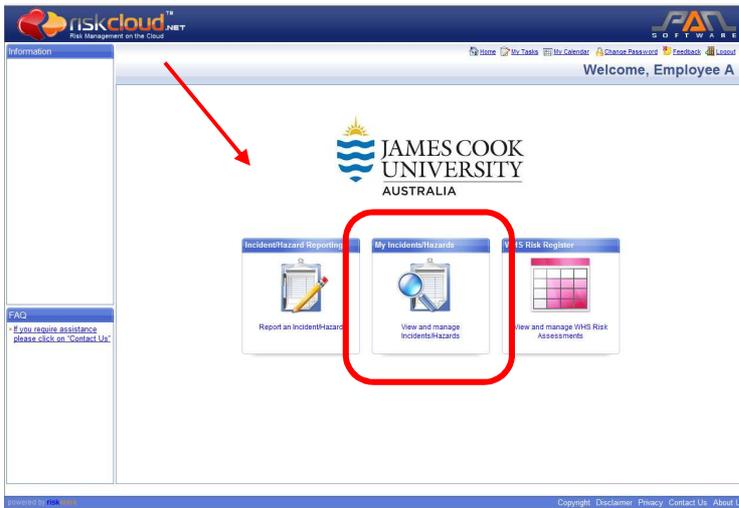
Step 3 Log off RiskWare



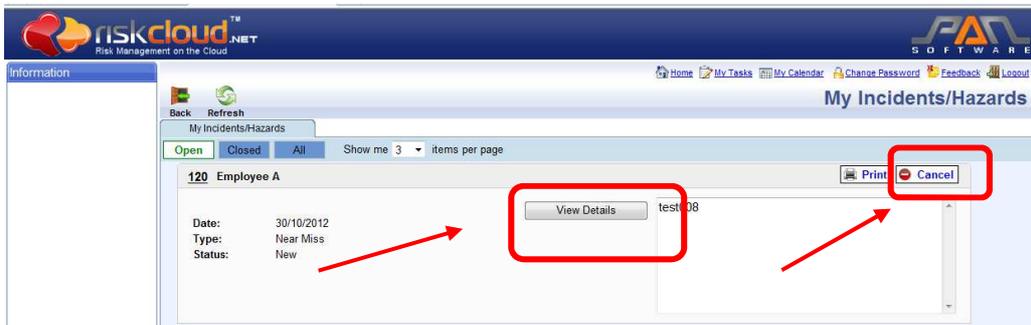
Cancel one of your reported Incidents/Hazards

Step 1 Select My Incidents/Hazards

- All of your reported Incidents and Hazards will display.

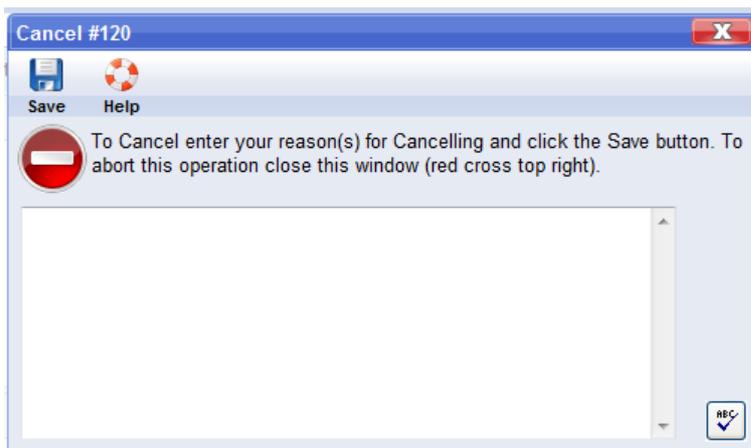


Step 2 Select from Open, Close and All



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

Step 4 Select Cancel



Step 5 Select Save

Step 7 Log off RiskWare

