



Australian
National
University

Figtree User Guide 2 – Supervisors Initial Review





Supervisors Initial Review

The following user guide will provide Supervisors with instructions on how to complete the steps required during the Supervisors initial review.

Step 1

Supervisors will receive an email with the following details outlined below:

LETTER – Incident Notification

EMAILTO: [your email]@anu.edu.au

This email is to notify you of an Incident you have been nominated to review.

Incident Number: INC000xxxx

Incident Date: date/month /year

Incident Description: [details]

Please log in to the system to review this incident

[link to incident for review in Figtree]

Step 2

Click on link provided and insert your username and password to login to Figtree.

Step 3

Once you can view the Incident screen click on the red '**Update**' button at the bottom right hand corner of the screen (refer to screenshot below).



Initial Review Screen

Incident INC00000

Incident number

Organisation

Reported by Supervisor Reported by type

Incident date Incident time Confidential

Incident location details [View on Map](#) Incident location

Describe how the incident occurred

Immediate action

Injuries sustained Near miss

Property damage Vehicle/equipment involved

Property damaged details

Initial Review

Police involved Fire service involved Ambulance involved

Any witness(es) HSR notified

Environmental impact

[Notifiable Incident](#)

Incident classification

HSE advisor / coordinator Incident owner Investigator name

Comments

Date reviewed Incident review due Recorded date

Notes

| Note Code | Trans'n Date | Trans'n Time | Username | Description | Image-ID |
|-----------|--------------|--------------|----------|-------------|----------|
| | | | | | |

Click on 'Update' to proceed with the review.



Step 4

Supervisor will then be required to complete all fields in the Initial Review section (screenshot below). Further explanations are provided on page 5.

Initial Review

| | | | | | |
|----------------------------|---|-----------------------|---|--------------------|--------------------------|
| Police involved | <input type="checkbox"/> | Fire service involved | <input type="checkbox"/> | Ambulance involved | <input type="checkbox"/> |
| Any witness(es) | <input type="checkbox"/> | HSR notified | <input type="checkbox"/> | | |
| Environmental impact | <input type="text"/> | | | | |
| Notifiable Incident | <input type="text"/> | | | | |
| Incident classification | <input type="text"/> | | | | |
| HSE advisor / coordinator | <input type="text" value="Nathan Canizares"/> | Incident owner | <input type="text"/> | Investigator name | <input type="text"/> |
| Comments | <input type="text"/> | | | | |
| Date reviewed | <input type="text"/> | Incident review due | <input type="text" value="06/07/2017"/> | | |

Once all details are completed click on **'Save'**. An email will then be generated to the Incident Investigator to inform them that they have an incident requiring their attention.

Save **Cancel**



Supervisor must complete the following fields:

| | |
|--|---|
| a. Police involved? (Select if yes) | b. Fire service involved (Select if yes) |
| c. Ambulance involved (Select if yes) | d. Any witness(es) (Select if yes) |
| e. Environmental impact <i>Select 'Yes' if there is likely to be an adverse impact on the environment as a result of this incident. Adverse impacts include contamination, harm to flora and fauna, damage to heritage items and adverse community impacts.</i> | f. Notifiable Incident (click on hyperlink to see definition) <i>Selecting 'Yes' will alert the Work Environment Group (WEG) that this incident needs to be notified to a 'Regulator'. WEG will progress the notification.</i> |
| g. Incident classification (see table below) | |

| Incident classification | Incident characteristics | Incident investigation required | Incident review due |
|-------------------------|--|---|---------------------|
| Report Only (1) | Non-work related incident/injury | Provision of low level recommendations and controls to be facilitated by College/Service Division within the workplace safety incident and hazard reporting tool. | N/A |
| Low (2) | FTI Low score on WHS hazard matrix | Investigation to be facilitated by College/Service Division/ WHS Officer within the workplace safety incident and hazard reporting tool. | 28 days |
| Medium (3) | MTI Medium score on WHS hazard matrix | Investigation to be facilitated by Work Environment Group (WEG). | 21 days |
| High (4) | LTI High score on WHS hazard matrix | Investigation to be facilitated by WEG and possibly also with Regulator – Comcare. | 14 days |
| Extreme (5) | Fatality, Multiple fatality Extreme score on WHS hazard matrix | Third Party Investigation e.g. AFP, Coroner etc). | 7 days |

| | |
|---|---|
| h. HSE advisor / coordinator: <i>Defaulted WEG representative: Nathan Canizares</i> | i. Incident owner: <i>The person ensuring that corrective actions are assigned and completed.</i> |
| j. Investigator name: <i>WHS Consultant or Officer that is investigating the incident.</i> | k. Comments <i>(if applicable)</i> |
| l. Date reviewed <i>(Today)</i> | m. Incident review date: <i>This date is defaulted in the system based on incident classification.</i> |



| Terminology | Definition |
|----------------------------------|---|
| First Aid Treatment Injury (FTI) | Is any workplace injury which requires immediate first aid treatment. It does not warrant treatment at the level provided by a qualified medical practitioner and the injured person can return to work within the shift. |
| Lost time injury (LTI) | Is a workplace injury or illness significant enough to require: administration to hospital; the next full scheduled day of work missed, is the result of an event, and is outside the control of the WHS management systems of the University. An LTI is not an aggravation of pre-existing injury. |
| Medical Treatment Injury (MTI) | Is any workplace injury or illness, significant enough to require treatment by a qualified medical professional (for example a doctor). Treatment at this level begins with a stitch/suture or a prescription. A sterile strip (medical skin closer) to close a wound is not an MTI, as a First Aider could apply this as a standard item in a first aid kit. Visits to a physiotherapist following a workplace injury are an MTI if more than 4 visits are required. |
| Non Work Related (NWR) | Injury sustained not arising out of the course of the individuals' employment at ANU. |