Workplace Safety Incident and Hazard Reporting Tool
Tool Overview

• Online application combining claims management, safety management, early intervention and rehabilitation into one user-friendly tool.

• University-wide roll out over the coming months.

• Go live date – 1 July 2017.
Tool Process Improvements

The workplace safety incident and hazard reporting tool will assist the University to better manage risk, reduce incidents and provide better assistance to injured workers by:

1. Creating return to work plans
2. Facilitating automated communication through notifications and workflow
3. Proactively identifying hazards
4. Easily identifying trends through dashboard and reports
5. Providing a more user friendly form with mobile friendly screen
Staff Benefits

Complete incident notification from desktop, laptop or mobile phone

Capture key information (including GPS locations and photographs) in an offline capacity and sync with database when reconnected to the internet

Visually identify any areas of concern on a dashboard heat map without having to produce and analyse reports
Mobility

- Data captured offline and synced with database once reconnected to the internet.
- Key elements which can be captured offline:
  - inspections
  - audits
  - incidents
  - hazards
Integrated Google Heat Map
Raising Incident Notification Process

Worker involved in an event → Incident notification submitted → Work Health Safety consultant receives notification → Rehabilitation Case Manager (RCM) notified → RCM screen the injured worker → WHS Officer/local area/WEG investigates and provides corrective actions/recommendations → Corrective actions developed and completed using *hierarchy of controls → Staff return to work

**KEY**

*Hierarchy of controls*

1. Eliminate
2. Substitute
3. Engineer
4. Administration
5. Personal Protect Equipment (PPE)

**Examples:**

- Early Intervention Assistance (EIA)
- Establish if return to work plan is required
- Employee Assistance Program (EAP)
- Mental health support
- Workers compensation claim

DRAFT
Workplace Safety Incident and Hazard Reporting Screenshot
Workplace Safety Incident and Hazard Reporting Screenshot
Incomplete Fields Screenshot

Note:
System will not allow you to process to the next screen until all mandatory fields are completed.
Dashboard Reporting Screenshot

- Employee Injury Analysis

- Proportion of Shift

- Shift Started

- Employee Injury Type
Timeline with Key Milestones

- **Planning stage**
  - Feb 17

- **Education on the workplace safety incident and hazard reporting tool**
  - Mar/April 17

- **Pulse training on how to use the workplace safety incident and hazard reporting tool**
  - May 17

- **Face-to-face training sessions on how to use the workplace safety incident and hazard reporting tool**
  - May/June 17

- **Implementation stage of the workplace safety incident and hazard reporting tool**
  - June 17

- **Go live 1 July 2017**
  - Jul 17
Thank you

More information

- **Frequently asked questions** (FAQ’s) will be captured and published directly onto the [workplace safety incident and hazard reporting tool webpage](#).
- Email [selfinsurance@anu.edu.au](mailto:selfinsurance@anu.edu.au)