



# UNISAFE TIP OF THE WEEK #1

## SOME INITIAL ISSUES WHEN GOING LIVE

### Wi-Fi issues when installing the App

We discovered that two users at Waite encountered a problem installing the App. They were able to download EHS 360 but not able to connect to the server and log in.

If you come across this issue suggest they try to connect to a different UoA Wi-Fi's to the one they are using.

### Mail Notification

All email notifications are now working. You should now expect to see emails from [unisafe@adelaide.edu.au](mailto:unisafe@adelaide.edu.au) when incidents are forwarded to you by others or entered by staff/students

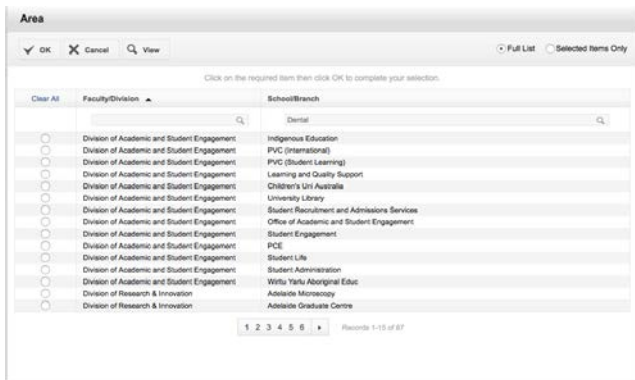
### Nulling double up incidents

Remember that it is easy to "Null" double incidents. If there is additional information or photo's simply save these and add them to your main incident.

Once you have done this simply choose "null report" on the triage page and select the appropriate reason for the null.

### Using the search function to assign the Faculty and School on the Triage tab

Remember that the easiest way to assign this is to use the School/Branch search box . By searching for the School/Branch first it will automatically call up the Faculty Division.



## Getting the message out - "Its now easy to report it yourself!"

It is important that we simplify our message to all Staff and Students who may need to report a hazard, injury or near miss – JUST REPORT IT!

No one has to

- Tell someone
- Ask whether they should report something
- Wait and get advice
- Check to see if they have done it correctly
- Worry about reporting something incorrectly

HSWO's in the Community of practice should consider the advantages of being free from all vetting process or responsibility for reporting.

The UniSafe system was designed so that all HSWO's could, if they choose,

1. Stop staff from verbally reporting incidents to them
2. Stop staff from emailing incidents to them.

Staff with any concern should simply be encouraged to REPORT IT using UniSafe.

