

Environment, Health & Safety Incident Reports may be referred to you as a supervisor or nominated recipient for risk assessment and possible corrective action.

- The process of entering your initial risk assessment of the incident and describing any corrective actions you will be taking is called **Acknowledgement**.
- The process of returning to Themis after the corrective actions are complete, to review and confirm the information you entered earlier, is called **Finalisation**.

This Quick Reference Card shows how to Acknowledge and Finalise EHS Incident Reports in Themis. Refer to <http://safety.unimelb.edu.au/tools/incident/> for further information on EHS Incident Reporting.



Locating EHS Incident Reports that require action by you

Accessing the EHS Workbench

- 1 Log into Themis using the **UOM Staff Self Service** or **UOM Supervisor Self Service** responsibility.
- 2 Select the **Review status of existing incident report** function listed under the Environment, Health & Safety Applications section.
The EHS Workbench screen will display.


Identifying EHS incident reports requiring action by you

All open EHS Incidents in which you were involved as the reporter, the injured/involved person, or the supervisor/nominated recipient will appear in one of the tables on the Workbench. Incidents currently requiring your action are indicated as follows:

Table Name	Meaning
Incident Reports Awaiting Acknowledgement	Incident reports that have a blue pencil icon next to them currently require acknowledgement by you. To initiate acknowledgement, click the pencil. 
Incident Reports Awaiting Finalisation	Incident reports that have a blue pencil icon next to them have been acknowledged, but now require finalisation by you. To initiate finalisation, click the pencil. 

Note: for more information on using the EHS Workbench, refer to the Quick Reference Card **Monitoring & Reviewing EHS Incident Reports**.

Reviewing an incident report (screen-by-screen method) without actioning it

Should you wish to review the contents of an incident report, but not acknowledge or finalise it at this time, select the glasses icon next to the incident report. 

The incident report will appear screen by screen. Navigate through the incident report using the **Back** and **Next** buttons. To return to the Workbench, select **Cancel**. **Note:** to obtain a print-friendly copy of the incident report, search for the incident report using the search form at the bottom of the workbench, then select **View PDF** in the table of results.

Acknowledging an EHS Incident Report

- 1 To begin acknowledgement, click the blue pencil next to an incident report in the table **Incident Reports Awaiting Acknowledgement**.

Incident reports are comprised of five separate screens, which will appear in sequence. Navigate through the incident report using the **Back** and **Next** buttons. You can track your progress using the map at the top of the page. The table below explains the purpose of each page.




Page Name	Purpose
Create New Report	<p>Note: these three pages have been completed previously by the person reporting the incident.</p> <p>These three pages contain information about:</p> <ul style="list-style-type: none"> • the type of incident being reported, and the details of the person who was involved; • the details of any witnesses to the incident; • the details of what happened during the incident. <p>When you have finished reviewing the information on each page, click Next.</p>
Witness Details	
Incident Details	
Incident Response	<p>Note: this screen must be completed by you.</p> <p>This screen contains information about what actions you have taken, or plan to take, to prevent or reduce the risk of the incident reoccurring. There is also an opportunity to refer copies of the</p>

	incident report to Asset Services (Maintenance) and/or an elected employee Health & Safety Representative, and to add attachments.
Incident Investigation and Classification	<p>Note: this screen must be completed by you.</p> <p>This screen assists you to calculate the risk rating associated with the incident. For higher risk incidents, this screen prompts you to analyse of the causes of the incident. You may need to conduct an on-site investigation to provide the information required for your cause analysis.</p>


Completing the Incident Response screen

2 Enter immediate and planned actions in response to the incident:

Note: advice on choosing appropriate actions in response to an incident is available from your Division's Local EHS Practice Expert.

Field Name	Explanation
Immediate Actions Taken To Assist Injured Person/s	<p>Choose the option from the List of Values (LOV) that best describes the immediate treatment received by any injured person/s.</p> <p>Note: incidents that result in death or serious injury, or expose a person to immediate risk to health or safety, may require immediate notification to WorkSafe Victoria. If you suspect an incident may be notifiable, contact the on-call EHS Adviser for advice urgently via the Parkville Campus Security Control Room on Ph. 8344 6666.</p> <p>Note 2: if any staff member of the University has taken time off work as a result of the incident, you must inform the University Injury Management Office – refer http://safety.unimelb.edu.au/support/injurymanagement/</p>
Immediate Actions To Prevent Or Reduce Risk Of Re-occurrence	<p>Choose the option from the LOV that best describes the category of action that was taken immediately to prevent or reduce the risk of the incident re-occurring.</p> <p>Note: these categories are listed in order of preference – with Elimination considered the most effective control and Personal Protective Equipment the least effective. These categories make up the <i>Hierarchy of Control</i>, explained in the procedure <i>Incident Reporting & Investigation - EHS Requirements (UOM 364)</i> – refer http://policy.unimelb.edu.au/UOM0364.</p>
Please Specify	Enter a free text description of your immediate actions.
Planned Actions To Prevent Or Reduce Risk Of Re-occurrence	<p>Choose the option from the LOV that best describes the category of further action that is planned to prevent or reduce the risk of the incident re-occurring.</p> <p>Note: if the immediate actions were sufficient to control the risk of the incident re-occurring, and thus there are no planned actions, do not answer this question.</p> <p>Note 2: see above (at <i>Immediate Actions to Prevent...</i>) for definitions of categories.</p>
Please Specify	If there are planned actions, enter a free text description of the planned actions.
Have planned corrective actions been finalised?	<p>Note: this field appears only if you have selected a category of planned actions.</p> <p>If the planned actions are currently complete, select Yes.</p> <p>If the planned actions are currently incomplete, select No.</p>
Date By Which Planned Corrective Actions To Be Completed	<p>Note: this field appears only if your planned actions are not yet completed.</p> <p>Enter as text in the required format <i>dd-mm-yyyy</i>, or select from a calendar by clicking the  calendar icon.</p> <p>Note 2: if you have not returned to Themis and finalised the incident report by this date, you will receive reminder emails from Themis.</p>

3 Send copies of the incident report to other parties, if required:

Field Name	Explanation
Send copy to Health and Safety Representative?	<p>If you would like to send an email copy of the incident report to an elected employee Health & Safety Representative, select Yes. Otherwise, select No.</p> <p>Note: identifying personal details about the injured/involved person will be removed from the incident report before sending.</p>
Employee Health and Safety Representative	<p>Note: this field appears only if you have selected Yes above.</p> <p>Search for the person's name using the torch icon. </p> <p>Note 2: this field may be used to send an email copy of the incident report to any person with a Themis profile containing an email address, within your organisational area. A current list of incumbent employee Health & Safety Representatives of the University is available at: http://safety.unimelb.edu.au/docs/HSRs_list.pdf</p>
Do you want to provide a copy of the incident report to Asset Services (Maintenance)?	<p>If you would like to send an email copy of the incident report to Asset Services (Maintenance), select Yes. Otherwise, select No.</p> <p>Note: identifying personal details about the injured/involved person will be removed from the incident report before sending.</p>

- 4 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.

- 5 Click **Next**.

The Incident Classification and Investigation screen appears.

Completing the Incident Classification and Investigation screen

- 1 Classify the level of risk associated with the incident:

Note: definitions of each classification are available from <http://safety.unimelb.edu.au/tools/incident/respond/riskmatrix/>, or seek advice from your Division's Local EHS Practice Expert.

Field Name	Explanation
Categorise the Severity of the Incident	Choose the rating from the List of Values that best describes the severity of the consequences of the incident.
Categorise the Likelihood of the Incident Occurring/Re-occurring	Choose the rating from the List of Values that best describes the likelihood of the incident occurring or re-occurring.

The overall **Risk Rating** of the incident will be calculated automatically.

The **Risk Rating** will affect which Incident Classification fields will appear for you to complete – read on for details.

Fields to be completed for all Risk Ratings: Onsite investigation details

- 2 Complete the following fields:

Field Name	Explanation
Has an onsite investigation been conducted?	If an onsite investigation has been conducted, select Yes . Otherwise, select No . Note: instructions for conducting an onsite incident investigation are available in the procedure <i>Incident Reporting & Investigation - EHS Requirements (UOM 364)</i> – refer http://policy.unimelb.edu.au/UOM0364 .
If Yes, who attended?	If there was an onsite investigation, enter a list of the attendees as free text.

If the incident has a **Risk Rating** of **Low**, skip to step 5. If the incident has a **Risk Rating** of **High-Very High**, skip to step 4.

Fields to be completed for Risk Rating of Medium: Behavioural & Physical Causes of the Incident

- 3 Complete the following fields:

Field Name	Explanation
Did behavioural causes (substandard practices) contribute to the incident?	If behavioural causes (substandard practices) contributed to the incident, select Yes . Otherwise, select No .
Specify behavioural causes	If there were behavioural causes, select the option from the List of Values that best describes the behavioural causes.
Please specify	Note: this field appears only if you choose Other in response to <i>Specify behavioural causes</i> . Enter a free text description of the behavioural causes of the incident.
Did physical causes (substandard practices) contribute to the incident?	If physical causes (substandard conditions) contributed to the incident, select Yes . Otherwise, select No .
Specify physical causes	If there were physical causes, select the option from the List of Values that best describes the physical causes.
Please specify	Note: this field appears only if you choose Other in response to <i>Specify physical causes</i> . Enter a free text description of the physical causes of the incident.

Skip to step 5.

Fields to be completed for High-Very High: Management systems deficiencies analysis

- 4 Complete the following fields:

Field Name	Explanation
Did behavioural causes (substandard practices) contribute to the incident?	If behavioural causes (substandard practices) contributed to the incident, select Yes . Otherwise, select No .

Specify behavioural causes	If there were behavioural causes, select the option from the List of Values that best describes the behavioural causes.
Please specify	Note: this field appears only if you choose Other in response to <i>Specify behavioural causes</i> . Enter a free text description of the behavioural causes of the incident.
What are the management systems (procedural) deficiencies that led to the behavioural causes?	Select the answer from the List of Values that best describes the management systems (procedural) deficiencies that led to the behavioural causes.
Other please specify	Note: this field appears only if you choose Other in response to <i>What are the management systems... behavioural causes?</i> Enter a free text description of the management systems deficiencies that lead to the behavioural causes of the incident.
Did physical causes (substandard practices) contribute to the incident?	If physical causes (substandard conditions) contributed to the incident, select Yes . Otherwise, select No .
Specify physical causes	If there were physical causes, select the option from the List of Values that best describes the physical causes.
Please specify	Enter a free text description of the physical causes of the incident. Note: this field appears only if you choose Other in response to <i>Specify physical causes</i> .
What are the management systems (procedural) deficiencies that led to the physical causes?	Select the answer from the List of Values that best describes the management systems (procedural) deficiencies that led to the physical causes.
Other please specify	Enter a free text description of the management systems deficiencies that lead to the physical causes of the incident. Note: this field appears only if you choose Other in response to <i>What are the management systems... physical causes?</i>

5 Click **Acknowledge**.

The confirmation screen appears. You may wish to note the incident report confirmation number for reference. To obtain a print-friendly copy of the incident report, select **View PDF**.

What happens after an incident report is acknowledged?

- If you specified on the Incident Response screen that there are **no planned actions to prevent or reduce the risk of re-occurrence**, or if **planned actions are already complete**, you have now finished your supervisor actions for this incident report. The Local EHS Practice Expert from your Division will review the information you have entered, and contact you to discuss if required. The Local EHS Practice Expert will **close** the incident report once satisfied.
- If you specified on the Incident Response screen that there are **planned corrective actions that are not yet completed**, you will need to return to Themis to **finalise** the incident report after the actions are complete – go to Finalising an EHS Incident Report.

Finalising an EHS Incident Report

You will need to **finalise** an incident report if there were planned corrective actions that were not yet complete at the time of acknowledgement. The act of finalising the incident report in Themis communicates that these planned corrective actions are now complete.

1 To begin finalisation, click the blue pencil next to an incident report in the table **Incident Reports Awaiting Finalisation**.

Review Incident Response and Incident Classification and Investigation

2 Take the following steps:

- Review the details of the incident as entered by reporter (for help with these screens, see Acknowledging an EHS Incident Report);
- Review the information on the Incident Response and Incident Classification and Investigation screens that you entered previously during acknowledgement (for help with these screens, see Completing the Incident Response screen and Completing the Incident Classification and Investigation screen);
- If required, update or correct the information entered during acknowledgement.

3 Click **Finalise**.

The confirmation screen appears. You may wish to note the incident report confirmation number for reference. To obtain a print-friendly copy of the incident report, select **View PDF**.

What happens after an incident report is finalised?

The Local EHS Practice Expert from your Division will review the information you have entered, and contact you to discuss if required. The Local EHS Practice Expert will **close** the incident report once satisfied.