



UNISAFE TIP OF THE WEEK #4

As we head into our 5th week of using UniSafe, we reach our half century with 50 incidents. Well Done!



So what do we know?

For the same period in 2017 (19 Feb to 19 Mar) we had 29 incidents in RMSS. An increase of 72%.

The break up has some noticeable differences

	Sciences	Health	ECMS	Arts	Profs	Infrastructure	Other
RMSS 2017	10	4	5	5	1	2	2
UniSafe 2018	17	9	1	0	1	18	3

The largest increase being Infrastructure, followed by Sciences and the biggest decrease being Arts and ECMS.

It is important to check the effectiveness of your communication to staff. Ask yourself

- Do staff in my Faculty/Division know there is a new process to report safety incidents or hazards?
- Is any follow up required to ensure staff download the app and know how to use it

Closure of RMSS 30 March, 2018

This is a reminder that open incidents in RMSS (NOTE: These are categorised as closed investigations in RMSS) need to be closed by 30 March.

This means HSWO's will need to review the information in their relevant open incident and ensure information on that status of corrective actions is up to date. For example, relevant evidence of corrective actions is uploaded such as:

- If a risk assessment (RA) or SOP has been reviewed, upload the new RA or SOP.
- If information or instruction needs to be improved, provide the details
- If supervision needs to be addressed, who is responsible for addressing it?

Once you have reviewed the incident in RMSS and it is ready to be closed HSWO's need to write the following in the 'Notes' free-text box at the bottom of the first page

[put date here] Reviewed by [put your name] - No further actions, ready to close

Bookmark it.

[Your HSWO Manual](#)

This resource will continue to be added to over time and should be a key reference point for HSWO's

Agency, Nature and Mechanism

These are terms you will need to become familiar with as our [guide](#) helps explains how to categorise each.