



# UNISAFE TIP OF THE WEEK #16

## New Key Factor

As HSWO's would know, the purpose of performing a full investigation is to identify contributing key factors for the purpose of trend analysis.

A new key factor has been added to the list - Failure to have a system for scheduled inspection of plant/equipment.

**The Key Factors Contributing to Incident \***

OK     Cancel    
  Full List     Selected Items Only

Click on the required item then click OK to complete your selection.

Clear All	Investigation: Key Factors
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Failure of process to provide information, instruction and training
<input type="checkbox"/>	Inappropriate conduct/behaviour
<input type="checkbox"/>	Failure to appropriately supervise
<input type="checkbox"/>	Failure to appropriately manage/control contractors
<input type="checkbox"/>	Poor Housekeeping
<input checked="" type="checkbox"/>	Failure to follow safe work procedure
<input type="checkbox"/>	Failure to report incidents
<input type="checkbox"/>	Plant/Equipment/Materials not fit for purpose
<input type="checkbox"/>	Failure to appropriately maintain plant/equipment
<input type="checkbox"/>	Infrastructure/Facilities not fit for the activity being undertaken
<input type="checkbox"/>	Failure to identify a hazard
<input type="checkbox"/>	Failure to appropriately assess a hazard (conduct an effective risk assessment)
<input type="checkbox"/>	Failure to effectively control a hazard
<input type="checkbox"/>	No key factors were determined
<input type="checkbox"/>	Failure to have a system for scheduled inspection of plant/equipment

The Plant/Equipment Safety Management Handbook requires Heads of School/Branch to have a system that inspects/maintains plant at the frequency recommended by the manufacturer and/or supplier.

This has been added so we can clearly differentiate between incidents that occur because there was no system to maintain/inspect (like an SPE or a schedule of programmed maintenance) and those that have a system but the equipment was not maintained in line with suppliers/designers specifications.

## Collecting evidence, for a HSW Incident, to demonstrate an investigation has occurred.

It's important HSWOs remember the role the University requires them to perform when a HSW incident occurs. They are an investigations unit.

HSWOs are required to carry out an investigation for EVERY HSW incident report. This entails the careful search or examination of evidence with an intension to discover facts. In nearly all cases this will include

- questioning parties involved and witnesses
- identifying the supervisor or contractor manager
- photographs of the scene of the incident
- photographs of specific equipment or items involved
- examination of required records
  - o Risk Assessments and SOPs
  - o Training records of individuals involved

HSWOs need to think of the Unisafe Incident report as a "Case File" it needs to contain all of the relevant information to the case.

## Information recorded in UniSafe needs to tell the story of what was discovered as a result of an investigation.

Now that the Community of Practice has been using UniSafe for over a year and a range of tools have been developed to support HSWOs carry out investigations, Senior HSW Advisors will be providing advice to HSWOs to help lift the quality of our investigation records.



This may mean that incidents, closed by HSWOs because no further actions were required, will be opened again. Fixing missing information in HSW Incident reports will be a priority.

This will involve providing advice

- At an early stage, based on the notification report, of what questions, facts and evidence the Senior Advisors expect the investigation to cover.
- Ensuring crucial information/findings is not hidden in attachments or retained by HSWOs and not entered.
- Ensuring all investigation identify contributing factors.
- On recording SMART actions that will address the contributing factors.

This advice will be sent to HSWOs and copied to their supervisors.