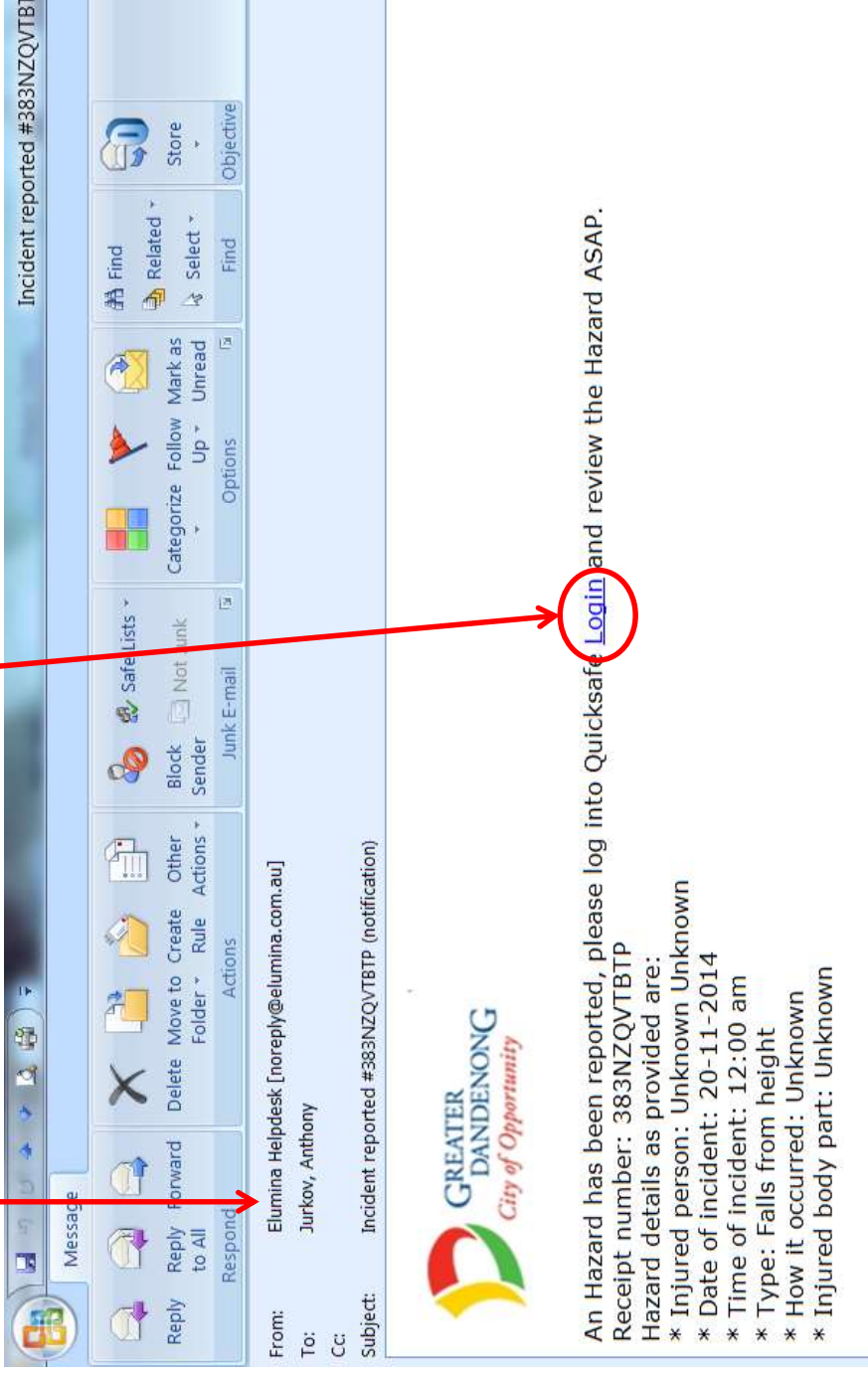


REVIEW OF HAZARD

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



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									
Phone	03 9727 1790									
Elumina Group Pty Ltd	<table><tr><td>Address</td><td colspan="2">Level 1, 1 East Ridge Drive Chirnside Park VIC 3116</td></tr><tr><td>Phone</td><td colspan="2">03 9727 1790</td></tr><tr><td>Fax</td><td colspan="2">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 hazard 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: 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 to the 'Incidents' icon in the header. Another red arrow points from the text 'Pending reviews' in the dropdown to the 'Pending reviews' item in the dropdown.

Home

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!!

Once you enter Pending reviews, you will see the hazard waiting for you to review

Insurance claims

Incidents

Injuries

Claims

Prevention

Administration

Reports

Pending reviews

Pending review incidents list

Processed

Receipt #:

Incident type:

Complaint:

Submitted: to

Filter

Receipt number	Title	Type	Division	Date submitted	Reported	Status
383NZQV78TP	Falls from height	Hazard	Occupational Health & Safety (1802)	20/11/2014	20/11/2014 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 hazard

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

The screenshot shows a web form titled "Pending hazard #3C89TGVRC4D: Chemical exposure". The form is divided into three main sections: "Details", "Witnesses", and "Reporting person details".

Details Section:

Details	
Receipt number:	3C89TGVRC4D
Date submitted:	11/11/2014
Hazard type:	Chemical exposure Contact with, or exposure to chemicals or hazardous substances.
Description:	Poor housekeeping in workshop. Open containers of chemicals / hazardous substances are left lying around the floor and on benches
Date of incident:	11/11/2014 8:50am
Date reported:	11/11/2014 12:00am
Department:	Occupational Health & Safety (1802)
Exact location:	Fleet workshop – Operations Centre 20 Bennet St, Dandenong

At the top right of the Details section are buttons: "Change type", "Edit", "Dismiss", and "Review". The "Review" button is circled in red.

Witnesses Section:

There are no recorded witnesses to this incident.

Reporting person details Section:

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

At the top right of the Reporting person details section is an "Edit" button.

At the bottom right of the form is a "Status" box:

Status
Incident has yet to be reviewed.

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 #383NZQVTBTP

Contributing factors

☒ Specify a contributing asset...

Contributing factors

☐ Design issue

☐ Equipment failure/malfunction

☐ Fumes / Chemical / Noise emission from plant

☒ Insufficient / Inadequate guards

☐ Unsuitable use of plant / equipment

Description of asset:

Fire escape stairs

What happened:

Guard rails are missing at the top of the landing leaving a fall hazard of approximately 3 metres

Risk rating

☐ Specify a contributing person...

☐ Specify an environmental contribution

OK **Cancel**

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 and select the “Contributing factors”

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 risk assessment form with several sections. A red circle highlights the 'Consequences' and 'Likelihood' sections. Red arrows point from external text blocks to specific parts of the form: one to the 'High risk' label, one to the 'Consequences' section, one to the 'Corrective action' field, one to the 'Date due' field, one to the 'Requirements' field, and one to the 'Priority' dropdown.

Risk rating	
High risk	

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

Consequences: Major – Death or extensive injuries

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

Likelihood: Possible – Might occur at some time

Corrective action to be undertaken

Corrective action:
Install appropriate guard rails

Date due:
27-11-2014

Requirements:
Install guard rails in accordance with Australian Standard requirements

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: mcough@cgd.vic.gov.au

Respond via email to: Anthony Jurkov (name of person)

Copy to (optional):

Escalation email:

Consultation

Type: Select one...

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 your Review.

The Risk & OHS Unit will now “Process” the Hazard report 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.