

After an Environment, Health & Safety Incident Report is created, it is referred to a supervisor or nominated recipient for risk assessment and possible corrective action, and then to the Division's Local EHS Practice Expert for review of the risk assessment and actions. This Quick Reference Card shows how to review and monitor the progress of EHS Incident Reports through this process. Refer to <http://safety.unimelb.edu.au/tools/incident/> for further information on EHS Incident Reporting.

Monitoring and Reviewing EHS Incident Reports through the EHS Workbench

Accessing the EHS Workbench

- 1 Log in to 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.

Checking the progress of an incident report by browsing

All open EHS Incidents in which you were involved as the reporter, the injured or involved person, or the supervisor or nominated recipient, will appear in one of three tables on the Workbench, with the following meanings:

Note: if an incident does not appear in any of the Workbench tables, it has been closed by a Local EHS Practice Expert. Closed incidents can be viewed by searching as described in Step 3.



| Section Name | Meaning |
|---|--|
| Incident Reports Awaiting Acknowledgement | These incident reports have not yet been Acknowledged by the supervisor or nominated recipient |
| Incident Reports Awaiting Finalisation | These incident reports have been Acknowledged by the supervisor or nominated recipient, but have not yet been Finalised . |
| Incident Reports Awaiting Closure by EHS | These incident reports have been Acknowledged and Finalised by the supervisor or nominated recipient, and are awaiting review and Closure by a Local EHS Practice Expert. |

Checking the progress of an incident report by searching

- 3 All EHS Incidents, both open and closed, in which you were involved as the reporter, the injured or involved person, or the supervisor or nominated recipient, may be searched for using the **Search Existing Incident Report/s** function located at the bottom of the page on the EHS Workbench.

Search Existing Incident Report/s


Search Parameters

| | | | | | |
|--------------------|----------------------|--------------|----------------------|---|--|
| Incident Report No | <input type="text"/> | Date | <input type="text"/> |  | |
| Name | <input type="text"/> | Organisation | <input type="text"/> |  | |

| Incident Report No | Name | Organisation | Date | Type | Status | View | Acknowledge | Finalise | Close | View PDF |
|----------------------|------|--------------|------|------|--------|------|-------------|----------|-------|----------|
| No search conducted. | | | | | | | | | | |

Search using at least one the following search parameters:

Note: The wildcard % in **Incident Report No** or **Name** will return all incidents.

| Field | Action | Comments |
|--------------------|--|---|
| Incident Report No | Enter the Incident Report confirmation number. | You can search for a partial incident report number by appending the wildcard %. Note: the first four digits of the incident report number relate to the year it was reported. Eg. to return all records created in 2008, search for "2008%". |
| Date | Enter the date of the incident. | Enter as text in the required format <i>dd-mmm-yyyy</i> , or select from a calendar by clicking the  icon. |
| Name | Enter the full name of the person injured or involved in the incident. | Note: this search is case and order sensitive. For University staff records, a good search is last name in upper case with the wildcard % appended – eg. "SMITH%". |

| Field | Action | Comments |
|--------------|--|--|
| Organisation | Enter the University Organisation to which the injured or involved person belongs. | Enter text or search for an Organisation name using the torch icon (% returns all listed Organisations). |

- 4 Select **Find** to begin the search.
Search results (if any) will display.

Identifying incidents that currently require action by you

- 5 Review workbench tables or search results to identify incident reports currently requiring action, which are indicated by a pencil icon.

| Icon | Meaning |
|------|---|
| | This incident report currently requires action by another person (refer Step 3). |
| | This incident report currently requires action by you. Click the pencil to begin the action required. |

In the Workbench tables (see below), the pencil icons appear at far right:

| Incident Report No | Name | Organisation | Incident Date | Incident Type | View | Acknowledge |
|--------------------|------------------|----------------------------|---------------|-------------------|------|-------------|
| 200711028 | JANES, DR JANE | Veterinary Science Faculty | 09-Aug-2007 | Injury or illness | | |
| 200711029 | JOHNSON, DR JOHN | Bio21 Institute | 08-Aug-2007 | Injury or illness | | |

In search results (see below), pencil icons appear in columns according to the next required action:

| Incident Report No | Name | Organisation | Date | Type | Status | View | Acknowledge | Finalise | Close | View PDF |
|--------------------|------------------|----------------------------|-------------|-------------------|--------|------|-------------|----------|-------|--------------------------|
| 200711028 | JANES, DR JANE | Veterinary Science Faculty | 09-Aug-2007 | Injury or illness | New | | | | | View PDF |
| 200711029 | JOHNSON, DR JOHN | Bio21 Institute | 08-Aug-2007 | Injury or illness | New | | | | | View PDF |

Reviewing the contents of an incident report screen-by-screen

- 6 Once an incident report has been located by searching or browsing the workbench, the information contained in it to date may be reviewed screen by screen by selecting the glasses icon.
Navigate through the incident report using the **Back** and **Next** buttons. To return to the workbench, select **Cancel**.

Viewing, printing, saving or emailing a PDF copy of an incident report

- 7 To make use of this function, first search for an incident report (refer Step 3). Next, click the **View PDF** button to open a PDF summary 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.