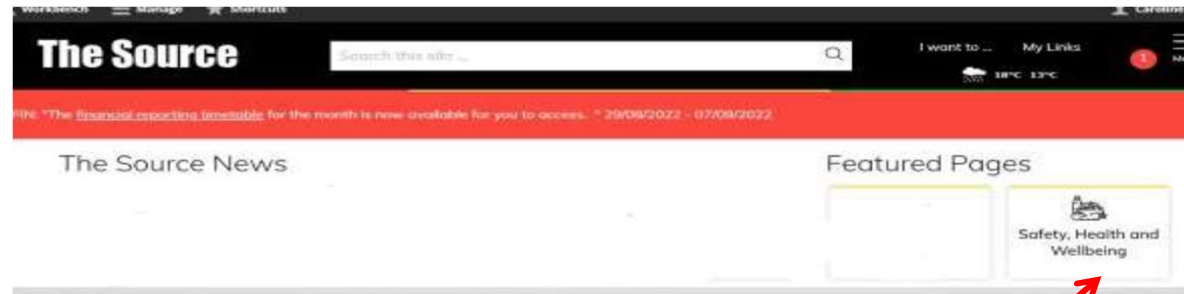


ENTERING A NEAR MISS



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

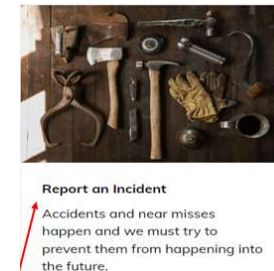
When we join the Greater Dandenong City Council team, we join a Council who puts people first.

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'

Details of the incident	
Kind of incident*	Near miss – an event has occurred with no injury
Date and time of incident*	14-11-2014 12:00 am
Date reported*	14-11-2014
Near miss type*	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

* indicates required fields

Reported to [To whom was the incident reported to]	
Given name*	Matt
Family name*	Coughlan

* indicates required fields

Type in the details of the person the near miss was reported to. On most occasions it will be the supervisor

This section is where the reporting person is added. If the employee number is known, then enter the employee number and click on “Lookup”

The screenshot shows a form titled "Reporting person details". The "Employee number:" field is circled in red, and a red arrow points to the "Lookup" button. A red box on the left contains the text: "Check with Elumina to have this changed with 'Injured' person". A red arrow points from this box to the "Employee number:" field. Another red arrow points from the "Lookup" button to a text block on the right: "After pressing 'Lookup', all the other mandatory fields (red asterisk) in this section will be automatically populated". Red arrows also point from this text block to the "Relationship*", "Title*", "Given name*", "Family name*", "Telephone*", and "State" fields. A legend at the bottom left states: "* indicates required fields".

Reporting person details

Employee number: Lookup

Relationship*: Select one... ▼

Title*: Select one... ▼

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

Family name*:

Street address:

Suburb:

State: Select one... ▼

Postcode:

Telephone*:

Email:

* indicates required fields

Check with Elumina to have this changed with "Injured" person

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.

Note: Employee import from CHRIS into Elumina needs to occur to make this function work automatically. Importing should occur every month to ensure employee records are accurate and up to date

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

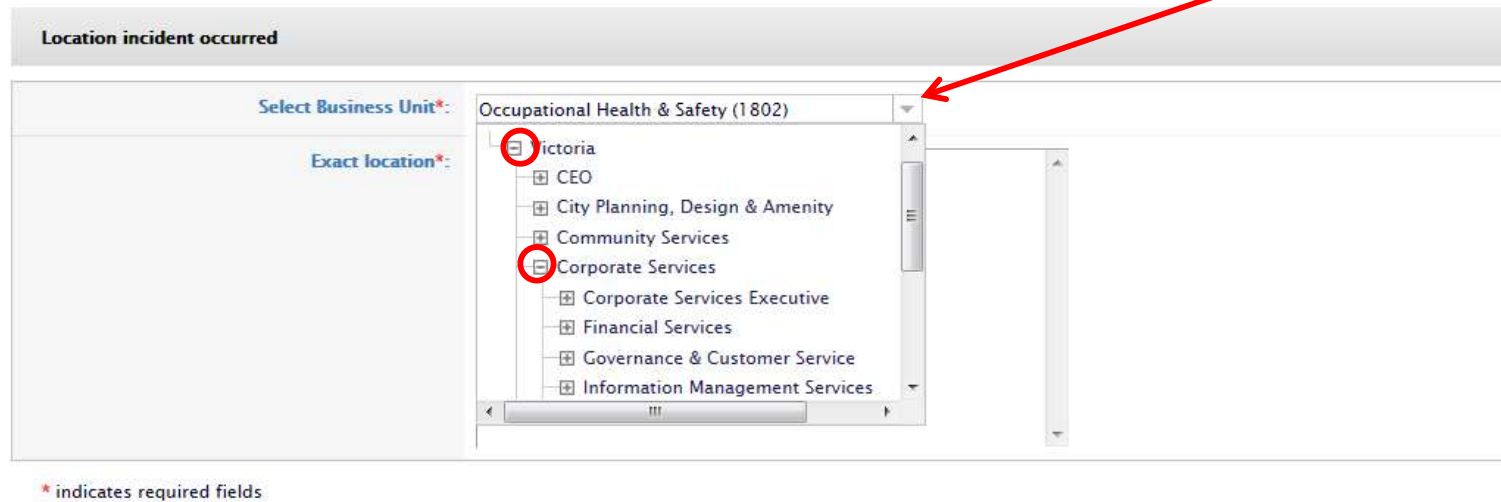
Location incident occurred

Select Business Unit*: Occupational Health & Safety (1802)

Exact location*:

- Victoria
- CEO
- City Planning, Design & Amenity
- Community Services
- Corporate Services
- Corporate Services Executive
- Financial Services
- Governance & Customer Service
- Information Management Services

* indicates required fields



“Exact location” is a text box for you to fill in the exact location where the near miss occurred. If this is an offsite location, it needs to be identified eg Hemmings Park (playground equipment - swings) or an open space eg footpath outside 225 Lonsdale St Dandenong etc

Location incident occurred

Select Business Unit*: Occupational Health & Safety (1802)

Exact location*: Fleet workshop - Operations Centre 20 Bennet St, Dandenong

* indicates required fields

Notification

This will send a notification of this reported incident to the specified email address.

Supervisor email address*: mcough@cgd.vic.gov.au

* indicates required fields

Print 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 hazard details (if you are the supervisor entering the report, then put your own email in this field). Then click “Finish”

The hazard report will then enter the Quicksafe system for review and processing

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

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