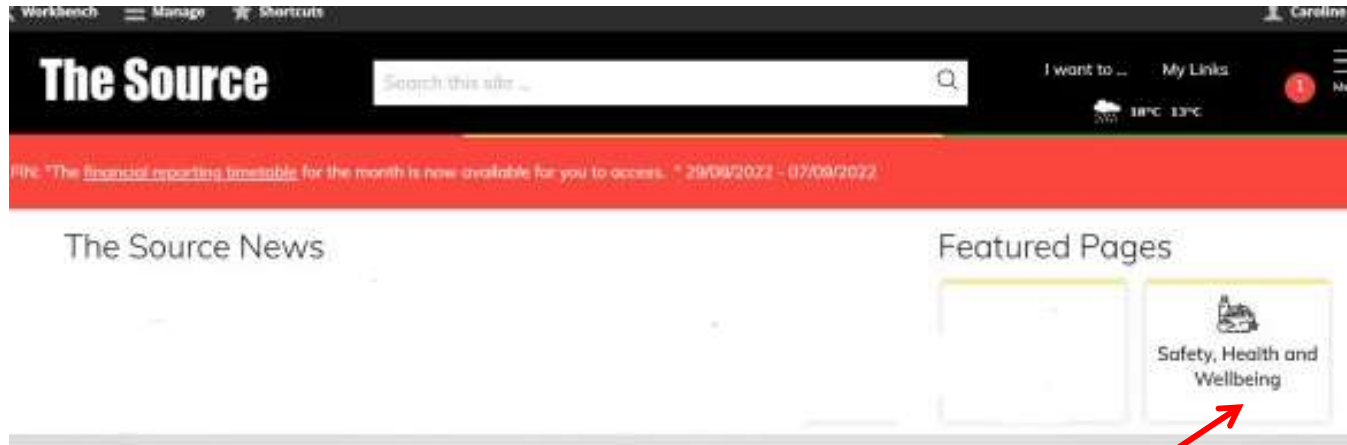


ENTERING AN INCIDENT



To enter the incident portal, Open The Source and select the **“Health, Safety & Wellbeing”** icon.

Once selected, you will be taken to the below page. Scroll down until you see text box
‘Report an Incident’

Home > Safety, Health and Wellbeing

Safety, Health and Wellbeing

Administration

COVID Corner

Purchasing, Ordering and
Booking

Safety, Health and Wellbeing

OHS and Risk
Management

Report an Incident

View

Edit

Revisions

When we join the Greater Dandenong City Council team, we join a Council who puts people first.

We aim to be an organisation where Health and Wellbeing is intrinsic in all we do.

That means working together to:

- remember and uphold our REACH values.
- look after and support each other and ourselves as individuals.
- strive to achieve the best outcomes for not only our community, but also each other.

When we all aim to do this every day within our teams, departments and as a whole organisation,



OHS and Risk Management

OHS Policies and Procedures,
including Risk Management
Processes



Report an Incident

Accidents and near misses
happen and we must try to
prevent them from happening into
the future.

Click on the Icon 'Report an Incident'

Home > Safety, Health and Wellbeing > Report an Incident

Report an Incident

Administration

COVID Corner

Purchasing, Ordering and
Booking

Safety, Health and Wellbeing

OHS and Risk
Management

Report an Incident

REACH

Reward and Recognition

Employee Assistance

View Edit Revisions

Incident, Near Miss and Hazard Reports

An Incident Report must be completed within one working day of discovering or becoming aware of:

- Injury to a staff member
- A near miss that could have injured or harmed a staff member
- A hazard that could cause harm to a person or thing
- A dangerous occurrence like a collapse of part of a building or structure

Make an Incident Report in ELUMINA.

Report an Incident, Near Miss or Hazard

Click on the 'Report an Incident,
Near Miss or Hazard'

Once you're in the portal, select kind of incident from drop down box

Greater Dandenong City Council incident report form

This is the **Greater Dandenong City Council** incident & injury reporting system, please complete the following form.



Details of the incident

Kind of incident*:	Incident – an event which has resulted in an injury Incident – an event which has resulted in an injury Hazard – something which has the potential to cause injury Near miss – an event has occurred with no injury
Date and time of incident*:	
Date reported*:	06-11-2014
Incident classification*:	None
Incident type*:	Select one...
Description*:	

* indicates required fields

Reported to [To whom was the incident reported to]

Given name*: Please specify the given name (i.e. not an alias)	
Family name*:	

If there has been an incident that has resulted in an injury (no matter how minor), select “Incident” from the drop down box

Greater Dandenong City Council incident report form

This is the **Greater Dandenong City Council** incident & injury reporting system, please complete the following form.

Details of the incident

Kind of incident: Incident – an event which has resulted in an injury

Date and time of incident*: 06-11-2014 12:00 am

Date reported*: 06-11-2014

Incident classification*: None

Incident type*: Select one...

Description*:

NOVEMBER 2014

wk	mon	tue	wed	thu	fri	sat	sun
44	27	28	29	30	31	1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30
49	1	2	3	4	5	6	7

THURSDAY, 06 NOVEMBER 2014

The system automatically displays the current date. If the “date of incident” and “date reported” is different to this, click on the calendar icon to select the appropriate date/s

* indicates required fields

After setting the appropriate dates and times, select the appropriate incident classification from the drop down box

Greater Dandenong City Council incident report form

This is the **Greater Dandenong City Council** incident & injury reporting system, please complete the following form.

Details of the incident

Kind of incident*	Incident – an event which has resulted in an injury
Date and time of incident*	06-11-2014 12:00 am
Date reported*	06-11-2014
Incident classification*	None
Incident type*	RO – Report only (no treatment required) FAI – First aid injury MTI – Medical treatment injury LTI – Lost time injury
Description*	

* indicates required fields

Note: **Report Only** is where no treatment was required, but physical contact was made
First Aid Injury is where minor treatment was given at work e.g bandaid, ice pack etc
MTI is where a visit to a medical practitioner occurred, but no time lost
LTI is where loss of a full shift (or greater) has occurred

After selecting incident classification, the Incident Type needs to be selected from the drop down box

The screenshot shows the 'Greater Dandenong City Council incident report form'. The 'Details of the incident' section contains the following fields:

- Kind of incident*:** Incident – an event which has resulted in an injury
- Date and time of incident*:** 06-11-2014, 12:00 am
- Date reported*:** 06-11-2014
- Incident classification*:** None
- Incident type*:** A dropdown menu is open, showing a list of incident types. A red circle highlights this menu. The list includes: Animal/Insect bites/stings, Being hit by moving objects, Contact or exposure to cold, Contact or exposure to heat, Contact with electricity, Contact with, or exposure to chemicals or hazardous substances, Contact with, or exposure to, biological factors, Exposure to mental stress factors, Exposure to Noise, Exposure to Psychological factors, Falls from a height, Falls on the same level (incl trips & slips), Hitting objects with a part of the body, Manual handling, Occupational Violence, Other muscular injuries, Repetitive movement with low muscle loading, and Vehicle accident.
- Description*:** (Empty text area)

Below the incident details, there is a section for 'Reported to' with fields for 'Given name*' and 'Family name*'. A red arrow points from the text at the top of the slide to the 'Incident type' dropdown menu.

* indicates required fields

Note: If there is no exact descriptor, then select the closest fit

The description field allows you to detail how the incident occurred. It only needs to be brief and to the point

Greater Dandenong City Council incident report form

This is the **Greater Dandenong City Council** incident & injury reporting system, please complete the following form.

Details of the incident

Kind of incident*:	Incident – an event which has resulted in an injury
Date and time of incident*:	06-11-2014 12:00 am
Date reported*:	06-11-2014
Incident classification*:	None
Incident type*:	Select one...
Description*:	Broken door latch caused the door to swing closed and bruised my arm

* indicates required fields

The “Reported to” section is the person whom the injured worker reported the incident. This will most likely be the supervisor (or similar authority)

Reported to [To whom was the incident reported to]

Given name*:

Please specify the given name (i.e. not an alias)

Family name*:

* indicates required fields

Witness list

Name	Telephone	Email	Address

+

Details of witnesses to the incident can be added. You can add multiple witness names by clicking the “plus” symbol if desired. This is not a mandatory field as sometimes there may be no witnesses to an incident...

This section is where the injured worker is added. If the injured worker's employee number is known, then enter the employee number and click on "Lookup"

The screenshot shows a form titled "Injured person details". At the top, there is a header bar with the title. Below it, the form contains several fields. The "Employee number:" field is circled in red, and a red arrow points from the text above to the "Lookup" button. Another red arrow points from the "Lookup" button to a text box on the right. Several other red arrows point from the text box to the "Relationship*", "Title*", "Given name*", "Family name*", "Telephone*", and "State" fields, which are marked with a red asterisk to indicate they are required.

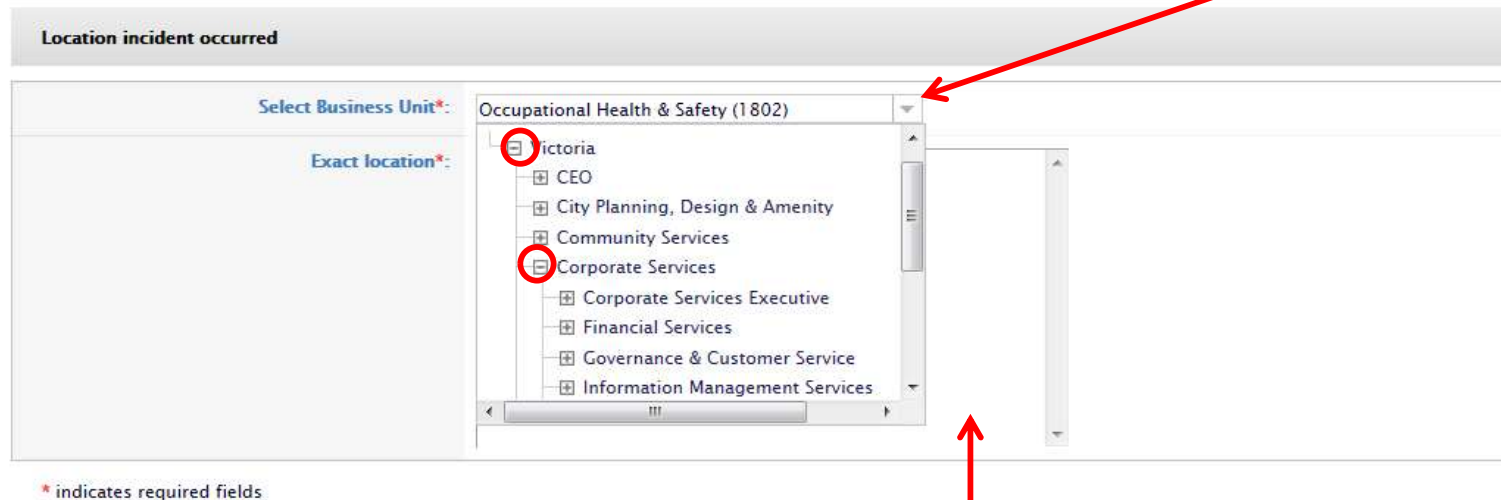
Injured person details	
Employee number:	Lookup
Relationship*	Select one... v
Title*	Select one... v
Given name* Please specify the given name (i.e. not an alias)	
Family name*	
Street address:	
Suburb:	
State:	Select one... v
Postcode:	
Telephone*	
Email:	

* indicates required fields

After pressing "Lookup", all the other mandatory fields (red asterisk) in this section will be automatically populated

If you do not know the employee number, or if the fields do not automatically populate for some reason, then you will need to fill in the required fields (red asterisk) manually.

This section is to identify which business unit or team the injured worker belongs. You need to drill down from the drop down box until you find the appropriate area



The screenshot shows a web form titled "Location incident occurred". It contains two main input fields: "Select Business Unit*" and "Exact location*". The "Select Business Unit*" field is a dropdown menu that is currently open, displaying a hierarchical tree structure. The root of the tree is "Occupational Health & Safety (1802)". Under this root, there are several sub-items: "Victoria", "CEO", "City Planning, Design & Amenity", "Community Services", "Corporate Services", "Corporate Services Executive", "Financial Services", "Governance & Customer Service", and "Information Management Services". The "Victoria" and "Corporate Services" items are circled in red. A red arrow points from the text above to the "Select Business Unit*" dropdown. Another red arrow points from the text below to the "Exact location*" text box. At the bottom left of the form, there is a small note: "* indicates required fields".

“Exact location” is a text box for you to fill in the exact location where the incident occurred. If this is an offsite location, it needs to be identified eg a clients home (actual address) or an open space eg footpath outside 225 Lonsdale St Dandenong etc

The next field asks for the injured person's details. This will mostly already be filled out previously under the "Reporting person" field. If so, tick the "Injured person is reporting Person" box. Once this is done, the name will automatically appear below

* indicates required fields

Injured person details

☐ Injured person is reporting person

Employee number:		Lookup
Given name*:		
Family name*:		

The screenshot shows a form titled "Injured person details". At the top, a legend indicates that an asterisk (*) denotes required fields. Below the title, there is a checkbox labeled "Injured person is reporting person". Underneath this is a table with three rows. The first row contains the label "Employee number:", a text input field, and a "Lookup" button. The second row contains the label "Given name*:" followed by a text input field. The third row contains the label "Family name*:" followed by a text input field. A red oval is drawn around the "Given name*" and "Family name*" rows, and a red arrow points from the text below to the bottom of this oval. Another red arrow points from the text above to the "Injured person is reporting person" checkbox.

If the injured person is not the reporting person, then the name will need to be entered manually in these fields

There is an opportunity to describe the exact nature of the injury in the text field. It is then followed by a series of drop down selections that best fits the situation

The image shows a web form titled "Injury details". The form contains several input fields, some of which are highlighted with red circles:

- Description of injury*:** A large text area for describing the injury, circled in red.
- Injury a result of*:** A dropdown menu with "Select one..." and a downward arrow, circled in red.
- Nature of injury*:** A dropdown menu with "Select one..." and a downward arrow, circled in red.
- Injured body part*:** A dropdown menu with "Select one..." and a downward arrow, circled in red.
- Medical treatment*:** A dropdown menu with "Select one..." and a downward arrow, circled in red.

Below the dropdowns is a text area labeled "Do you have anything further to add:". The form also includes plus and minus buttons next to the dropdowns for expanding or collapsing sections.

Injury a result of*: Select one...

Nature of injury*: Select one...

Injured body part*: Select one...

Medical treatment*: Select one...

Do you have anything further to add:

Notification

This will send a notification of this reported incident

Supervisor email address*:

* indicates required fields

Print Finish

Injury a result of*: Select one...

Nature of injury*: Select one...

Injured body part*: Select one...

Medical treatment*: Select one...

Do you have anything further to add:

Notification

This will send a notification of this reported incident

Supervisor email address*:

* indicates required fields

Print Finish

The next four fields require a selection from a series of drop down boxes. If there is no exact descriptor, then select the best fit

Nature of injury*: Select one...

Injured body part*: Select one...

Medical treatment*: Select one...

Do you have anything further to add:

Notification

This will send a notification of this reported incident

Supervisor email address*:

* indicates required fields

Print Finish

Injury a result of*: Select one...

Nature of injury*: Select one...

Injured body part*: Select one...

Medical treatment*: Select one...

Do you have anything further to add:

Notification

This will send a notification of this reported incident

Supervisor email address*:

* indicates required fields

Print Finish

If there is more information relevant to the injury or incident that is not previously covered by the previous fields, you can add it into the text field here. If not, leave it blank.

The screenshot shows a web form interface. At the top, there is a large text area for additional information. A red circle highlights the text "Do you have anything further to add." in the top-left corner of this area. A red arrow points from the top right towards the center of the text area. Below the text area is a section titled "Notification" in a grey bar. Underneath, it says "This will send a notification of this reported incident to the specified email address." Below this is a text input field. A red circle highlights the text "Supervisor email address*" in the top-left corner of the field. A red arrow points from the bottom towards the input field. Below the input field, there is a small red asterisk followed by the text "indicates required fields". At the bottom right of the form, there are two buttons: "Print" and "Finish".

Once you are satisfied that all the information has been entered, add the notification details above. This will ensure the supervisor is notified via email of the incident details (if you are the supervisor entering the report, then put your own email in this field). Then click "Finish"

The report will then enter the Quicksafe system for review and processing. As supervisor, you will need to login to Elumina to review your entry under "Pending Reviews".

As Supervisor, you are now required to “Review” the incident.

You can access the guidelines from the next link in the incident section.