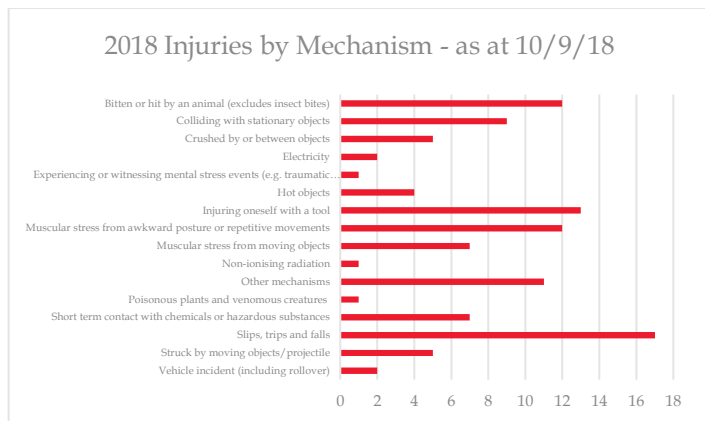




UNISAFE TIP OF THE WEEK #14

Slips/trips/falls in UniSafe

An issue that was raised at the Community of Practice meeting held on Thursday 16 August, 2018 "[Building Stronger Infrastructure – Faculty Relationships](#)" was how we can better deal with slips/trips and falls. It was agreed that if HSWOs work as a team on these issues – which represent the highest mechanism of injury – we can deal with them more effectively.



Area of responsibility

Not ALL slips/trips and falls are automatically the responsibility of Infrastructure to follow up. HSWOs should only reassign a slip/trip/fall to Infrastructure if they can clearly identify that a part of the infrastructure represents a hazard/risk of injury or was a significant contributor to an injury. The Faculty/Division HSWO is likely to need to speak to the person who reported the safety issue, both to do a welfare check but also to understand whether the infrastructure contributed to the incident.

We agreed where this happens there should be a quick conversation between the Faculty HSWO and their counterpart in Infrastructure.

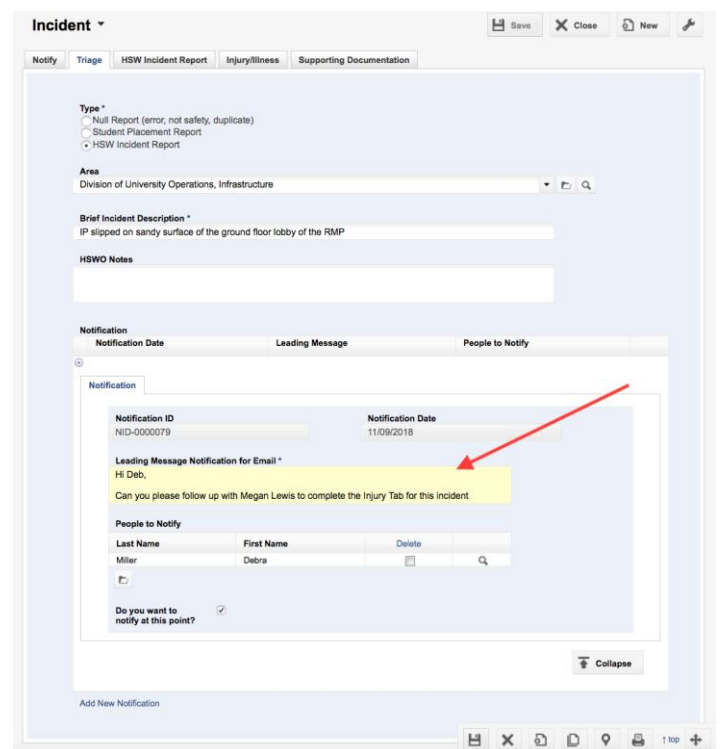
Responding/following up using UniSafe

Where an incident is assigned to Infrastructure following up with an injured member of the faculty would normally be done by a member of the Faculty. If HSWOs in Infrastructure and the Faculty work together they can each play their part in closing out an incident.

In cases where it makes sense to work together it is always advisable to have a quick conversation and then we recommend following up by sending a notification using the Triage Tab in UniSafe.

Here an example is provided where the Infrastructure HSWO has used the notification section of the Triage TAB to request that the

relevant Faculty HSWO follow up with the injured person and complete the Injury TAB.



The Faculty HSWO will then receive an email – looking like the one below – that will advise them of the follow up that needs to occur or the information that the Infrastructure HSWO needs.

From: unisafe@adelaide.edu.au
Date: Tuesday, 11 September 2018 at 10:50 am
To: deb miller <deb.miller@adelaide.edu.au>
Subject: HSW Incident Report INC- 0000105

Hi Deb,

Can you please follow up with Megan Lewis to complete the Injury Tab for this incident

Sam Pickerinh

Incident Date: 11/09/2018
Incident Time: 10:05
Brief Description: IP slipped on sandy surface of the ground floor lobby of the RMP

Area: Infrastructure

Who was injured: Megan Lewis