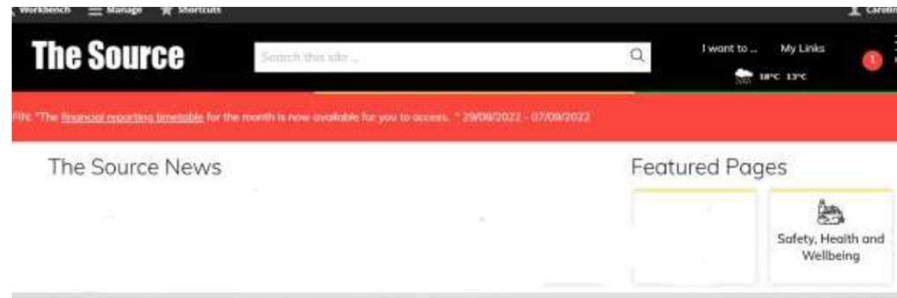


ENTERING A HAZARD



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'

If a situation or condition has been identified that has a potential to cause injury, but no incident occurred, select “Hazard” from the drop down box from “Kind of Incident”

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*:	11-11-2014
Incident classification*:	None
Incident type*:	Select one...
Description*:	

* indicates required fields

After selecting the date, the Hazard Type needs to be selected 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*:	Hazard – something which has the potential to cause injury ▼
Date reported*:	21-04-2015 
Hazard type*:	Select one... ▼
Description*:	Select one Biological – blood or other bodily fluids, mould / fungi, bacteria / viruses etc Chemical – liquids, vapors, gases, flammables, pesticides etc Electrical – faulty equipment, frayed cords, overloaded powerboards etc Environmental – UV radiation, extreme heat / cold Ergonomic – faulty furniture, poor workstation layout, sun glare, poor lighting etc Mechanical – exposure to moving parts, missing guards, impact from moving machinery etc Noise – exposure to elevated noise levels Physical – manual handling, impact from moving structures / equipment, animal / insect bites or stings Psychological – exposure to threats, abuse, violence, harassment, stress etc Slip / Trip / Fall – spilled liquids, poor housekeeping, lack of fall protection devices etc Structural – cracking, broken items, missing items, loose items etc

* indicates required fields

The description field allows you to detail what the hazard is. 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*:	Hazard - something which has the potential to cause injury ▼
Date and time of incident*:	11-11-2014 8:50 am ▼
Date reported*:	11-11-2014 ▼
Hazard type*:	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

* indicates required fields

Reported to [To whom was the incident reported to]

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

* indicates required fields

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

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

The screenshot shows a web form titled "Location incident occurred". It contains two required fields: "Select Business Unit*" and "Exact location*". The "Select Business Unit*" field is open, displaying a hierarchical tree structure. The root node is "Occupational Health & Safety (1802)". Under this root, there are several sub-nodes: "Victoria", "CEO", "City Planning, Design & Amenity", "Community Services", "Corporate Services", "Corporate Services Executive", "Financial Services", "Governance & Customer Service", and "Information Management Services". A red arrow points to the dropdown menu of the "Select Business Unit*" field. Two red circles highlight the "Victoria" and "Corporate Services" nodes in the tree. Below the form, a note states: "* indicates required fields".

“Exact location” is a text box for you to fill in the exact location where the hazard exists. 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.