



# Entering an Environment, Health & Safety Incident Report

University of Melbourne procedure requires staff, students, contractors and visitors to report any environment, health and safety incident that occurs at a University campus, a University-controlled entity or while undertaking any University-sanctioned activity. Refer to <http://safety.unimelb.edu.au/tools/incident/> for further information about incident reporting.

When an EHS incident report is entered, notification emails are sent to the reporter, the injured or involved person and the supervisor or nominated recipient.

## Create new incident report

- 1 Log in to Themis using the **UOM Staff Self Service** responsibility.
- 2 Select the **Create new incident report** function listed in the **Environment, Health & Safety Applications** section. The Create New Incident Report screen will display.

## Enter Person Details

### Nature of Report

- 1 Select the report type that best describes the incident from the **Nature of Report** List of Values.  
**Note:** the required fields will vary depending on the nature of report selected. *You can only report on behalf of another person if the nature of report is Injury/Illness.*

### Are you the injured person?

- 2 Select **Yes** if you are the injured or ill person, or **No** if you are reporting an injury or illness on behalf of another person.  
**Note:** if you select **Yes**, your details will be pre-populated with data from Themis – skip to Step 5 below. If you select **No**, then you will need to enter the person's details as described in Steps 3-4.

### Classification




- 3 Select the classification type that best describes the classification of the injured/ill person from the **Classification** List of Values. Possible classifications include: *Employee, Postgraduate Student, Undergraduate Student, Honorary, Contractor, Visitor and Non Themis Employee.*

### Person details

- 4 Complete the details of the person injured or involved in the incident.  
**Note:** for employees who are recorded in Themis, you must search for and select the person's name using the search icon next to the **Full Name** field. This will pre-populate a number of the person details fields with data from Themis. If you are not able to find the employee you are looking for when searching with the magnifying glass icon, you may need to change the **Classification** to *Non Themis Employee* instead.

Full Name  

**Note:** the person detail fields that appear will vary depending on the classification type selected. Asterisked fields are required.

Field	Action	Comments
Full Name	Enter the full name of the person injured or involved in the incident.	<b>Note:</b> for an employee with a Themis record, search for the person's name using the <b>search</b> icon. 
Date of Birth	Enter the person's date of birth.	Enter as text in the format <i>dd-mmm-yyyy</i> , or select from a calendar by clicking the icon. 
Gender	Select an option from the List of Values.	
Email address	Enter the person's email address.	<b>Note:</b> the person will receive a Themis email notification at this email address.
Telephone Number	Enter the person's telephone number.	
Occupation	Select an option from the List of Values.	
Student Number	Enter the person's Student Number.	Applies to students only.
Faculty of Enrolment	Select the Faculty the student is enrolled in.	Applies to students only.
Student's Supervisor	Enter the name of the student's supervisor	Search for the person's name using the <b>search</b> icon.  This field applies to postgraduate students only. <b>Note:</b> the Student's Supervisor has no formal role in the Incident Reporting process.

## Person details continued

Field	Action	Comments
Employer	Enter the name of the company that was employing the contractor when the incident occurred.	Applies to contractors only.
Employer Contact Details	Enter the company's contact details.	Applies to contractors only.

**Experience in task being performed**

- 5** From the **Experience in task being performed** List of Values, select the option that best describes the duration of experience of the person involved in the incident.

**Note:** this field is not available for Thefts.

**Training in task being performed**

- 6** From the **Training in task being performed** List of Values, select the option that best describes the type of training received by the person involved in the incident.

**Note:** this field is not available for Thefts.

**Was there a witness?**

- 7** Select **Yes** if there were one or more witnesses to the incident, or **No** if there were not.

**Note:** if you select **No**, then you will proceed directly to the Incident Details screen. If you select **Yes**, you will proceed to the Witness Details screen.

- 8** Click the **Next** button.

If there was a witness, the Witness Details screen will display. If there were no witnesses, the Incident Details screen will display – go to Incident Details section below.

**Witness Details****Enter Witness Details**

- 1** Select **Add another witness** to enter a witness's details


**Enter Witness Details**

Enter witness name and contact details (including Student No) OR search Themis for witness name by using the magnifying glass icon. Complete all mandatory fields marked \*.

	*Full Name	*Contact Details	Student Number (if applicable)
	No results found.		

**Note:**

- to delete rows in the witness details table, check the relevant checkboxes and click **Deleted Selected Rows**.
- once you have clicked **Add another witness**, a row is created in the table and the fields **Witness full name** and **Witness contact details** become compulsory. If you decide not to enter a witness in this row, you will need to delete the row before you can proceed to the next screen.

Field	Action	Comments
Witness full name	Enter the full name of the witness.	<b>Note:</b> search for the name of a person with Themis record using the <b>search</b> icon. Otherwise, enter the name as free text. 
Witness contact details	Enter the witness's contact details	
Witness student number	Enter the witness's student number if applicable.	

For each additional witness, select **Add another witness** and enter the witness details.


- 2** Click the **Next** button.

The Incident Details screen will display.

## Incident Details

### Enter Incident Details

- 1 Enter the incident details using the below fields.

Field	Action	Comments
Date of incident	Enter the date of the incident, or the date at which the injured/ill person first became aware of the injury or illness.	Enter as text in the required format <i>dd-mmm-yyyy</i> , or select from a calendar by clicking the <b>calendar</b> icon. 
Time of incident	Enter the time of day of the incident, or the time of day at which the injured/ill person first became aware of the injury or illness, using free text.	
Campus where incident occurred	Select from the List of Values the campus that best describes the location where the incident occurred.	<b>Note:</b> if the incident occurred at a location that is not shown, select <i>Off campus (Australia)</i> or <i>Off campus (overseas)</i> .
Specific location	Enter a description using free text of the specific location where the incident occurred.	For example, building name, building number, room name or any other identifying details.
Describe the incident	Enter a description of the incident using free text.	<p><b>Note:</b> if possible, provide details about events leading up to the incident, and a description of the task being performed at the time of the incident.</p> <div style="border: 1px dashed blue; padding: 5px;"> <p><b>Warning:</b> Themis will “time out” after a certain period of time if a <b>Next</b> or <b>Submit</b> button is not pressed. If you need extra time to compose your incident description, you may prefer to compose it ahead of time in a word-processing application, then cut and paste the text into Themis.</p> </div>
Did the incident involve Plant, Equipment or an Object?	Click the appropriate radio button to indicate whether Plant, Equipment or an Object were involved in the incident.	<b>Note:</b> if Yes is selected, then enter a description using free text in the <b>Specify</b> field.
Did the incident involve Chemicals or Substances?	Click the appropriate radio button to indicate whether Chemicals or Substances were involved in the incident.	<b>Note:</b> if Yes is selected, then enter a description using free text in the <b>Specify</b> field.

### Add Attachments

- 2 If you wish to attach files such as photographs, documents, reports or other items that may be relevant to the incident report, click **Add Attachment**.

The Add Attachment screen appears.

You can add files located on your local hard drive, web addresses or plain text attachments.

### Categorisation of Illness, Injury or Symptom

- 3 Categorise the nature and location of the injury, illness or symptom, and how it occurred, using the following fields:


**Note:** these fields appear only for Injury/Illness reports. On the paper-based S3 Incident Report form, the Themis Lists of Values for these questions are summarised into a smaller list of more general options, for reasons of space. When entering an incident from a paper-based S3 form, some re-interpretation of the answers to these questions may be required.

Field	Action	Comments
Nature of Illness, Injury or Symptom	Select the category that best describes the nature of the injury, illness or symptom from the List of Values.	
Location of Illness, Injury or Symptom	Select the category that best describes the location on the body of the injury, illness or symptom from the List of Values.	<b>Note:</b> if injuries were sustained on multiple parts of the body, select <i>Multiple Locations</i> .
How did the Illness, Injury or Symptom occur?	Select the category that best describes how the injury, illness or symptom occurred from the List of Values.	

## Comments to Supervisor

- 4 Enter as free text any further or explanatory comments you would like to make to your supervisor or nominated recipient.

## Supervisor

- 5 Use the **search** icon to search for and select the name of the person to whom you wish to refer the incident report for investigation and possible corrective actions. 

### Note:

- supervisors or nominated recipients must have a Themis profile that contains an email address;
- if you, the reporter, are also the injured or involved person for an incident, your default Themis workflow supervisor will be populated into this field. However, you may choose to nominate another recipient instead by deleting this name and searching for and selecting your desired nominee.

## Check your work before submission

- 6 You can review your work before submission using the **Back** and **Next** buttons at top and bottom of each screen, or the navigation List of Values located between them.

**Note:** Incident Reports cannot be edited after submission.

## Submit the incident report

- 7 Click the **Submit** button.

The Incident Report Confirmation screen will display.

## Incident Report Confirmation screen

- 1 You may wish to take note of the confirmation number of your incident report for future reference.

## Viewing, printing, saving or emailing your incident report from the Incident Report Confirmation screen

- 2 If desired, click the **View PDF** button to open a PDF copy of your incident report in a new window.

Use the functions of your PDF reader software to view, print, save or email a copy of your incident report as desired.

**Note:** you will require software that reads the PDF format (such as Adobe Reader) to use the **View PDF** function.