

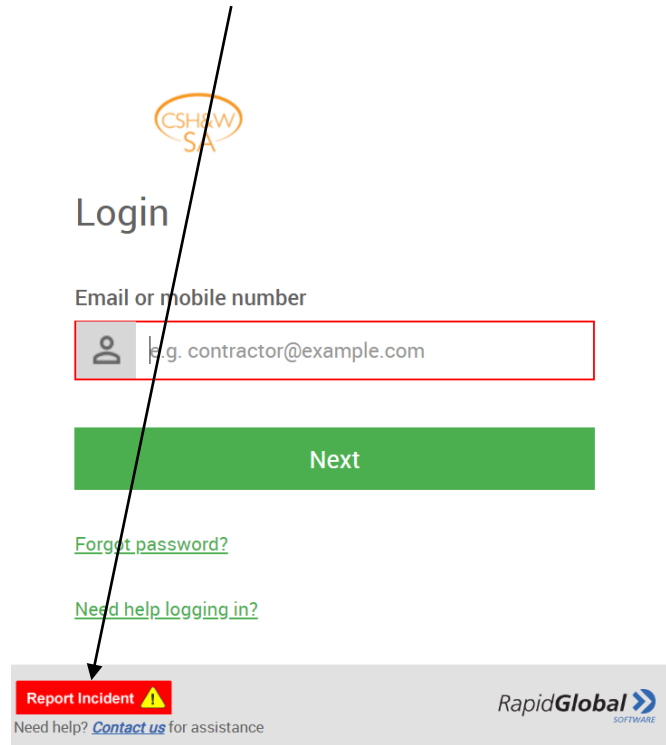
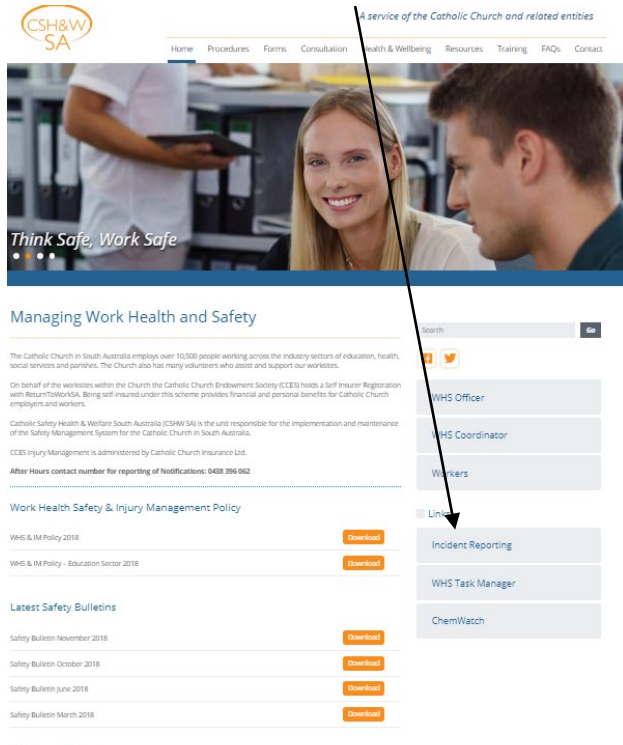
Quick Reference Guide Report a New Incident

The Catholic Safety Health & Welfare SA Incident Reporting System allows easy reporting of the following incidents with a few easy steps and there is no requirement to be logged in when placing an initial report.

- Environmental
- Security
- Non Conformance Report
- Psychological Injury
- Bullying Not involving manager
- Data Breach
- Property Damage/Loss
- In Injury
- Complaint
- Student Injury
- Hazard
- Physical Injury
- Notice of Entry
- Bullying involving manager

Step 1: Go to the [Catholic Safety Health & Welfare SA](#) website

Step 2: Click on the **Incident Reporting** tab and then the **Report New Incident** button



Step 3: Select the **Incident Type** and then go through Sections 1 to 9.

Incident

Report New Incident

1. Type of Incident

Select Incident Type

- Environmental
- Security
- Non Conformance Report
- Psychological Injury
- Bullying NOT involving manager
- Data Breach
- Property Damage/Loss
- No Injury
- Complaint
- Student Injury
- Client/Resident Injury
- Hazard
- Physical Injury
- Notice of Entry
- Bullying involving manager
- Client/Resident No Injury

Short Description (0/109 characters)

2. Person/s Involved in the Incident

3. Person Reporting the Incident

4. Incident Reported To

5. Witness(es) to the Incident

6. Location Details

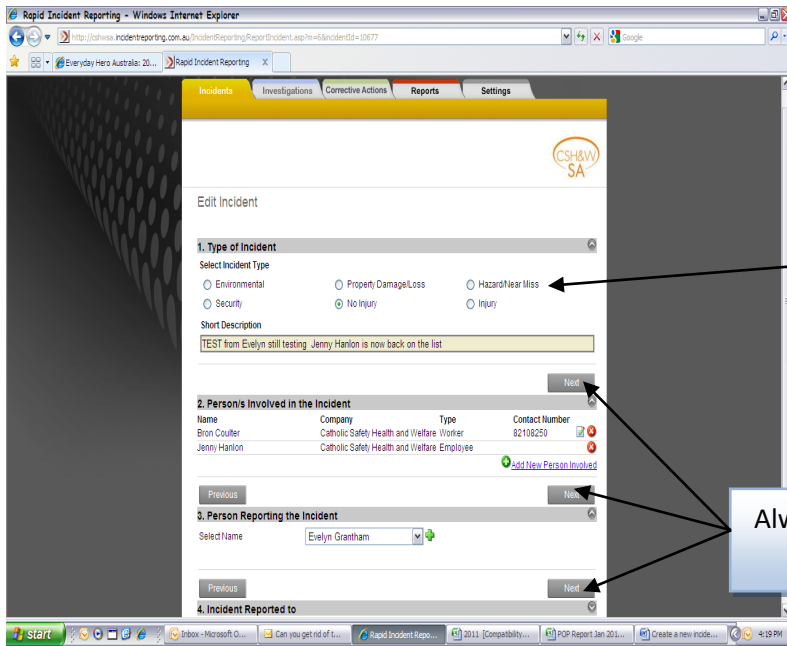
7. Incident Details

8. Injury Report

9. Immediate Actions

10. Distribution List

Next



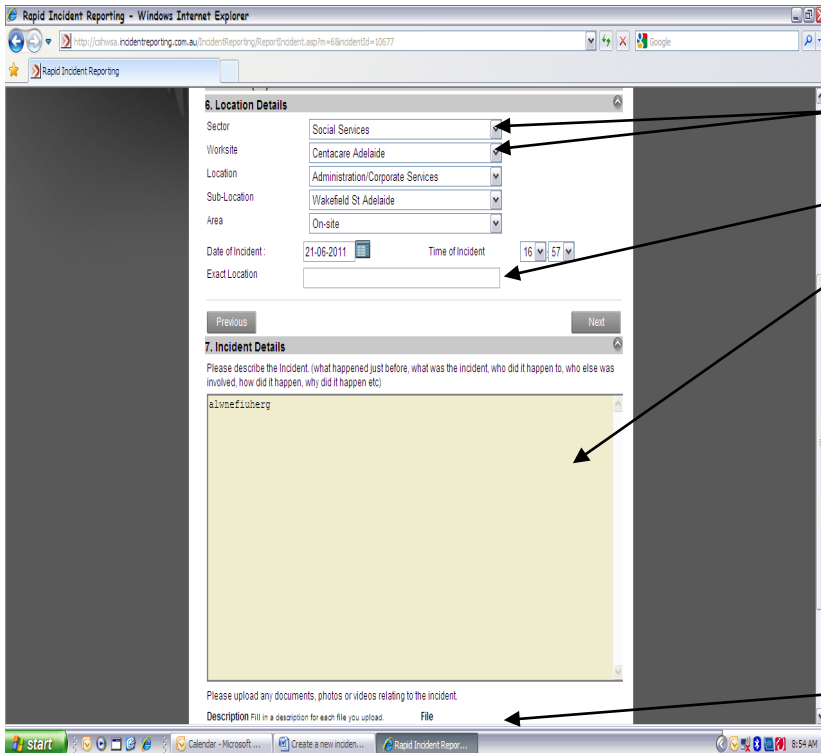
Section 1 to 3

Enter the required details into the form provided

Select the Type of Incident and provide a short description of the Incident

Always remember to click **Next** to update your information

Section 4 and 5 require you to enter details of who the incident was reported to and include the names of any witnesses



Section 6 and 7

As you enter the Sector, the Worksite location dropdown box will be displayed and once that is selected the Location will be displayed etc.

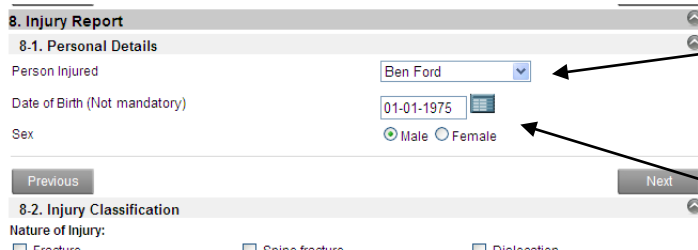
The Exact Location is a free form text box

Incident Details is where you enter a description of the incident

Add any process information here

Incident Details – you can upload supporting documents such as photos and reports by browsing for them and clicking upload

Section 8 – Injury Report - If an incident type is selected that requires information about the type of injury made and first aid given, the Injury Report will be displayed and must be completed.



8.1 Personal Details

The person injured must also be one of the Person/s involved in the incident in section 2

Date of Birth is not mandatory

Bodily Location of Injury(part of body injured)

Eye Ear
 Face Head
 Neck Back
 Trunk Shoulder & Arm
 Hand & Fingers Hips & Legs
 Feet & Toes Internals Organs
 Multiple Locations
 Other Body Location, please specify:

Injury Description

Ankle was sprained and scrape on knee

Mechanism of Injury(direct cause of injury)

Fall from height Fall on same level Hitting object with body
 Mechanical Vibration Hit by moving object Sharp sudden sounds
 Long term sound exposure Pressure changes Repetitive movement with low muscle loading
 Other muscle stress Contact with electricity Heat & cold contact or exposure
 Radiation exposure Single contact with chemical Long term contact with chemical or substance
 Other contact with chemical or substance Contact or exposure to biological factors Exposure mental stress
 Slide or cave in Vehicle accident
 Other or multiple mechanism:

8-3. First Aid

First Aid given Yes No


First Aid Given By

Description

Outcome Return to Work Referred for Medical Treatment

8.2 Injury Classification
Nature of Injury
 More than one Nature of Injury can be selected

Bodily Location
 More than one Bodily Location can be selected

 The arrow displays the back of the figure to select additional injuries. You can select injuries on both the front and back

The exact location can be selected using the red dot that appears when you hover over the body figure

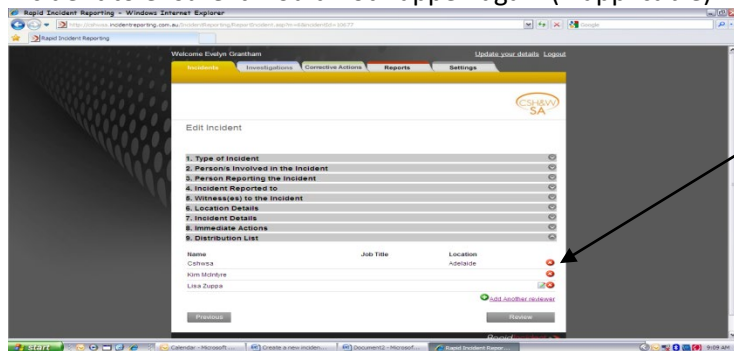
Injury Description
 The Injury description box enables you to detail the exact details of the injury

Mechanism of Injury
 More than one Mechanism of Injury can be selected

Process Notes:
 Add if required

8.3 First Aid Enter details here of any first aid given for the incident

Section 9 - Immediate Actions – enter in the action (control measures) that was taken directly after the incident to ensure it would not happen again (if applicable)



Section 10 - Distribution List
 The Distribution List automatically populates with all the people who should be notified about this incident.

You can add additional people using the Add Another Reviewer feature if required e.g. the person was injured in another area and their direct supervisor needs to be informed

Click **Review** to check the details of your report and edit if required then Click **Submit** to submit your incident
 Once the Incident Report is submitted an Investigation Report is to Commence by the WHs Coordinator.
 Refer to guidelines available from CSH&W SA Website
<http://www.adelaide.catholic.org.au/sites/CatholicHealthSafetyandWelfareSA/>