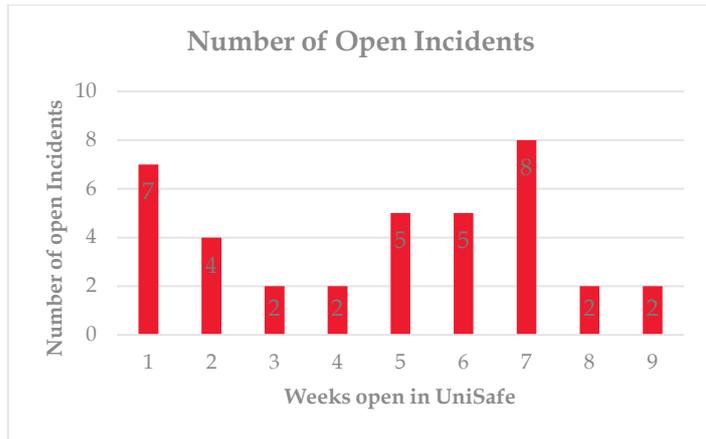




# UNISAFE TIP OF THE WEEK #6

## Open incidents in UniSafe



UniSafe has now been operating for 9 weeks. As can be seen by the bar chart, we still have some incident reports open from the first week.

Faculties/Divisions HSW Hubs are encouraged to work collaboratively as we learn the new workflows that UniSafe has together.

Senior HSW Advisors are happy to attend meetings of HSW Hubs to examine current incidents with a view to increasing our knowledge and skills as HSW professionals and users of UniSafe.

Some tips on reviewing incidents in UniSafe:

- Immediate make safe actions, that occurred at the time of the incident plus any other actions that were completed as a result of the HSWO's follow up, should be recorded at the Summary of completed immediate actions on the *HSW Incident Report* tab.  
We need to break the habit of using free text boxes like we did in RMSS.
- Where further actions, medium or long term, are required they should be entered on the *Actions* tab.
- New risk assessments should be complete, listing all participants and with authorisation signatures.
- Investigation Reports must be uploaded, not analysis methods e.g. 5 Whys
- All factors identified in the Investigation report should be identified on the *Investigations* tab.

- All factors identified should have associated corrective actions. Where already completed, the actions aimed at addressing the factor can be placed in the Summary of completed Actions section of the *HSW Incident Report* tab or if medium or long term placed in the *Actions* tab.

## Review of Controls

UniSafe has formalised this new process and it is important to understand what it entails.

This should only occur when the incident is fairly straight forward and other organisational factors are not in play.

The first critical question comes when *the Review of Controls Tab* asks

### Did the incident occur because the previously documented controls were not implemented?

The answer needs to be based on evidence that HSWO's have established as part of their incident response.

If the answer is YES, HSWO's should look closely and consider if the incident needs a full investigation

- Why weren't they followed?

If the answer is NO The HSWO's should support or advise the group of workers and the supervisor review their risk assessment and the controls chosen.

Any actions that are not immediately completed should be entered into the *Actions* Tab.

The revised and fully complete Risk Assessment, with signatures if required, should be uploaded.

Don't forget to mark that the Review of Actions is complete when finished so Senior HSW Advisors can QA them.

