



UNISAFE TIP OF THE WEEK #9

QA and Sign off

Since the first attempt to QA, Sign off and close an incident in UniSafe we have become aware that it does not let HSWOs complete the Sign off Tab. This means that Incidents that should be closed were remaining open.

While we work with SAI Global on a fix for this issue, it has been decided that once an incident passes QA the Senior HSW Advisor will complete the Sign off Tab for the HSWO and close the incident.

At this stage HSWOs are normally in discussion with the Senior HSW Advisors so if there is any need to load additional documents for future reference (which is sometimes the case) this will still be possible.

UniSafe Resources on the Web

It is recommended – if you have not done so already – that you bookmark the webpage with UniSafe tips

<https://www.adelaide.edu.au/hr/hsw/intranet/forums/cop/hsw-manual/incidents/>

On this page, once you click on the UniSafe Tips tab, you will find

- Past editions of Tip of the Week
- UniSafe FAQ's

The most likely information HSWOs might access in the FAQs are the various definitions under **Agency, Nature and Mechanism** for UniSafe.

To assist you what follows are some scenarios and the resulting recommended **Agency, Nature and Mechanism**.

Exposure to pathogen via a contaminated needle stick injury

Agency : Biological specimens and animals

Nature : Contract a disease or pathogen

Mechanism : Injuring oneself with a tool

Sterile needle stick injury

Agency : Non-powered hand tools and equipment

Nature : Wound

Mechanism : Injuring oneself with a tool

Laceration from using a microtone

Agency : fixed plant

Nature : Wound

Mechanism : Injuring oneself with a tool

Chemical exposure resulting in a burn (no broken skin due to blistering)

Agency : chemicals

Nature : Skin condition

Mechanism : Short term contact with chemicals or hazardous substance

Current UniSafe issues to be aware of

- ❑ We have been occasionally experiencing, (at the beginning of a day), problems with the Uni servers communicating with SAI Global servers. When this happens it generally results in UniSafe users being able to log in but only having the ability to report incidents i.e. the big green button. If you experience this please contact us.
- ❑ We have also found that sometimes HSWO's are not able to sign off and close incidents (the sign off tab is greyed out) – even when they do not require QA i.e. they are a HSW incident with no further actions. If this happens to you please let Annie or Paul know and they will close the incident for you.