



# UNISAFE TIP OF THE WEEK #5

## Notifications in UniSafe

It is the role of HSW Hubs and HSWO's to **Triage** incidents as they come into UniSafe. UniSafe has no automatic escalations when an incident is entered (this is intentional to avoid low level hazard reporting spam), so it is also the role of HSW Hubs and HSWO's to make decisions about whom might need to be notified – whether that is the HSW Team or someone within the Faculty/Division. When thinking about whether the incident warrants a notification perhaps consider:

- Is there is a significant injury where a worker might need support or follow up? If so you may wish to notify Louise Dunn (Injury Management & Wellbeing Advisor).
- Is it is an incident where workers have been, or could have been, exposed to a serious risk of injury (i.e. a notifiable event)? If so you should notify your supervisor and your Senior HSW Advisor; or
- Does the incident relate to a particularly hazardous or high risk task where the outcome could have been far worse? If so consider notifying the Head of School.

## Choosing the timing of notifications in UniSafe?

The earliest time, using UniSafe, HSWO's can alert someone of an incident is on the **Triage tab**. Depending on how much information is reported on the **Notify tab** you may wish to hold off until you have completed some level of questioning before you notify to ensure you can flesh out the information in the email.

HSWO's should exercise their judgement on who should be given a 'heads up' and when. Remember that

- Access to Unisafe is restricted to the Community of Practice. So Academic's, Heads of School, Executive Deans or Heads of Branch are likely to be unaware of an incident until you notify them.
- While Senior HSW Advisors have access to all incidents, we are not screening and intervening to dictate how UniSafe is used. So you should not *assume* that entry of an incident into UniSafe means they know it has happened. (If it is notifiable we expect you to pick up the phone.)



## Using UniSafe to record Corrective Actions

Its important to remember that **all** Corrective Action's (CA's) that arise from Safety Reviews **must** be entered into UniSafe. See Section 5.2 of the Workplace Monitoring [Handbook Chapter](#). (Noting that these can be recorded easily as completed actions or set up as 'to be completed actions' – either is acceptable.

We are in the process of adding "Safety Review" to the source of the CA's so you can look at any trends in corrective actions you are getting from Safety Reviews.

## How to enter a Corrective Action outside of an incident report.

When you Log into UniSafe to enter a new CA simply click on the "Add new action"

