

Report a Hazard

The Riskware Incident and Hazard module provides a process for reporting hazards and developing action plans to eliminate or reduce the hazard.

For further details on hazard reporting and resolution please refer to the *Hazard Resolution Procedure* available from the [Health and Safety website](#).



Please refer to the *'Navigate the Incident and Hazard Register Information Sheet'* for further information on the various functions and icons within this module.

1. From the Riskware home screen choose **Incident/Hazard Reporting** from the My Tools section.

The screenshot shows the Riskware home screen dashboard. At the top, there is a blue header with the ECU logo and navigation icons. Below the header, there is a 'Home Page | Dash Board' section. The main area contains several tiles: 'Good afternoon Paige' (blue), 'Incident/Hazard Reporting' (red, highlighted with a red arrow), 'Incident/Claim/Hazard/Case Register' (red), 'Safety Risk Register' (yellow), 'Audit / Checklist Register' (grey), 'RBHS Applications and Approvals Register' (red), 'Facility Register' (red), 'Certifications' (red), 'Fieldtrip, Event or Travel' (blue), 'Checklists & Inspections' (grey), 'Analyse Data' (purple), and 'Audit Setup' (grey).

This will open the Incident/Hazard Reporting screen

The screenshot shows the Incident/Hazard Reporting screen. At the top, there is a blue header with the ECU logo and navigation icons. Below the header, there is a 'Back' button. The main area contains two large tiles: 'Hazard' (light blue) and 'Incident' (yellow). The 'Hazard' tile is circled in red. The 'Hazard' tile text reads: 'Hazard', 'A Hazard', 'Anything that has the potential to cause injury or harm.' The 'Incident' tile text reads: 'Incident', 'An Incident', 'An event that could have or did result in injury or harm (including any Injury, Illness, Property Damage or Near Miss).'

Select to report 'A Hazard' to open the hazard report form.

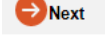
- The Hazard Report form will open with questions requesting details of the hazard.
 - The * icon indicates where a field is mandatory
 - The blue information bubbles provide guidance on the required information for each question.
 - The FAQ have commonly asked questions relevant to each page of the hazard report.

Complete each section of the hazard report.

The screenshot shows the 'Hazard Report' form with the following sections:


- Who noticed this hazard?**: Includes a mandatory field for 'Me' (marked with an asterisk) and an option for 'Another Person'. A blue information bubble explains that 'Another Person' should be used if reporting on behalf of someone else.
- When was this hazard noticed?**: Includes a mandatory date field (16/12/2022) and a mandatory time field (14:12). A blue information bubble prompts the user to enter the date and time.
- Hazard Details**: Includes a location selection (On Campus/Off Campus), a mandatory location field (Joondalup), and a location details text area. A blue information bubble explains the search icon and provides examples of location details. At the bottom, the question 'Is this a maintenance only request?' is circled in red, with radio buttons for 'No' (selected) and 'Yes'.

If you are logging a hazard that **only** requires a maintenance request to resolve (e.g. light not working), select the “Yes” to the question “Is this a maintenance only request” and this will automatically log the hazard with the Maintenance Service Desk and close the hazard report.

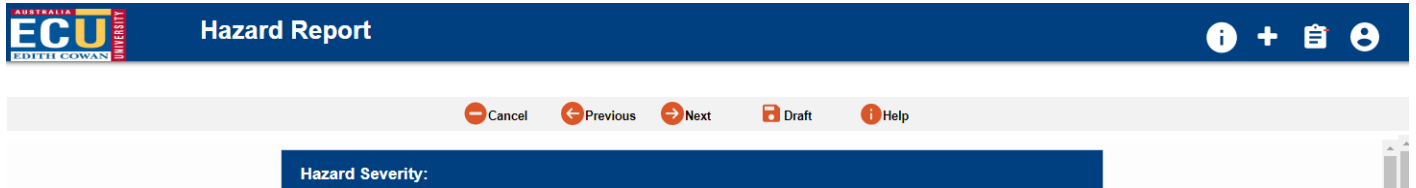
Once you have completed the required information, select the Next  icon at the top of the page to progress to the next page.


- Follow the prompts to complete all pages of the hazard report.

Use the Next  and Previous  icons to navigate between pages

The Draft  icon can be used to save the report to complete later

If you wish to cancel the report without saving a draft, use the Cancel  icon



Some questions have a search  icon to allow you to select a relevant ECU Staff member or student.

Once you select the search icon, the pop up box will appear. Follow the prompts to enter the search criteria, select the search button then choose the relevant individual from the results that appear.

Name	Title	Login Name	Employee ID	Location
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If you are an ECU staff member, the assigned person will default to your direct manager/supervisor. This can be edited if they are not the most appropriate person to manage the hazard. ECU students should choose the ECU staff member who was responsible for them at the time they observed the hazard. This may be a lecturer, course coordinator, tour group leader, practicum coordinator or principal investigator/research supervisor. Students should not be assigned hazards to manage.

4. Attachments

You can upload attachments such as photos or relevant documents within the hazard report. There is a specific question on the report form as below and once the “Click to add an attachment” button is selected a pop up box will provide further guidance.

Add an Attachment ✕



Browse / Drag Files * Max file size: 7MB

*Attachment Type:
Hazard

Notes:

Confidential:

Upload Attachment

5. Submitting the hazard report

Once all pages of the hazard report are completed, the submit page will appear. Select the submit icon to submit the hazard.

Cancel Previous Next Submit Help

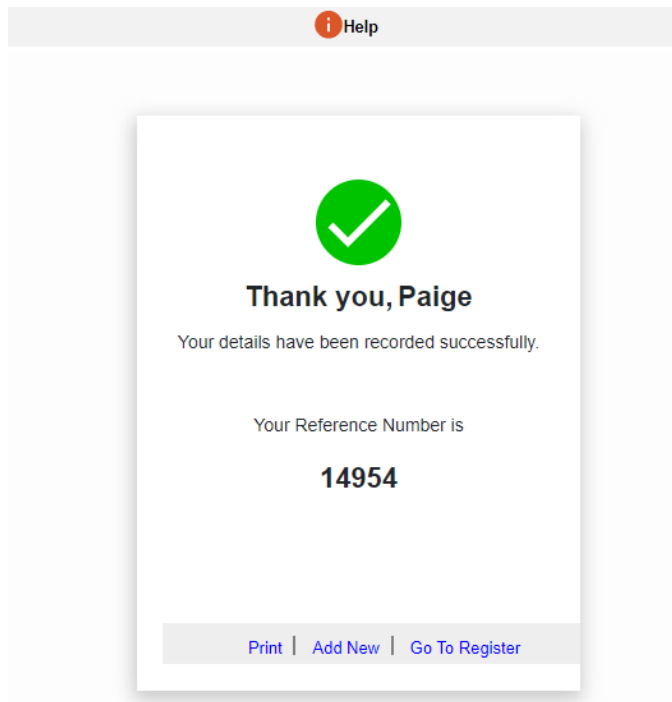
You are about to submit a Hazard
To complete this process, please follow the instructions below

Person: Paige NEWTON
Assigned To: Paige NEWTON

To submit your request, click the button (located on the toolbar).
To review your information click the button (located on the toolbar).

6. Next steps

Once the hazard report is submitted you will receive a reference number and have the option to print the report.



You, your supervisor (or assigned responsible ECU staff member as entered on the hazard report) and Health and Safety Representative (if entered on the report) will receive email notification of the hazard report and the Responsible person will be directed to complete the action plan in Riskware.

Note – if you have reported a hazard and selected ‘Maintenance only request’ a maintenance request will be logged, the hazard report will immediately close and no action plan is required.