

REVIEW OF NEAR MISS

As supervisor, you will receive an email notification of the near miss from “Elumina Helpdesk”. By clicking the “Login” hyperlink, you will be taken straight to the Elumina login page (Quicksafe)

Incident reported #3ENM38DRG6G (notification) - Message (HTML)

Message

Reply Forward to All Respond

Delete Move to Create Folder Rule Actions

Block Safe Lists Categorize Follow Up Mark as Unread Options

Junk E-mail Not Junk Junk E-mail

Find Related Select Find

Store Objective

From: Elumina Helpdesk [noreply@elumina.com.au]
To: Jurkov, Anthony
Cc:
Subject: Incident reported #3ENM38DRG6G (notification)

 

An Near miss has been reported, please log into Quicksafe [Login](#) and review the Near miss ASAP.
Receipt number: 3ENM38DRG6G
Near miss details as provided are:
* Injured person: Unknown Unknown
* Date of incident: 14-11-2014
* Time of incident: 12:00 am
* Type: Hit by moving object
* How it occurred: Unknown
* Injured body part: Unknown

After clicking the hyperlink, you will be brought to the Elumina login page.
Enter your work email address, and the Password: “workcover” and click “Login”

							
Helpdesk support	<table><tr><td>Email</td><td>helpdesk@elumina.com.au</td></tr><tr><td>Phone</td><td>03 9727 1790</td></tr></table>	Email	helpdesk@elumina.com.au	Phone	03 9727 1790		
Email	helpdesk@elumina.com.au						
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Elumina Group Pty Ltd	<table><tr><td>Address</td><td>Level 1, 1 East Ridge Drive Chirnside Park VIC 3116</td></tr><tr><td>Phone</td><td>03 9727 1790</td></tr><tr><td>Fax</td><td>03 9727 1791</td></tr></table>	Address	Level 1, 1 East Ridge Drive Chirnside Park VIC 3116	Phone	03 9727 1790	Fax	03 9727 1791
Address	Level 1, 1 East Ridge Drive Chirnside Park VIC 3116						
Phone	03 9727 1790						
Fax	03 9727 1791						

Login	
Email:	
Password:	
Forgotten your password – click here	
Login	

After logging in, you need to locate the pending near miss report. This is found on the homepage under the “Incidents” icon and “Pending reviews”

The screenshot shows a software dashboard with a blue header bar containing icons for Insurance claims, Incidents, Injuries, Claims, Prevention, Administration, and Reports. A dropdown menu is open under the 'Incidents' icon, listing options: Dashboard, Incidents, Hazards, Near misses, Plant & equipment, Motor vehicle, Public liability, Product liability, Professional Indemnity, General Insurance, and Pending reviews. A red arrow points from the text 'Incidents' in the dropdown menu to the 'Incidents' icon in the header. Another red arrow points from the text 'Pending reviews' in the dropdown menu to the 'Pending reviews' option in the dropdown list.

Incidents in the past 7 days

4	Incidents
1	Hazard
1	Near miss
2	Incidents with tasks due
3	Incidents with tasks overdue

Injuries requiring action

3	Injuries this week
1	Injury with tasks overdue

Prevention items requiring attention

2	Risk assessments
4	Hazardous substances
28	Chemical register items

Claims requiring action

1	Claim in the past 7 days
12	Claims with tasks due within 2 weeks
4	Claims with tasks overdue for completion
8	Claims without a RTW plan
2	Claims that have a medical certificate expiring
3	Claims that have a recently expired medical certificate

IMPORTANT

you have system generated notifications and alerts that may require your attention

to team – we are getting closer to having the electronic reporting up and running, so watch this space for updates. Have a good day!!

Pending reviews

Pending review incidents list

Receipt #:

Incident type:

All

Complaint:

Any

Submitted:

to

Filter

Receipt number	Title	Type	Division	Date submitted	Reported	Status
3ENM38DF06G	<u>Hit by moving object</u>	Near miss	Occupational Health & Safety (1802)	14/11/2014	14/11/2014 by Anthony JURKOV	New

Showing reported incidents 1 to 1 of 1.

By clicking on the underlined descriptor under “Title”, you will then see the details of the near miss

If you are satisfied that all the information is correct, click “Review” to begin the process

Pending near miss #3ENM38DRG6G: Hit by moving object

Details		Change type		Dismiss	Edit	Review	Status
Receipt number:	3ENM38DRG6G						Incident has yet to be reviewed.
Date submitted:	14/11/2014						
Near miss type:	Hit by moving object Being hit by moving objects						
Description:	Car entering underground carpark was travelling too quickly and nearly struck me as I was walking towards the lifts						
Date of incident:	14/11/2014 12:00am						
Date reported:	14/11/2014 12:00am						
Department:	Occupational Health & Safety (1802)						
Exact location:	Underground carpark at 225 Lonsdale St, Dandenong (Civic Centre)						

Witnesses		Telephone	Email	Address	Edit
Name	Bronwyn Duffus	Not set	bduffu@cgs.vic.gov.au	Not set	

Reporting person details		Relationship:	Employee	Title:	Given name:	Family name:	Edit
				Mr	Anthony	JURKOV	

If there is incorrect information (or if something has changed), click “edit” to update details. Once satisfied that all details are correct, click “Review”

Review pending incident #394C2K8AA5A

Contributing factors

☒ Specify a contributing asset...

Contributing factors

☐ Design issue
☐ Equipment failure / malfunction
☐ Fumes / Chemical / Noise emission from plant
☐ Insufficient / Inadequate guards
☐ Unstable use of plant / equipment

Description of asset:

Underground car park at 225 Lonsdale Street, Dandenong (Civic Centre)

What happened:

Car entered the car park at a dangerous speed and nearly ran into a person walking to the lifts

☐ Specify a contributing person...
☐ Specify an environmental contribution...

The review process requires you to identify contributing factors to the hazard

In this example, there is a contributing Asset. You need to tick the “Specify contributing asset” box.

If the “Contributing factors” list doesn’t have an appropriate choice, leave it blank

Complete the text fields similar to these examples

In this example, there is no “contributing person” or “environmental contribution”. If there was, the same process applies as in “contributing asset”

The next section requires attributing a consequence and a likelihood of that consequence occurring while this hazard exists

The screenshot shows a web-based risk assessment form. A red circle highlights the 'Consequences' and 'Likelihood' dropdown menus. Red arrows point from external text blocks to specific parts of the form: one to the 'High risk' label, one to the 'Consequences' dropdown, one to the 'Corrective action' field, one to the 'Date due' field, one to the 'Requirements' text area, and one to the 'Priority' dropdown.

Risk rating	
High risk	

Consequences:

What are the consequences of this incident occurring or occurring again?
Consider what could reasonably have happened as well as what actually happened.

Moderate – Physical injury probable

Likelihood:

What is the likelihood of the consequences identified above happening?
Consider what could reasonably have happened as well as what actually happened.

Possible – Might occur at some time

Corrective action to be undertaken

Corrective action: Provide appropriate signage (10km limit)

Date due: 21-11-2014

Requirements: Install appropriate speed signage at entrance to underground carpark. Also install watch for pedestrians within underground carpark.

Priority: High

☐ Add another corrective action after creating this one.

After selecting the consequence and likelihood, the risk rating will automatically appear above it

A corrective action needs to be entered (like this example)

If there are more corrective actions relating to a hazard, then tick the box to enter the details of the next one etc

Corrective action allocated to

Task allocated to:

Respond via email to:
(name of person)

Copy to (optional):

Escalation email:

Consultation

Type:

Given name:

Family name:

Date:

OK Cancel

All that you are left to complete is the "Task allocated to" and "Respond via email to" fields.

Then press "OK" and you are done

The other fields "copy to", "Escalation email" and "Consultation" will be completed by the Risk & OHS Unit in the processing stage

You have now completed the review of the Near Miss.

The Risk & OHS Unit will Process the Near Miss which will initiate the automatic email notifications.

To close out any corrective action or task, please access the guidelines in the next link in the incident section.