UNISAFE
TIP OF THE WEEK #2

Shining example

It was great to see the power and benefits of UniSafe in action in Incident # 29. Have a look, click here.

The incident was reported in UniSafe, using the smartphone app. It had a good description with an excellent photo.

It was triaged promptly by Nicola, who used the HSWO text box to write some notes. Nicola used the notification function to alert key stakeholders in her area.

Sciences are still gathering facts, this incident will require a full investigation, because it is a notifiable. It was classified as a Dangerous Incident because it was

- a fall or release from height of a thing; that
- exposed a person to an immediate or imminent serious risk

See Safe Work Australia's Incident Notification Fact Sheet

Change over from RMSS

If you get any new 'possible incidents' via notify in RMSS, don't panic.

We are doing what we can at our end to re-direct our links to the UniSafe web page and you should be alerting staff at your end of the new system and removing any direct hyperlinks on your web pages and documents to RMSS.

Transfer the record from RMSS to UniSafe

Remember, DO NOT convert any notifies into records in RMSS. No new records are to be created in RMSS as this system will be closing in a matter of week.

You will need to cut and paste the information from notify and enter it into UniSafe. This should take no more than 2 minutes. Once you have created the new record in UniSafe you should go back and archive the notify in RMSS.

Making decisions in UniSafe

We have already noticed that HSW Hubs are taking some time to record their triage decisions in UniSafe. This is even when we have discussed the matter with HSWO's and they have decided what they will do.

Early triage helps indicate to the Faculty/Branch team leaders and the HSW Team that the report is being responded to appropriately.

The Triage decision.

> Type *
> ○ Null Report (error, not safety, duplicate)
> ○ Student Placement Report
> ○ HSW Incident Report

While no KPI has been set for this, it was always intended that this decision should not take long.

Try thinking of it this way

- If it's not a safety issue it's a Null report
- If you think it's likely to be a student placement, but do not have enough information, make it a Student Placement report. You can always change it to a HSW Incident report later on if you discover it was our activity.
- The rest will be HSW Incident reports. Once again, if you discover later that it is a student placement or a duplicate you can go back and change this decision.

For Sciences, HMS, ECMS and Infrastructure, once the triage decision has been made can you please write in the HSWO notes text box who will be responsible for completing the HSW Incident report.