

Transfer an Incident or Hazard (Supervisor)

As a Supervisor or assigned responsible ECU staff member, incidents occurring to, and hazards reported by, staff or students under your control will be assigned to you to manage by investigating and creating actions plans to address hazards and incident causes.

If you believe you have been incorrectly assigned as the responsible person for an incident or hazard, there is the option to transfer it to another user.



It is the Assigned Person/Supervisor’s role to complete both the Investigation and Action Plan in Riskware. The transfer function should not be used to delegate your accountability.

To transfer an incident or hazard:

1. Navigate to the ‘Assigned Incidents/Hazards tab’ in the Incident/Hazard Register

The screenshot shows the 'Incident/Hazard Register' interface. The 'Assigned Incidents/Hazards' tab is highlighted with a red circle. Below the tabs is a table with columns: Ref., Type, Date, Status, Person Affected, Person Responsible, Business Unit, Incident Location, Risk Assessment (Inherent, Residual), and Commands. The table contains several rows of incident data.

Ref.	Type	Date	Status	Person Affected	Person Responsible	Business Unit	Incident Location	Risk Assessment	Commands
5138	No Lost Time Injury (NLT), Restricted Work Injury, First Aid Injury	12/12/2022	New			Neurosciences Research	Joondalup	Not Assessed	...
5137	Near Miss	09/12/2022	Open			Research	Joondalup	● ●	...
5134	No Lost Time Injury (NLT), Medically Treated Injury	24/11/2022	Open			School of Nursing and Midwifery	Other	● ●	...
5131	Near Miss	16/11/2022	Open			Accounting and Finance	Joondalup	● ●	...

Below the table, a description is visible: "Twisted my ankle. There are cutting down trees close to building 17 and I had to use alternative route. I ended up twisting my ankle walking down using the other route".

2. Click to highlight the Incident or Hazard that you wish to transfer then select the commands '...' button and select transfer

The screenshot shows the 'Incident/Hazard Register' interface with the 'Assigned Incidents/Hazards' tab selected. A dropdown menu is open over the 'Commands' column of the table, and the 'Transfer' option is circled in red.

Ref.	Type	Date	Status	Person Affected	Person Responsible	Business Unit	Incident Location	Risk Assessment	Commands
14954	Hazard	16/12/2022	New			Safety and Employment Relations	Joondalup	Not Assessed	...
14953	No Lost Time Injury (NLT)	16/12/2022	Open			School of Medical and Health Sciences	Joondalup	● ●	...

The dropdown menu contains the following options: View, Transfer (circled), Cancel, Edit, and BA Management.

Below the table, a description is visible: "Tripped up stairs. Walking up the internal stairs of building 34, and I caught the tip of my foot on the top of the stair, causing me to fall over."

3. Within the pop up transfer box, use the search  icon and follow the prompts to select the person you wish to transfer the incident or hazard to.

Enter the reasons for transferring the hazard or incident and select transfer

Transfer

Transfer #14954

 Help

* Select the person to transfer to:

 Paige NEWTON 

* Enter your reason(s) for Transferring

I think this incident was involving one of your team members, so I am transferring it to you for investigation. Thanks



Transfer

4. The person who is transferred the incident to manage will receive an email notification with this advice and the details of the transfer notes.

Dear **Paige NEWTON**,

Incident report ref # **14954** has been transferred to you by **Adrienne SEERY**.

Date: 16/12/2022

Person affected: Paige NEWTON

Description: There is a loose brick near one of the outside tables, roughly 10 meters from the external lift of level 1, building 34.

Location: Joondalup, Outside level 1, building 34.

Adrienne SEERY has added the following transfer notes: **I think this incident was one of your team members, so I am transferring it to you for investigation. Thanks.**

Please contact me if you have any concerns with this transfer.

Please [click here](#) as soon as possible to review the report and ensure all associated tasks are completed.

Regards,

Safety and Employment Relations Team | Human Resources Services Centre | ECU |
Phone: + 61 8 6304 2302 | **Email:** whs@ecu.edu.au | **Web:** [http://work.healthandsafety](http://work.healthandsafety.edu.au)

The new person responsible will also be updated in the incident/hazard register and the incident will no longer appear in your Assigned Incidents/Hazards tab.