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

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

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

    Enter the reasons for transferring the hazard or incident and select transfer [Transfer]

Transfer #14954 ✕

ℹ️ 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 |

ABC ✓

[Transfer]

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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 the 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 health and safety

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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.