

FMDHS OHS Newsletter – August 2015

Prepared by Ira Tedja – FMDHS OHS Manager

Incident Management

What is an incident?

Staff, students, contractors and visitors should all report incidents.

The following types of incidents should be reported:

- Injuries or illnesses,
- Incidents or near misses*,
- Property loss or damage,
- Environmental damage, or
- Theft

if they occurred at a University of Melbourne campus, a University of Melbourne-controlled entity or while undertaking any University-sanctioned activity.

A **near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so*

Incident reporting: what should I do when an incident occurs?

ALL (Staff, Students, Contractors and Visitors)

Quick link to the UoM Procedures: [I need to report to an incident](#)

Staff with Themis log in	Submit own incident report on Themis*
Students/contractors/visitors	Fill out S3 Incident Report form (attached to this email), give to <u>supervisor</u> or local area contact who can submit the report in Themis on your behalf*

*instructions on how to complete the Themis report are attached to this email or contact your [local OHS Advisor](#) for further advice.

NOTE:

- High consequence incident should be reported immediately to **your supervisor** or **your local OHS team (lab manager or OHS Advisor)**. Further information on high consequence incident can be found in: [OHS Incident Reporting](#)

SUPERVISORS/MANAGERS

Quick link to the UoM Procedure: [I need to respond to an incident \(supervisor\)](#)

It is important for Supervisors, to well manage incidents that have been submitted to you. This includes:

- Timely acknowledge and finalise incidents in your THEMIS;
- Complete the incident review process;
- Inform your team members who will be your delegate in your absence.
This will ensure that any incident is notified to the appropriate person and recorded into Themis as well as being acknowledged allowing the workflow to proceed to the Faculty OHS Team for further reporting/investigation if required.

The OHS team is available to assist you in these activities, including:

- Analysing the root cause of the incident and
- Conducting an incident investigation (if required).

In Themis, analysing the root cause of the incident is triggered by the risk rating of the incident. Once the risk rating hits 'medium', you need to assess both the **behavioural** and **Physical** causes through the drop down list available. You are required to choose the most appropriate cause. Refer to the print shots below.

For further details regarding the definitions of the severity levels or likelihood of re-occurrence please click on the link provided.
Please Click here For help on Incident Classification definitions

Enter Incident Classification

Please provide classification details of the incident. Complete all mandatory fields marked *.

* Categorise the Severity of the Incident

* Categorise the Likelihood of the Incident Occurring/Re-occurring

Risk Rating of Incident: Medium

Has an onsite investigation been conducted?
 No
 Yes

If Yes, who attended?

Behavioural Causes of the Incident

Did behavioural causes (substandard practices) contribute to the incident?
 No
 Yes

Specify behavioural causes

Physical Causes of the Incident

Did physical causes (substandard conditions) contribute to the incident?
 No
 Yes

Specify physical causes

Super User Comments

Cancel Back Incident Investigation and Classification Close

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For further information or advice, please do not hesitate to contact your [local OHS team](#).

Other matters

- Any feedback, please email: ohs-mdhs@unimelb.edu.au