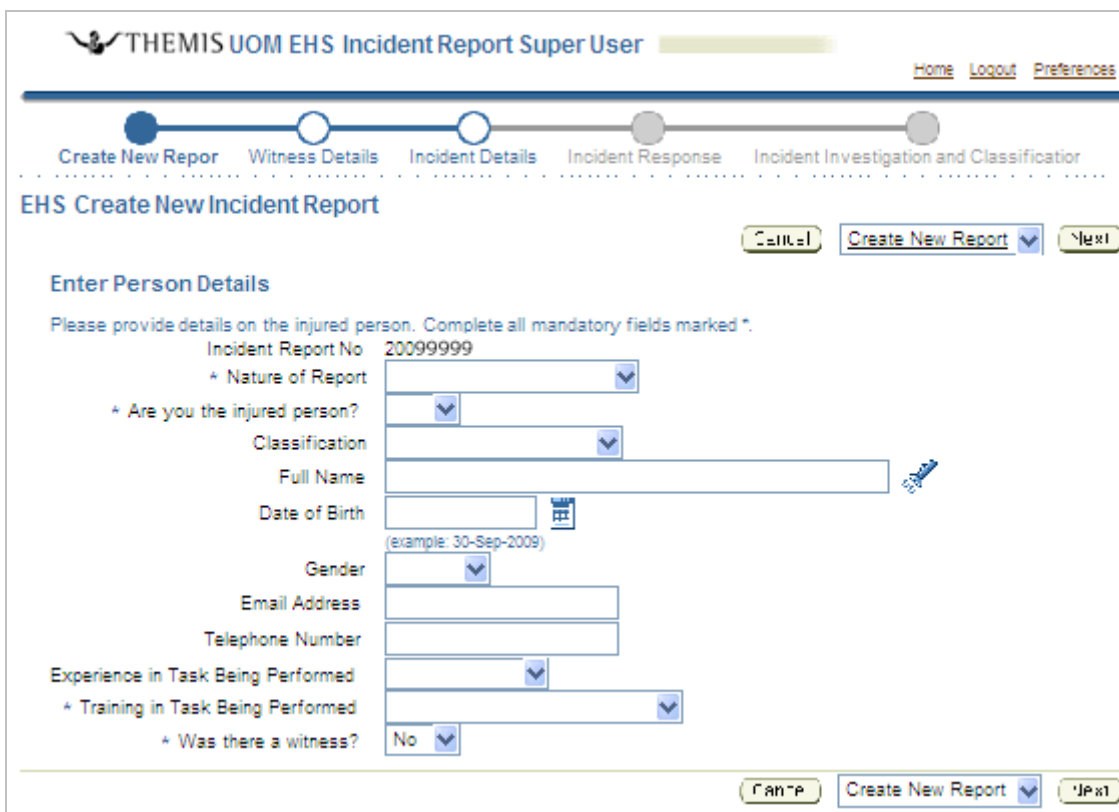


This quick reference card refers to features of Environment, Health & Safety Incident Reporting that are available to the **UOM EHS Coordinator Dept, UOM EHS Coordinator Dept & Below, UOM EHS Coordinator Dept & One Above** and **UOM EHS Incident Report Super User** responsibilities in Themis. Refer to <http://safety.unimelb.edu.au/tools/incident/manage/responsibilities/> for further information.

Reporting non-injury incident on behalf of another person

EHS Coordinators and Super Users can report all incident types (including **Injury or Illness, Incident or Near Miss, Property Loss or Damage, Environmental Damage, and Theft**) on behalf of another person. This differs from functionality available to ordinary users, who can only report **Injury or Illness** type incidents on behalf of another person.

- 1 Log in to Themis using the **UOM EHS Coordinator Dept, UOM EHS Coordinator Dept & Below, UOM EHS Coordinator Dept & One Above** or **UOM EHS Incident Report Super User** responsibility.
- 2 Select the **Create new incident report** function listed in your EHS responsibility menu.
The **Create New Incident Report** screen will display.



The screenshot shows the 'EHS Create New Incident Report' screen. At the top, there is a navigation bar with 'Home', 'Logout', and 'Preferences' links. Below this is a progress indicator with five steps: 'Create New Report' (active), 'Witness Details', 'Incident Details', 'Incident Response', and 'Incident Investigation and Classification'. The main form area is titled 'EHS Create New Incident Report' and includes a 'Cancel' button, a 'Create New Report' dropdown menu, and a 'Next' button. The form is divided into sections: 'Enter Person Details' with a note to complete mandatory fields marked with an asterisk. Fields include: Incident Report No (20099999), Nature of Report (dropdown), Are you the injured person? (dropdown), Classification (dropdown), Full Name (text input with a search icon), Date of Birth (calendar icon, example: 30-Sep-2009), Gender (dropdown), Email Address (text input), Telephone Number (text input), Experience in Task Being Performed (dropdown), Training in Task Being Performed (dropdown), and Was there a witness? (dropdown set to 'No'). At the bottom, there are 'Cancel', 'Create New Report', and 'Next' buttons.

Nature of Report

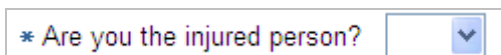
- 3 Select the report type that best describes the incident from the **Nature of Report** List of Values.



A dropdown menu with the label '* Nature of Report' and a downward arrow icon.

Are you the injured person?

- 4 For the **Are you the injured person?** field, select **No**.



A dropdown menu with the label '* Are you the injured person?' and a downward arrow icon.

Note: for incidents that do not involve an injury or illness, the **Are you the injured person?** field is used to mean loosely "Are you the person involved in the incident?"

Complete remaining fields

- 5 Complete all remaining fields in the incident report as usual.

Related Quick Reference Cards

- Entering an EHS Incident Report