SAFETYNET
USER GUIDE
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1 Introduction

SafetyNet is the online system for recording hazard/incidents reports, safe work procedures and risk assessments at the University of Wollongong.

1.1 Accessing SafetyNet

SafetyNet can be accessed a number of different ways. The main way users can access SafetyNet is via the link from the UOW SAFE@WORK webpage.

Another way of accessing SafetyNet is via a hyperlink contained within an email notification or corrective action reminders which are generated after a hazard/incident has been reported or a risk assessment or safe work procedure has been submitted. Staff can also access SafetyNet via the staff intranet page.

This guide assists users in completing the SafetyNet online forms.

2 SafetyNet Navigation

WORK LIST

The work list displays all documents and items that require action by the user. Each time you login to SafetyNet your worklist should be displayed. If you have no items to follow up on your worklist will be blank. Supervisors and Managers have an additional link My Team Work List where they are able to view the work lists for each member of their team.

The Date Due From and Date Due To fields can be used to display items in the work list within a fixed date range. When both fields are blank the Work List displays all items contained within it. The number of results returned can be set from the Display Results Per Page drop-down box.

You can export your work list by clicking the export link.
The View Doc icon is used to open any documents that may require actions or review by you and the Corrective Action icon displays for any outstanding action items.

When you Click the Corrective Action icon the following window will appear. To close off a corrective action you enter the date the corrective action was completed.

INCIDENT HAZARD FORM

The incident hazard form allows you to record any incidents, hazards and near misses.

RISK ASSESSMENT FORM

This form records risk assessments including the hazards, the risk level and controls to make it safe.

SAFE WORK PROCEDURE FORM

This form records the job steps of an activity and any hazards and controls to ensure the task is performed in a safe way.

SEARCH

You can use the search function to search for any type of document stored in SafetyNet.

PRINT

This print button can be used to print reports to PDF.

FORM MENU
This menu is displayed for each form and is located on the left hand side. It can be used to navigate between screens on a form. There are 3 different icons that are displayed next to the form section.

- Means there are mandatory fields that still need completing.
- Means all fields are completed.
- Means there is an error in this section.

**SEARCHING FOR STAFF AND STUDENTS**

The **Staff Search** link, enables the user to search the UOW personnel listing by name if the employee number of the person reporting the incident is not known.

![Staff Search](image)

A wildcard can be used to broaden the search criteria. For SafetyNet the wildcard is the percentage % sign. You can also search without the wildcard as well for example if you type the first couple of letters of surname or first name.

When searching for students you need to search by their email address.

![Student Details](image)

### 3 Incident/Hazard reporting

There are 3 different reports that can be made in the Incident/Hazard reporting section of SafetyNet. They are:

1. **Incident report**: An incident is defined as any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

2. **Hazard report**: A situation or task that has the potential to lead to an incident which may adversely affect health and safety i.e. potential to cause injury or disease to people, damage to the environment, property, plant or equipment. Hazards can be chemical, biological, plant and equipment, physical or psychological.

3. **Near miss**: A near miss is an accident that does not produce an injury or disease. A near miss may have the potential to cause harm to a person and through investigation can reveal ways to avoid the event.

### 3.1 What to include in reports

When you are reporting any hazards and incidents it is important that all the information contained within the report is relevant and that you provide a detailed description of the hazard or incident. All reports should contain the following.
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>• time and date of the hazard</td>
<td>• time and date of incident</td>
</tr>
<tr>
<td>• location of the hazard</td>
<td>• location of the incident</td>
</tr>
<tr>
<td>• a detailed description of the hazard</td>
<td>• nature of the incident</td>
</tr>
<tr>
<td>• possible control measures</td>
<td>• tasks/activity occurring at the time</td>
</tr>
<tr>
<td>• any immediate actions taken to either eliminate the hazard or reduce the risk of hazard.</td>
<td>• exactly what happened i.e. the direct cause of the accident – electric shock, sharps injury, exposure to a particular agent, slip, struck by a door etc.</td>
</tr>
<tr>
<td></td>
<td>• control measures in place at the time - local exhaust ventilation, PPE</td>
</tr>
<tr>
<td></td>
<td>• details of any witnesses involved</td>
</tr>
<tr>
<td></td>
<td>• the immediate action taken for the incident</td>
</tr>
</tbody>
</table>

Do not include any private information in the descriptions of the hazard or incident such as

- names
- addresses
- phone numbers of people involved
- details of conversations

### 3.2 Report examples

<table>
<thead>
<tr>
<th>Poor report</th>
<th>Improved report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Blogs is a coordinator in our section. As Joe was using a chemical it spilt on him.</td>
<td>On 1st February 2007 at 10:30 am, a staff member was working in the B100, using chlorine for an experiment. As the chlorine was being handled a small quantity spilled on the staff member’s leg. The injured staff member was then treated by the local area first aider and then transported to hospital by ambulance.</td>
</tr>
</tbody>
</table>

### 3.3 Steps in reporting an incident, hazard or near miss

There are 3-4 sections that must be completed within the incident/hazard reporting form depending upon what you are reporting. You can see on the form menu (located at the top left hand corner of the screen) the sections which all need completing before a report can be submitted

Once you have completed each section a green tick will appear ✓. If a section is incomplete this 🟠 will appear and if there is an error this ⚠ will appear.

For Injury reports with injury there is one extra section that must be completed which is the injury details section. Follow the steps provided to complete your incident/hazard report on SafetyNet
**STEP 1 COMPLETE THE FORM DETAILS SECTION**

The form will automatically populate a number of fields for staff. If you are contractor or student you need to populate these details manually.

Select faculty that incident/hazard relates to

This section allows the selection of the appropriate supervisor for which the hazard or injury is to be reported. Changing the Supervisor can be completed by selecting the Change Supervisor link.

Additional supervisors can be added but they are unable to approve the report

Select occurrence type. For injuries select with or without injury

Select appropriate incident or hazard classification. If there is not one select other and enter classification manually.

Include a detailed description of what happened. **Remember do not include personal or private information here. See report examples.**

Add any attachments here. For example photos.

**In this section enter the following details:-**

- Date of Incident/Hazard
- Time of Incident
- Date Reported
- Reported to
- Location of Incident/Hazard

Note: If you would like your report to remain confidential for any reason please tick the confidential button next to your name at the beginning of the report. For example if your report is related to a bullying or harassment.
### Step 2 Injury details section (for incidents with injury only)

**Add injured persons details**

**Add level of treatment received.**

**Complete the four drop down menus to classify the injury. These fields are required for the form to be saved.**

**Description of Illness/Injury**

In this section provide a description of the injury(s) sustained in the incident for example, a broken right leg. This field is required to be completed for the form to be saved.

**Specific task being performed at time of Incident/Injury**

In this section provide a description of the task that was being performed at time of the incident for example, a broken right leg.

**Description of Treatment Provided**

In this section provide a description of any treatment received (including any first aid treatment).

**Include names of any treatment providers**
Step 3 Complete correctives actions details (for all reports)

Add any contributing factors. Tick all boxes that apply. When trying to determine corrective actions to prevent reoccurrence, sometimes it is helpful to review what causes led up to the incident occurring.

**REMEMBER TO THINK OF ALL OF THE FACTORS THAT COULD HAVE LED TO THE INCIDENT OR HAZARD OCCURING**

Add a short description of what the cause/s of the incident or hazard. Do not add any personal or private information details here such as names or telephone numbers etc.

In this section, the risk relating to the hazard is assessed. Two parameters influence the risk score – consequence and likelihood. Once both consequence and likelihood has been selected, the risk score will automatically appear. The risk score is determined from the risk matrix.

Depending on the risk score, the timeframe for corrective action (to reduce the risk) will differ according to the following:

- **High:** within 24hrs
- **Medium:** within 2 weeks
- **Low:** within a month

To add the corrective actions click on the add corrective action plan icon. The following window will appear. Add corrective action and select an appropriate person responsible to complete the action and press save. To add more click add corrective action plan again.
4 Risk Assessments

Completing a risk assessment is the best way to document strategies on how a hazard is going to be managed. A risk assessment incorporates the identification of the hazard, what the level of risk is and what can be done to improve the situation. The following steps outline the steps in completing the UOW SafetyNet online Risk Assessment form. The principles associated with risk assessment can be located in the Risk Management Guidelines.

4.1 Steps in completing a risk assessment form

STEP 1 COMPLETE FORM DETAILS

The Ref No: (reference number), Status and Date Created are displayed at the top of the page. These are generated by the system and are displayed on each page of the form.

Select the appropriate risk types related to the activity. You can select more than one type.

You can enter other people as developers of a risk assessment form but you need to select who is the main contact or main person responsible for the development of the RA.

This section identifies document ownership and provides search data. Complete all details. In the Work Activity field make sure you provide a short description of the work that is to be undertaken or name of a project. This will make it easier to search for later on. Avoid using generalised terms such as Honours project or PhD project.

This section details when the form was last updated and version number.

Once you have completed all details in the form click on submit. The report will be sent to the supervisor you selected on the form details page. The supervisor will review the form and either approve the report or send the report back to you to modify. If they have sent the report back to you they will leave comments on what should be modified in this section. You then need to modify the form as per their comments and re-submit the form.
STEP 2 COMPLETE ASSESSMENT AND CONTROLS

In this section add all the hazards associated with the task. List any current controls for each of the hazard and make an assessment on the level of risk associated with each of the hazards taking into consideration the current controls. For all hazard that are rated high or medium think of any additional controls that could be put in place to reduce the risk and add them in the risk control section.

If there are safe work procedures available for this activity, select Yes and update the table to include any safe work procedures which have may already exist that are applicable to the control of these hazards.

Add any attachments relevant to the risk assessment in this section including images, manuals, emails or other documents can be attached.

STEP 3 SAVE AND SUBMIT

You can save the document as a draft or submit the risk assessment for approval here. The report will be sent to the supervisor/s you selected on the form details page. The supervisor/s will review the form and either approve the RA or send the RA back to you to modify. If they have sent the report back to you they will leave comments on what should be modified in this section. You then need to modify the from as per their comments and re-submit the form.
5 Safe work procedures

A Safe Work Procedure (SWP) may be identified as a control measure during this risk management process. An SWP is used to outline the step by step process on how to use a piece of equipment or perform a work task safely and is a control measure (it is not a risk assessment). The following steps outline the steps in completing the UOW SafetyNet online SWP form. More guidance on what to include an SWP can be located in the SWP guidelines.

5.1 Steps in completing an SWP form

**STEP 1 COMPLETE FORM DETAILS**

<table>
<thead>
<tr>
<th>Form Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
</tr>
<tr>
<td>Initial Details</td>
</tr>
<tr>
<td>Faculty/Division</td>
</tr>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>Work Activity</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Date Last Updated</td>
</tr>
</tbody>
</table>

Complete all details in this section. In the Work Activity field make sure you provide a short description of the work that is to be undertaken or name of a project. Make sure the name matches what the activity actually is this will make it easier to search for later on. Avoid using generalised terms such as Honours project.

- **Developer/s**
  - You can other people as developers of the SWP but you need to select who is the main contact or main person responsible for the development of the SWP.

- **Approver/s**
  - You can add or remove approvers of the SWP. Ensure the most appropriate person is selected as the main approver.

This section contains detail of any documentation referenced during the development of the document. Referenced documentation should be relevant and appropriate. Reference to UOW documents, Chemical Safety Data Sheets, legislation, codes of practice or Australian standards aids in determining specific requirements for the work and/or hazards associated with the activity.

- **Risk Assessment and Incident Link**
  - Tick yes if the SWP has been identified in a RA or a hazard/incident report. If yes you need to add the reference number for the RA or hazard/incident report.

- **Risk Assessment**
  - In this section, the risk relating to the task is assessed.
  - Two parameters influence the risk score – consequence and likelihood.
  - **Once both consequence and likelihood has been selected, the risk score will automatically appear. The risk score is determined from the risk matrix.**
STEP 2 COMPLETE PROCEDURES AND ACTIONS

In this section add all the jobs steps, the hazards associated with each step and the controls in place to reduce the risk of the hazards.

Add any attachments here. Relevant files including images, manuals, emails or other documents can be attached.

In this section add all the personal protective clothing and equipment required to perform the task.

STEP 3 SAVE AND SUBMIT

In this section you can save the form as a draft, update the form or process the form for approval.

When you process the form approval it will be sent to the supervisor/s you selected on the form details page. The supervisor/s will review the form and either approve the report or send the report back to you to modify. If they have sent the report back to you they will leave comments on what should be modified in this section. You then need to modify the from as per their comments and re-submit the form.
6 Status of forms

As the form goes through the workflow it is assigns a status to the form.

6.1 Status of hazard/incident reports

The table below provides an explanation to each of the different status available for incident and hazard forms.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>The document is in its initial stage and is incomplete. The document has not been sent for approval.</td>
</tr>
<tr>
<td>Under Review/ Short File (SF)</td>
<td>The document has been submitted to the supervisor/approvers for their review and approval.</td>
</tr>
<tr>
<td>Modify</td>
<td>The document has been reviewed by the supervisor/approver who has returned the document to the work group. The document is not ready for approval and requires amendment. The document has been reopened for a review process.</td>
</tr>
<tr>
<td>Open</td>
<td>The document content is appropriate and has been approved by the supervisor and the WHS Unit. Corrective action items listed are not marked as complete.</td>
</tr>
<tr>
<td>Closed</td>
<td>The document is approved and all corrective action items have been completed and may be used by the organisation.</td>
</tr>
</tbody>
</table>

6.2 Status of Risk Assessment and SWP forms

This table below the status of the risk assessment and safe work procedure forms.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>The document is in its initial stage and is incomplete. The document has not been sent for approval.</td>
</tr>
<tr>
<td>Under Review</td>
<td>The document has been submitted to the supervisor/approvers for their review and approval.</td>
</tr>
<tr>
<td>Modify</td>
<td>The document has been reviewed by the supervisor/approver who has returned the document to the work group. The document is not ready for approval and requires amendment. The document has been reopened for a review process.</td>
</tr>
<tr>
<td>Approved</td>
<td>The document is approved and may be used by the organisation.</td>
</tr>
<tr>
<td>Open(risk assessments only)</td>
<td>The document has risk control actions assigned that have not been completed. One or more risk control actions are assigned to a person responsible with a target date.</td>
</tr>
</tbody>
</table>
7 Completing corrective actions

If you have been assigned a corrective action from any of the reports you will sent an email advising you that a corrective action has been assigned to you (See example below).

```
SafetyNet - Incident/Hazard Report corrective action overdue (HIR-15-0599)
UOW SafetyNET Notification <noreply@sbcit.com.au>

A corrective action is overdue.

Person Responsible: Melinda Chylinski
Reference: HIR-15-0599
Incident Type: and is a hazard
Description: test

Risk Score: Medium

The incident/hazard report corrective action can be accessed from your Work List.
To complete:
```

To complete the action click on the link in the email and it should open up SafetyNet. Any corrective actions that need action will be listed in your work list. To complete a corrective action Click the Corrective Action icon. The following window will appear. To close a corrective action you need to enter the date the corrective action was completed.

8 Supervisor approvals and review

Any items requiring approval will be sent via email. If the item in the email does not appear in your work list you can search for the item in SafetyNet using the reference number.

```
Search Criteria

Reference No: 
```

You then should be able to open the item and review the submitted form.
8.1 Steps to approving and reviewing hazard incident reports

1. Open your Work List
2. Find the relevant Hazard and Incident Report in your Work List and click on the document icon under the View Doc column to open the report.
3. Review contents of each page of the report. (Note: to navigate each page click on the Next button located at the bottom right of the screen). Consider if:
   - there is sufficient factual information of what has occurred
   - the risk rating appropriate for the incident
   - the report been sent to the right area (who is responsible to fix the problem)
   - the correct cause been identified
   - the corrective actions fix the causes identified
4. Continue to the Review and Comment page, under the Submit Incident Details section, there are two options. Select the Confirmation of incident to WHS Unit option to approve the report and send to the WHS Unit for authorisation.
5. You can add any comments as appropriate and then click on the Submit button.

8.2 Step to approving and reviewing hazard incident reports

1. Open your Work List
2. Find the relevant Hazard and Incident Report in your Work List and click the document icon under the View Doc column to open the report.
3. Review contents of each page of the report. (Note: to navigate each page click the Next button located at the bottom right of the screen). Consider if:
   - there is sufficient factual information of what has occurred
   - the risk rating appropriate for the incident
   - the report been sent to the right area (who is responsible to fix the problem)
   - the correct cause been identified
   - the corrective actions fix the causes identified
4. Navigate to the Corrective Actions page of the report.
5. If further corrective actions are required, click the Add Corrective Action Plan button in the bottom right hand corner. The Corrective Action Details window opens.
6. Complete the corrective action details. Consider that:
   - the corrective actions should control the cause of incident
   - they should be designed to eliminate or control the hazard
7. Click the Save button
8. To add another corrective action, repeat steps 4 to 6.
9. After all corrective actions have been added, continue to the Review and Comment page. Under the Submit Incident Details section, there are two options. Select the Request modification to form by originator option to return the report to the person that reported the incident/hazard to make changes. The report will then be sent back to them for modification.
10. Once you have selected the appropriate action, click the Submit button.
8.3 Steps to approving risk assessments

1. Open your Work List
2. Find the relevant Risk Assessment in your Work List and click on the document icon under the View Doc column to open the required risk assessment
3. Review content in the Form Details page. Check that:
   - the work activity and location detail describe what is being carried out
   - the most appropriate people are developing the risk assessment
   - the relevant documents have been referenced
4. Click on the Next link.
5. Review content in the Assessment and Control page. Check that:
   - the hazards and risk scores have been correctly assigned
   - the most appropriate controls have been assigned for each hazard
   - Click on the Next link.
6. If the document is correct, select the Approve Document radio button and click the Submit link.
7. If changes are required to the document, select the Return to Developers radio button and click on the Submit button.
8. Enter constructive comments and recommendations of what needs to be changed for approval
9. Click the Submit link.

8.4 Steps to approving SWPs

1. Open your Work List
2. Find the relevant Safe Work Procedure in your Work List and click on the document icon under the View Doc column to open the required Safe Work Procedure
3. Review content in the Form Details page. Check that:
   - the work activity describe what is being carried out
   - the most appropriate people are developing the safe work procedure
   - the relevant documents have been referenced
   - the most appropriate people have been listed as approvers
   - the Head of School, Manager or Director is listed as an approver for activities listed with a risk score of High
4. Click on the Save button.
5. Review content in the Procedures and Actions page. Check that:
   - the most appropriate controls have been assigned for each hazard
   - PPE has been selected
6. Click on the Save button.
7. If the document is correct, select the Approve Document radio button and click the Save button.
8. If changes are required to the document, select the Return to Developers radio button and click on the Save button.
9. Enter constructive comments and recommendations of what needs to be changed for approval
10. Click the Save link.

## 9 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>February 2008</td>
<td>Manager WHS</td>
<td>New Document created</td>
</tr>
<tr>
<td>2</td>
<td>September 2009</td>
<td>Manager WHS</td>
<td>Included risk assessment</td>
</tr>
<tr>
<td>3</td>
<td>August 2010</td>
<td>Manager WHS</td>
<td>Document updated to incorporate the Personnel name change to Human Resources Division.</td>
</tr>
<tr>
<td>4</td>
<td>March 2011</td>
<td>Manager WHS</td>
<td>Minor review</td>
</tr>
<tr>
<td>5</td>
<td>March 2012</td>
<td>Manager WHS</td>
<td>Rebrand</td>
</tr>
<tr>
<td>6</td>
<td>May 2013</td>
<td>Manager WHS</td>
<td>Major review and update</td>
</tr>
<tr>
<td>7</td>
<td>October 2016</td>
<td>Manager WHS</td>
<td>Scheduled review, Major review of whole document included screen shots of all forms and details of what should be included in each section of the forms</td>
</tr>
</tbody>
</table>