



Figtree User Guide 3 – Definitions & Symbols

Introduction

The purpose of this user guide is to provide definitions and symbol instructions to navigate and utilise the Figtree workplace safety incident and hazard reporting tool.

Terminology	Definition
Organisation	Your position at the ANU.
Reported by	The person completing the incident report (not necessarily the 'Affected' person).
Supervisor	Person managing the 'Affected' person; receives email notification of incident
Confidential	Prevents email notification from being sent to the 'Supervisor'; incident is reviewed by Associate Director, WEG, then actioned appropriately.
Incident location	Allows for precise incident location to be selected.
Immediate action	The steps you took to immediately reduce the risk of harm to self or others.
<i>You must select one of the 4 options below:</i>	
1. Injuries sustained	Was someone injured as a result of this incident? If yes, they are the 'Affected person'.
2. Near miss	An incident occurred and no one was injured but there was potential for harm.
3. Property damage	Was property damaged?
4. Vehicle/equipment involved	Were any vehicles or equipment involved?
Report by is affected	Is the injured/involved person completing this report? If yes, they are the 'Affected person'.
Affected person	The person who was injured or involved in the incident
Training provided	Indicate if you have received training on the activities that caused the incident.
Shift started	Select 'Day' if you do not perform shift work, otherwise choose the shift that you were performing.
Duties at time of injury	Describe what duties you were performing at the time of the incident.
Usual duties	Describe your usual duties.



Initial Review	
HSR notified	Select the box if the Health and Safety Representative has been notified of the incident.
Environmental impact	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.
Environmental details	If you have selected 'Yes' to the above, please describe the environmental impact.
Notifiable Incident	Click on 'Notifiable Incident' to see the definition of a notifiable incident. Selecting 'Yes' will alert the Work Environment Group (WEG) that this incident needs to be notified to a 'Regulator'. WEG will progress the notification.
HSE advisor/coordinator	The WHS Consultant in WEG that will oversee the process.
Incident owner	The person ensuring that corrective actions are assigned and completed.
Investigator name	WHS Consultant or Officer that is investigating the incident.

The table below outlines the incident investigation requirements based on the incident category:

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



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 a 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.

NOTE:

For incident categories **Report Only, Level 1 and Level 2**, the Incident Owner will generally be the supervisor of the worker who reported the incident or hazard.

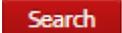
For incident categories Level 3, Level 4 and Level 5, the Incident Owner will be a member of the Work Environment Group (WEG) in conjunction with local area supervisors where required.

During the investigation process the Incident Owner may have to liaise with other persons or local areas, such as building custodians of Facilities and Services Division to ensure appropriate corrective actions are assigned to the areas that have the authority and resources to complete the corrective action.



Figtree symbols

The table below outlines some of the key symbols used in Figtree and their definitions.

Symbol	Explanation	Symbol	Explanation
	Mandatory field, you must input information here		Navigate back one screen
	Proceed to the next step		Navigate forward one screen
	Find a record		Print contents of screen
	Save a record		Exit button – log out
	View a record		Refresh screen
	Edit a record		Cancel a record
	Navigates to Hazards search screen		Presents sub menu of Home, Reporting, Dashboard and About.