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Hardcopies of this document are considered uncontrolled please refer to UOW website or intranet for latest version
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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. This guide assists users in completing the online forms.

1.1. Accessing SafetyNet

SafetyNet can be accessed a number of different ways. The main way users can access SafetyNet is via the “Quick Links” from the UOW Safe@Work internet page. This link will take users to a web page containing a link directly to SafetyNet as well as information on the system.

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.

SafetyNet was initially developed based on Internet Explorer 6. While it may function using other browsers, it is recommended to use the newest available version of Internet Explorer for optimum performance.

1.2. SafetyNet Test Environment

The SafetyNet Test Environment exists so users can practice navigating through the forms and entering reports. Just go to https://uow-test.sbcit.com.au/IncidentForm/Impersonate.aspx?page=/IncidentForm, enter your UOW username, and click “impersonate”.

The words [TESTING ONLY] display at the top of the screen when using the test environment to visually differentiate from the live environment.

1.3. User Profiles

A UOW user profile is required to access SafetyNet. Different profiles allow Users to have different levels of access to the system.

If a user is new to the University and receives the below error message when attempting to access SafetyNet, they should email the WHS Unit on whs-admin@uow.edu.au for assistance.

Staff Profile

This profile is standard for University staff who have a UOW staff number (and are paid wages/salary via the UOW payroll system) and are allocated a Supervisor within the UOW Human Resources system. Users with this profile will be able to:

- Enter a report (HIR, RA, SWP, WIH)
- Be added as a Supervisor, Developer, Approver, Responsible Person etc to any report
**Student Profile**

This profile is standard for University students who have a UOW student number and are allocated a "default supervisor" within the system. Users with this profile will be able to:

- Enter a report (HIR, RA, SWP, WIH)
- Be added as a Supervisor or Developer

**Visitor Profile**

This profile is standard for users that do not have a UOW staff or student number, eg:

- visiting fellow
- visiting research student
- visiting lecture
- contractor
- UOW Pulse/UOW Global Enterprises staff member
- and many other users

These users will still have an email address with the domain @uow.edu.au or @uowmail.edu.au and therefore will be able to access the basics SafetyNet functions only:

- Enter a report (HIR, RA, SWP, WIH)
2. SafetyNet Navigation

2.1. Dashboard

**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. See Section 3 Work List Form for more information.

**Incident/Hazard**

The incident/hazard form allows you to record any incidents, hazards and near misses. See Section 5 Incident/Hazard Report Form for more information.

**Inspection**

The inspection form allows you to record the outcomes of workplace inspections. See Section 6 Workplace Inspection Hazard Form for more information.

**Risk Assessment**

This form records risk assessments including the hazards, the risk level and controls to make it safe. See Section 7 Risk Assessment Form for more information.

**Safe Work Procedure**

This form records the job steps of an activity and any hazards and controls to ensure the task is performed in a safe way. See Section 8 Safe Work Procedure Form for more information.

**Search**

You can use the search function to search for any type of document stored in SafetyNet. See Section 4 Search Form for more information.

**Print**

This print button can be used to print the information that is currently displayed on the screen.

*NOTE: This button does not convert the report you are viewing into a PDF.*

**Help**

Clicking this link will display a PDF copy of this document – UOW SafetyNet User Guide.

2.2. Form Menu

This menu is displayed for each form and is located on the left hand side. It can be used to navigate between “Form Details”, “Corrective Actions” and “Review and Comment” screens on a form.

The “Print Report” link will produce a PDF of the whole form, not just the page currently being displayed.

There are 3 different icons that are displayed next to the form section. All fields sections must be complete to submit the e-Form.

Clicking “SafetyNet Introduction” link will display a PDF copy of this document – UOW SafetyNet User Guide.
3. Work List Form

**My Work List**

This heading confirms that users are viewing their personal work list. Supervisors and Managers have an additional heading link called “My Team Work List” where they are able to view the work lists for each member of their team.

**Due Date From/Due Date To**

The “Date Due From” and “Date Due To” fields can be used to filter items in the work list with a “Date Due” (see table below) within a fixed date range. When both fields are blank the work list displays ALL items contained within it.

**Display Results Per Page**

The number of results returned can be set from the “Display Results Per Page” drop-down box.

**Export**

You can export your work list by clicking the export link. This will export all visible fields in your work list into an excel spreadsheet.

**Refresh**

If you make any changes to the filters on your work list, click “Refresh” to show the new results.

**View Doc**

The “View Doc” icon is used to open any documents that may require actions or review by you.

**Corrective Action**

The “Corrective Action” icon is used to open any corrective actions that have the user assigned as the Person Responsible. See Section 10 Completing Corrective Actions for more information.
4. Search Form

4.1. General

The Search Form allows the user to search the system for all types of documents.

NOTE: Students will only be able to access forms where they are listed as “Reported/Developed By”.

NOTE: For incident/hazard forms that are confidential, only the person listed as “Reported/Developed By” (or a system administrator from the WHS Unit) will see this report in the search results.

Reference No

This field allows the user to enter a reference number as part of their search criteria.

Searches are performed using the “contains” function, eg:

- searching for 0001 will return the first incident/hazard report entered in ANY year as well as the first RA or SWP entered in any time period
- searching for HIR-19-0001 will return the first incident/hazard report entered in 2019

If users require the search to be more specific, enter the full reference number or select further criteria to narrow the search.

NOTE: If this field is completed, no other criteria is required to be selected to generate the search.

Description

This is a free text field which allows the user to search for a form based on its description.

Searches are performed using the “contains” function and the “exact match”, eg:

- searching for DRILL will return any form with this word in the description
- searching for POWER DRILL will return any form with both the words POWER and DRILL in the description, but the words do not need to be consecutive
- searching for “POWER DRILL” (using inverted commas) will return any form with the phrase in the description

NOTE: It is important that a clear description has been entered on the original form so that searching on this field returns meaningful results.
File Type

Searches can be filtered based on file type of:

- Incident/Hazard (see Section 4.2 Incident/Hazard for more information)
- Risk Assessment (see Section 4.3 Risk Assessment for more information)
- Safe Work Procedure (see Section 4.4 Safe Work Procedure for more information)
- Workplace Inspection Hazard (see Section 4.5 Workplace Inspection Hazard for more information)

If no criteria is entered in the Reference Number field, this field becomes mandatory.

**NOTE:** If a file type is selected, further search filters will become available. These further search filters are optional.

Date From/Date To

These fields allow users to filter results based on a time range.

- The Date From field can be used to filter results entered AFTER a chosen date.
- The Date To field can be used to filter results entered BEFORE a chosen date.
- If both fields are left blank, results entered on any date will be returned.

Reported/Developed By (Staff)

This field can be populated by clicking on the “Search” link adjacent to this field.

See Section 9 Searching for Staff and Students for more information.

**NOTE:** This field will only search on users with a Staff Profile. See Section 1.3 User Profiles for more information.

Reported/Developed By (Student)

This field can be populated by clicking on the “Search” link adjacent to this field.

See Section 9 Searching for Staff and Students for more information.

**NOTE:** This field will only search on users with a Student Profile. See Section 1.3 User Profiles for more information.

Supervisor/Approved By

This field can be populated by clicking on the “Search” link adjacent to this field.

See Section 9 Searching for Staff and Students for more information.

**NOTE:** This field will only search on users with a Staff Profile. See Section 1.3 User Profiles for more information.

Person Responsible

This field can be populated by clicking on the “Search” link adjacent to this field.

See Section 9 Searching for Staff and Students for more information.

**NOTE:** This field will only search on users with a Staff Profile. See Section 1.3 User Profiles for more information.

Faculty/Portfolio, School/Division/Unit, School/Unit

These fields are searchable using drop down lists from the UOW Human Resources data file. If changes are made to this data, eg organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

**NOTE:** You may need to select the same item in both the School/Division/Unit and School/Unit menus.
Location
This field is searchable using a drop down list that is populated with UOW campuses. This field is mandatory.

Building
This field is searchable using a drop down list that is populated with UOW buildings.

Display Results per Page
This field can be changed using a drop down list. Options are:
- blank (all results will be displayed)
- 25
- 50
- 75
- 100

Go
Click this button to run the search.

Clear
Click this button to clear all search parameters.

Export
Users can export search results by clicking the export link. This will export all visible fields in your work list into an excel spreadsheet. See Section 4.6 Search Results for more information on search results.

4.2. Incident/Hazard
These search filters become available if the relevant File Type has been selected above and are optional.

Incident/Hazard:
Occurrence Type: □ Incident □ Hazard □ Near Miss □ Hazard from Workplace Inspection
Causation:
Status: □
Risk Score: □
Control Type: □

Occurrence Type
Select the occurrence type of the report.

Status
Select the status of the incident/hazard report from the drop down list. See Section 5 Incident/Hazard Report Form for more information.

Risk Score
Select the risk score from the drop down list.

Causation
This is a free text field which allows the user to search for an incident/hazard report based on the “Cause of Incident/Hazard”. See Section 5 Incident/Hazard Report Form for more information.

NOTE: It is important that a clear causation has been entered on the original form so that searching on this field returns meaningful results.

Control Type
Select the control type from the drop down list.
## 4.3. Risk Assessment

These search filters become available if the relevant File Type has been selected above and are optional.

<table>
<thead>
<tr>
<th>Risk Assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Risk Score:</td>
</tr>
<tr>
<td>Control Type:</td>
</tr>
<tr>
<td>Risk Type:</td>
</tr>
<tr>
<td>Category:</td>
</tr>
</tbody>
</table>

**Status**

Select the status of the RA from the drop down list. See Section 7.1 Form Details for more information.

**Risk Score**

Select the risk score from the drop down list.

**Control Type**

Select the control type from the drop down list.

**Risk Type**

*NOTE: Please ignore this search criteria as it is currently not functioning correctly.*

**Category**

Select a risk assessment category. Multiple selections can be made to filter results.  
*NOTE: This field is NOT linked to the Risk Type field on the risk assessment.*

## 4.4. Safe Work Procedure

These search filters become available if the relevant File Type has been selected above and are optional.

<table>
<thead>
<tr>
<th>Safe Work Procedure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Risk Score:</td>
</tr>
<tr>
<td>SWP Type:</td>
</tr>
</tbody>
</table>

**Status**

Select the status of the SWP from the drop down list. See Section 8.1 Form Details for more information.

**Risk Score**

Select the risk score from the drop down list.

**SWP Type**

Select an SWP type. Multiple selections can be made to filter results.

## 4.5. Workplace Inspection Hazard

These search filters become available if the relevant File Type has been selected above and are optional.

<table>
<thead>
<tr>
<th>Workplace Inspection Hazard:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Risk Score:</td>
</tr>
<tr>
<td>Control Type:</td>
</tr>
<tr>
<td>Display Results per Page:</td>
</tr>
</tbody>
</table>
Status
Select the status of the workplace inspection hazard report from the drop down list. See Section 6 Workplace Inspection Hazard Form for more information.

Risk Score
Select the risk score from the drop down list.

Control Type
Select the control type from the drop down list.

4.6. Search Results

<table>
<thead>
<tr>
<th>Ref. No</th>
<th>Date</th>
<th>Form Type</th>
<th>Status</th>
<th>Type</th>
<th>Faculty</th>
<th>Unit</th>
<th>Description</th>
<th>Developer / Entered By</th>
<th>Approver / Supervisor</th>
<th>View/Copy Doc From</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOW05060</td>
<td>1/19/2019</td>
<td>RA</td>
<td>Approved</td>
<td>Bi/Safety</td>
<td>Faculty of Science Medicine and Health</td>
<td>Medicine</td>
<td>Masters Project</td>
<td>Alih Olayo</td>
<td>Linda Dettch</td>
<td>Copy</td>
</tr>
<tr>
<td>UOW05055</td>
<td>1/19/2019</td>
<td>RA</td>
<td>Approved</td>
<td>Bi/Safety</td>
<td>Faculty of Science Medicine and Health</td>
<td>Medicine</td>
<td>CRIS Extraction, Gel electrophoresis and qPCR</td>
<td>Rashid Hadib</td>
<td>Linda Dettch, Paul Mud</td>
<td>Copy</td>
</tr>
<tr>
<td>UOW05083</td>
<td>3/19/2019</td>
<td>RA</td>
<td>Approved</td>
<td>General, Hazardous Substances</td>
<td>Faculty of Engineering and Information Sciences</td>
<td>Health &amp; Medical Research Institute</td>
<td>Chemical Processing of Metallurgical Wastes (Andrew Lang)</td>
<td>Wayne Instone</td>
<td>Guanyong Zhang</td>
<td>Copy</td>
</tr>
<tr>
<td>UOW05412</td>
<td>4/19/2019</td>
<td>RA</td>
<td>Approved</td>
<td>General</td>
<td>Faculty of Social Sciences</td>
<td>Early Start</td>
<td>Colour Your World October School Holiday Program</td>
<td>Tanya Fisher</td>
<td>Martha Johnson</td>
<td>Copy</td>
</tr>
<tr>
<td>UOW05439</td>
<td>2/19/2019</td>
<td>SWP</td>
<td>Approved</td>
<td>Research</td>
<td>Faculty of Science Medicine and Health</td>
<td>School of Earth, Atmospheric and Life Sciences (SEAIL)</td>
<td>Drying Oven</td>
<td>Ting Chang</td>
<td>Bo Li</td>
<td>Copy</td>
</tr>
<tr>
<td>UOW05439</td>
<td>2/19/2019</td>
<td>SWP</td>
<td>Approved</td>
<td>Research</td>
<td>Faculty of Science Medicine and Health</td>
<td>School of Earth, Atmospheric and Life Sciences (SEAIL)</td>
<td>Use of hotplates</td>
<td>Ting Chang</td>
<td>Bo Li</td>
<td>Copy</td>
</tr>
<tr>
<td>UOW05440</td>
<td>3/19/2019</td>
<td>RA</td>
<td>Approved</td>
<td>Hazardous Substances</td>
<td>Faculty of Science Medicine and Health</td>
<td>Earth and Environmental Sciences (EEMS)</td>
<td>Geological sample digestion using dilute Hydrochloric acid (10%) and Hydrogen Peroxide (30%)</td>
<td>Ting Chang</td>
<td>Bo Li</td>
<td>Copy</td>
</tr>
<tr>
<td>UOW05441</td>
<td>3/19/2019</td>
<td>RA</td>
<td>Approved</td>
<td>Field Activity</td>
<td>Faculty of Science Medicine and Health</td>
<td>School of Earth, Atmospheric and Life Sciences (SEAIL)</td>
<td>PhD Fieldwork</td>
<td>Anna Gracne</td>
<td>Kataleka Mikor</td>
<td>Copy</td>
</tr>
</tbody>
</table>

View Doc
Click this icon to view the full details of the form.

Copy From
Click this link to copy the details of the existing form into a new form. The user will be directed to a new RA or SWP form with all the fields copied from the existing form excluding the following fields:

- Reference Number
- Date Created
- Date Approved
- Developed By
- Approved By
- Review and Comment Section
- Status
- Date Last Updated
- FacultyPortfolio
- School/Division/Unit
- School/Unit
5. Incident/Hazard Report Form

Hazard and incident reporting is an essential component in the management of Workplace Health and Safety (WHS). The reporting of hazards and incidents assists with the achievement of a healthy and safe work environment by ensuring that all identified hazards can be brought to the attention of personnel who can eliminate or minimise any health and safety risks to an acceptable level.

More information on reporting incidents and hazards can be found in the Incident Management and Reporting Guidelines.

5.1. Form Details

The Form Details will be seen at the top of each page of the form.

**Ref No**

This refers to a unique document number given to each incident/hazard report (HIR). The field will be populated upon saving the HIR to the database for the first time. Users can use the reference number to locate a HIR using the search form.

The numbering system will be HIR-YY-xxxx with YY being the year the report was entered and xxxx being a consecutive number. No 2 documents will have the same number.

*NOTE: If the Ref No begins with SF (eg SF-HIR-YY-xxxx) then it is still in Short File status. See below.*

**Status**

This is the status of the HIR form being entered. The status descriptions are as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHORT FILE (SF)</td>
<td>Incident pending supervisor approval.</td>
</tr>
<tr>
<td>OPEN</td>
<td>Incident reviewed and approved. Incident or new actions added reviewed and approved by supervisor.</td>
</tr>
<tr>
<td>COMPLETE</td>
<td>Incident will have a status of “Complete” assigned to them when all corrective actions on an incident have been completed, that is there is a date recorded on the Date Completed field on the Corrective Actions dialog. <em>NOTE: If the Risk associated with the Incident is “Low” and all corrective actions have been completed the status will be updated to “Closed” immediately i.e. the incident is not required to be set to a status of “Complete” first.</em></td>
</tr>
<tr>
<td>CLOSED</td>
<td>Effectiveness review completed on all corrective actions and are effective for High and Medium Risk Incidents (or for Medium Risk Incidents NA – Reviews Not Conducted selected). That is, the Controls Effective field equal to “Yes” or “NA – Review Not Conducted” and the Review Date field has been completed by the user or the system automatically.</td>
</tr>
<tr>
<td>NEW ACTIONS REVIEW</td>
<td>Incidents will have a status of “New Actions – Review” when 1 or more new Corrective Actions have been added to an Incident after the incident status of “Complete” or “Closed”. When an incident has been set to a status of “New Actions – Review” an email notification will be sent to the main Supervisor recorded on the incident informing them to review the new corrective action/s added and that requires the review.</td>
</tr>
</tbody>
</table>
Date Created
This displays the date on which the HIR was first created.

Date Entered
This displays the date on which the HIR was entered.

Entered By
This field is populated automatically with the name of the person currently logged into the system.

Confidential
This field is a checkbox which allows the user to mark the HIR as confidential.
Selection of the confidential checkbox will ensure that the incident will be reported to the WHS Unit only and recorded supervisors will be bypassed.

Person Type
This field will have “Employee” selected by default and the details of the logged in user automatically populated.
If you are reporting on behalf of someone else, select the appropriate person type. If applicable, the Search binoculars are available for use (see Section 9 Searching for Staff and Students for more information). If these are not available, the fields will be free text to be typed into.

Faculty/Portfolio, School/Division/Unit, School/Unit
These fields are searchable using drop down lists from the UOW Human Resources data file. If changes are made to this data, eg organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

NOTE: You may need to select the same item in both the School/Division/Unit and School/Unit menus.
These fields are mandatory.
Supervisor

This field will be completed by default with the supervisor of the person logged into SafetyNet.

*NOTE: The most appropriate Supervisor for a HIR may not be the person whose name is entered as the default.*

The “Remove” link can be used to remove Supervisor names, and “Change Supervisor” should be used as required. See Section 9 Searching for Staff and Students for more information.

*NOTE: Only users with a Staff Profile can be added as a Supervisor. See Section 1.3 User Profiles for more information.*

Additional Supervisor(s)

Additional supervisors can be added if required. This may be appropriate if multiple people need to be notified of the incident due to it relating to more than one area.

*NOTE: Additional supervisors will receive a PDF notification of the HIR being reported but will not be able to approve or make comment on the report.*

Send Report Externally

If the report needs to be sent externally (eg to a contractor) then the email address can be entered into this free text field.

Occurrence Type

It is mandatory to select one button from:

- Incident – any unplanned event resulting in injury, ill health, damage, or other loss.
- Hazard – a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
  
  *NOTE: See Section 6 Workplace Inspection Hazard Form for how to report hazards identified during a workplace safety inspection.*

- Near Miss - an incident that does not produce an injury or disease but has the potential to do so.

If “Incident” is selected, then it is mandatory to select one button from:

- With Injury
- Without Injury

Incident Classification

If “Incident” is selected as the Occurrence Type, then it is mandatory to select from the drop down menu.
Hazard Classification

If “Hazard” is selected as the Occurrence Type, then it is mandatory to complete these fields.

Incident/Hazard Description

This field allows the user to enter a free-text description of the incident/hazard being reported. A reasonable amount of specific detail should be used to ensure useability of this field via the Search Form at a later date. Only factual information should be included. Information included in this field should be clear and concise as it will be used for reporting purposes as required.

*NOTE: Private or personal information (including names, addresses and phone numbers), or identifying information (including staff and student numbers) MUST NOT be included in descriptions. If an injury has occurred, details of the person injured will be captured confidentially in section 5.2 Injury Details.*

Attachments

The attachments section allows the user to attach documents relating to the HIR. Documents that may be attached here include, but are not limited to:

- Photos of the hazardous area or item
- Maps indicating the area of concern
- Previous correspondence relating to the HIR

Date of Incident/Hazard

This date defaults to “today’s date” but can be changed if the incident occurred in the past. Click on the calendar to change the date. This field is mandatory.

Time of Incident

This is a free text field.

Date Reported

This is the date that the incident was reported to someone. It may have been reported prior to the HIR being entered. Click on the calendar to select the date.

Reported To

This is a free text field.
Location of Incident/Hazard
This field is a drop down list that is populated with UOW campuses.
This field is mandatory.

Building
This field is a drop down list that is populated with UOW buildings.
This field is mandatory.

Room
This is a free text field that allows the user to enter room details.

Specific Location
This field allows the user to enter a brief description of the location where the incident/hazard occurred, eg radiation laboratory.

5.2. Injury Details
If “Incident – With Injury” was selected as the Occurrence Type on the Form Page, an extra “Injury Details” page will appear in the Form Menu.

NOTE: The Injury Details Page is ONLY visible within SafetyNet to the following people:
- Person who entered the HIR
- Injured Person (if the HIR was entered by someone else)
- Nominated Supervisor and Additional Supervisors
- System administrator from the WHS Unit

Completion of this extra page is mandatory if it is displayed.

Injured Person
Complete your details here if you are reporting your own injury.
If you are reporting on behalf of someone else, select the appropriate person type. If applicable, the Search binoculars are available for use (see Section 9 Searching for Staff and Students for more information). If these are not available, the fields will be free text to be typed into.
This field is mandatory.

NOTE: If “Employee” is selected, the following message will be displayed:

⚠️ Please call the WHS Unit on 3931 to discuss reporting a Workers Compensation claim
Level of Treatment
Select the level of treatment applicable to the injury.
If “Lost Time Injury” is selected, the “Date Ceased Work” field will be mandatory.

Injury Details
These fields are drop down lists.
These fields are mandatory.

Description of Illness/Injury
This is a free-text field. Only factual information should be included. Information included in this field should be clear and concise as it will be used for reporting purposes as required.
This field is mandatory.

Specific Task Being Performed at Time of Incident/Injury
This is a free-text field. Only factual information should be included. Information included in this field should be clear and concise as it will be used for reporting purposes as required.
This field is mandatory.

Description of Treatment Provided
This is a free-text field.
This field is mandatory.
Name of UOW First Aider
If a UOW Appointed First Aid Officer attended to the injury, enter their name(s) here.

Name of Treatment Provider
If treatment was sought from an external provider, eg a medical centre or hospital, enter the details here.
This field will be mandatory if “Medical Treatment” was selected in “Level of Treatment” above.

5.3. Corrective Actions

Contributing Factors
Tick all contributing factors that apply. It is mandatory to select at least one.
The free-text field should be completed to outline why the particular contributing factor was selected. Only factual information should be included. Information included in this field should be clear and concise as it will be used for reporting purposes as required.

Cause of Incident/Hazard
This is a free-text field.
**Risk Assessment**

“Consequence” and “Likelihood” are drop down lists prepopulated with items from the UOW risk matrix. The “Risk Score” will be automatically calculated based on consequence and likelihood selections.

The POTENTIAL risk of the incident should be recorded here, ie, the incident may have resulted in a report only and no injury (minor consequence), but the potential was for medical treatment (major consequence).

This field is mandatory.

**Corrective Actions**

The corrective actions grid allows users to enter control actions for the hazards entered. When “Add Corrective Action Plan” is selected, the below Corrective Action Details screen opens.

**Corrective Action Details**

*NOTE: Any corrective actions entered WILL NOT be sent to the Person Responsible until the HIR has been authorised by the nominated Supervisor.*

**Can this risk be eliminated?**

If “yes” is selected, the “Control Type” box below will not be available.

If “no” is selected, the “Control Type” box will become mandatory.

**Control Type**

This field is a drop down list that contains the hierarchy of controls to be used, in order, when minimising risk that cannot be eliminated.

**Corrective Action Description**

This is a free text field to be used to describe the corrective action that will be implemented to eliminate or minimise the risk.
**Person Responsible**

The field searches for users to be allocated a corrective action. Corrective actions can only be allocated to users with a staff or student profile.

In the case where a corrective action is meant for a user without a staff or student profile, eg a contractor, the UOW person responsible for the contractor should be listed.

**NOTE:** Corrective actions should be discussed and agreed upon with the person responsible prior to being entered.

**NOTE:** Only users with a Staff Profile can be added as a Responsible Person. See Section 1.3 User Profiles for more information.

**Target Date**

This is the date the corrective action should be completed by.

**Date Completed**

This is the date the corrective action has been completed. This may have already been done at the time this corrective action is being entered into SafetyNet.

**Person Responsible Comments**

This is a free text field that allows the person responsible to describe how the corrective action has been completed.

### 5.4. Review and Comment

**Review Summary**

This field will display a history of all comments recorded for the HIR in the review process. The text will be taken from comments made by the Supervisor when authorising the HIR (or requesting modification by the Reporter) and will be read only.

**View Status History**

Upon clicking this link a dialog will be displayed which will list all the status updates made to the record. PDFs of each version will be made available.

**Submit**

Once the “Submit” button is clicked, the user will be given the Reference Number for the HIR. This can be used to search for it at a later date.

They will also be given the option to download a PDF of the latest version.
5.5. Supervisor Review and Approval

If you have been listed as a Supervisor for a HIR, you will be sent an email advising that it has been submitted and requires authorisation.

From: UOW Incident Reporting System <noreply@sbcit.com.au>
Sent: Wednesday, 31 October 2018 3:00 AM
To: Samantha Avitaia <sharris@uow.edu.au>
Subject: SafetyNet - Incident/Hazard Report HIR-18-0628 – Submitted for your Review

The attached incident/hazard has been submitted via SafetyNet and requires your review:

Reference: HIR-18-0628

Description: A guy came in to the office yesterday who appeared to be on some sort of drugs and ranting on about his desire to be a hip-hop artist among other things. He started to call himself 'Machine-Gun Kelly?' and at that point I slowly directed him out of my office an into the open foyer area where I proceeded to talk to him and provide him with some brochures. He kept ranting and told me he had just had an AVO taken out on him by his grandmother and that he has to go to court. It was shortly after this that I ended the conversation and directed him out the door. I had never seen him before so just letting you know he may be hanging around or it could of just been a one off.

Risk Score: Low

The Incident/Hazard report can be assessed from your Work List via the link below:


To review the report:

1. Open your Work List.
2. Click on the document icon under the 'View Doc' column to open the report.
3. Review the contents of each page of the report. (Note: To navigate each page click on 'Next' located at the bottom right of the screen.)
   - Sufficient factual information has been recorded about the incident/hazard
   - The proposed corrective actions eliminate or adequately control the reported hazard
4. Once you reach the 'Review and Comment' page, there are two options:
   i) Request modification to form by originator:
   Select this option if you would like the person that reported the incident/hazard to make changes to the report. The report will then be sent back to them for modification.
   ii) Confirmation of incident to WHS Unit
   Select this option if you would like to approve the report and send to the WHS Unit for authorisation.

Once you have selected an option, add any relevant comment to the 'Comments' section and click 'Submit'.

NOTE: If you are not the Supervisor on this incident i.e. you are a WHS Administrator, to access this Incident/Hazard complete an Incident Search in SafetyNet.

To access to SafetyNet while off campus click on this link: https://safetynet.uow.edu.au/

If you are unable to access SafetyNet or would like to discuss this issue with the WHS Unit, contact us on phone: 02 4221 3931 email: whs-admin@uow.edu.au

Clicking on the link in the email will open your work list.

Find the relevant HIR requiring review then click on the icon under the View Doc heading. See Section 4.6 Search Results for more information.

NOTE: 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. See Section 4 Search Form for more information.
Review each page of the form, checking the following in detail:

**Form Details Page**
- the occurrence type and classification has been selected correctly
- the incident/hazard description CLEARLY and FACTUALLY describes what happened, and no personal/private information has been included

**Injury Details Page (if applicable)**
- all fields have been completed CLEARLY AND FACTUALLY
  
  **NOTE:** this is the section where personal/private information CAN be included confidentially

**Corrective Actions Page**
- all relevant contributing factors have been selected and described
- the cause of incident/hazard is CLEARLY and FACTUALLY completed, and no personal/private information has been included
- risk has been correctly assessed based on the POTENTIAL
- appropriate corrective actions have been identified and entered CLEARLY to eliminate or minimise the risk of the incident occurring again
- corrective actions have the correct hierarchy of controls applied
- corrective actions have an appropriate “Person Responsible” assigned and a reasonable target date that is within required timeframes

**Review and Comment Page**
- If the document is correct, select the “Confirmation of Incident” radio button and click Submit
- If changes are required to the document, select the “Request Modification” radio button and click Submit. Enter constructive comments and recommendations of what needs to be changed for authorization and click submit
6. Workplace Inspection Hazard Form

Workplace safety inspections are a planned systematic approach to identify hazards in the work area. This is the first step in risk management. Once the hazard has been identified it can be controlled by removing it or using other methods to control the risk to prevent an injury occurring.

More information on performing inspections can be found in the Workplace Inspection Guidelines.

6.1. Form Details

The Form Details will be seen at the top of each page of the form.

**Ref No**
This refers to a unique document number given to each workplace inspection hazard (WIH). The field will be populated upon saving the WIH to the database for the first time. Users can use the reference number to locate a WIH using the search form.

The numbering system will be WIH-YY-xxxx with YY being the year the report was entered and xxxx being a consecutive number. No 2 documents will have the same number.

**Status**
This is the status of the WIH form being entered. The status descriptions are as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWAITING AUTHORITY</td>
<td>WIH pending supervisor approval.</td>
</tr>
<tr>
<td>REJECTED BY SUPERVISOR</td>
<td>WIH reviewed and modification requested by supervisor.</td>
</tr>
<tr>
<td>OPEN</td>
<td>WIH reviewed and approved.</td>
</tr>
<tr>
<td>CLOSED</td>
<td>WIH will have a status of “Closed” assigned to them when all corrective actions on an inspection have been completed, that is there is a date recorded on the Date Completed field on the Corrective Actions dialog.</td>
</tr>
</tbody>
</table>

**Date Created**
This displays the date on which the HIR was first created.

**Date Last Updated**
This is a read only field that will be populated with the date the form was last updated by a user.

**Entered/Last Updated By:**
This is a read only field that will be populated with the name of the person completing the WIH form.
Faculty/Portfolio, School/Division/Unit, School/Unit
These fields are searchable using drop down lists from the UOW Human Resources data file. If changes are made to this data, eg organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

NOTE: You may need to select the same item in both the School/Division/Unit and School/Unit menus. This field is mandatory.

Date of Inspection
This is the date that the inspection took place. Click on the calendar to select the date. This field is mandatory.

Location
This field is searchable using a drop down list that is populated with UOW campuses. This field is mandatory.

Room
This is a free text field that allows the user to enter room details.

Specific Location
This field allows the user to enter a brief description of the location where the work activity is being performed, eg radiation laboratory. This field is mandatory.

Supervisor
This field will be completed by default with the supervisor of the person logged into SafetyNet.

NOTE: The most appropriate Supervisor for a WIH may not be the person whose name is entered as the default.

The “Remove” link can be used to remove Supervisor names, and “Change Supervisor” should be used as required. See Section 9 Searching for Staff and Students for more information.

NOTE: Only users with a Staff Profile can be added as a Supervisor. See Section 1.3 User Profiles for more information.
**Additional Supervisor(s)**

Additional supervisors can be added if required. This may be appropriate if multiple people need to be notified of the incident due to it relating to more than one area.

*NOTE: Additional supervisors will receive a PDF notification of the WIH being reported but will not be able to approve or make comment on the report.*

**Send Report Externally**

If the report needs to be sent externally (eg to a contractor) then the email address can be entered into this free text field.

---

### Assessment of Hazards

This grid allows the user to enter hazards relating to the WIH. When the “Add Hazard” link is clicked, the below Hazard Identification screen opens.

This field is mandatory.

#### Hazard Identification

- **No.**
- **Description of Hazard**

#### Current Controls

List any current Control Measures already in place

#### Risk Assessment

The controls that are in place currently should be taken into account when assessing the level of risk associated with the hazard

- **Consequence**
- **Likelihood**
- **Risk Score**: 

---

**No**

The number field will automatically populate with a system generated reference number when a new hazard is added to the list.

**Description of Hazard**

This is a free text field to allow users to describe the hazard that has been identified.

**Current Controls**

This is a free text field to allow users to describe any current control measures already in place.
Risk Assessment

“Consequence” and “Likelihood” are drop down lists prepopulated with items from the UOW risk matrix. The “Risk Score” will be automatically calculated based on consequence and likelihood selections.

<table>
<thead>
<tr>
<th>No.</th>
<th>Control Type</th>
<th>Control Description</th>
<th>Person Responsible</th>
<th>Target Date</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Risk Control

The risk control grid allows users to enter control actions for the hazards entered. When “Add Control Action” is selected, the below Corrective Action Details screen opens.

Corrective Action Details

NOTE: Any corrective actions entered WILL NOT be sent to the Person Responsible until the supervisor authorised the WIH.

Hazard Number

This is a drop down menu that will contain numbers that correlate to the hazards listed above in the hazard grid. Select the hazard number that this corrective action relates to.

This field is mandatory.

Can this risk be eliminated?

If “yes” is selected, the “Control Type” box below will not be available.

If “no” is selected, the “Control Type” box will become mandatory.
Control Type
This field is a drop down list that contains the hierarchy of controls to be used, in order, when minimising risk that cannot be eliminated.

Description of Risk Control
This is a free text field to be used to describe the corrective action that will be implemented to eliminate or minimise the risk.

Person Responsible
The field searches for users to be allocated a corrective action. Corrective actions can only be allocated to users with a staff or student profile.

In the case where a corrective action is meant for a user without a staff or student profile, eg a contractor, the UOW person responsible for the contractor should be listed.

NOTE: Corrective actions should be discussed and agreed upon with the person responsible prior to being entered.

NOTE: Only users with a Staff Profile can be added as a Responsible Person. See Section for more information.

Target Date
This is the date the corrective action should be completed by.

Date Completed
This is the date the corrective action has been completed. This may have already been done at the time this corrective action is being entered into SafetyNet.

Attachments
The attachments section allows the user to attach documents relating to the WIH. Documents that may be attached here include, but are not limited to:

- Photos of the hazardous area or item
- Maps indicating the area of concern
- Previous correspondence relating to the WIH

General Comments
This is a free text field that can be used to document:

- description of the inspection taking place
- reason for the inspection
- persons involved in the inspection
6.2. Supervisor Review and Approval

If you have been listed as a Supervisor for a WIH, you will be sent an email advising that it has been submitted and requires authorisation.

From: UOW Incident Reporting System <noreply@sbcit.com.au>
Sent: Friday, 6 December 2019 4:17 PM
To: Kristy Adams <kristya@uow.edu.au>
Subject: SafetyNet - Workplace Inspection Hazard Report - WIH-19-0056 Submitted for your Review

The attached Workplace Inspection Hazard report has been submitted via SafetyNet and requires your review and approval.

Reference: WIH-19-0056

Faculty/Division: Faculty of Engineering and Information Sciences
Department/Unit: Civil Mining & Environmental Engineering
Location: WGONG

The Workplace Inspection Hazard report can be accessed from your Work List via the link below:


To review the report

1. Open your Work List.
2. Click on the document icon under the 'View Doc' column to open the report.
3. Review the contents of each page of the report. (Note: To navigate each page click on 'Next' located at the bottom right of the screen.)

Your review process should consider whether:

- sufficient factual information has been recorded about the Workplace Inspection Hazard
- the proposed corrective actions eliminate, or adequately control the reported hazard

4. Once you reach the 'Review and Comment' page there are two options:
   i) Request Modification to form by Originator:
      Select this option if you would like the person that reported the WIH report to make changes to the report. The report will then be sent back to them for modification based on comments entered/last updated by you.
   ii) Approve Workplace Inspection Hazard Report:
      Select this option if you would like to Approve the WIH report and the associated corrective actions for completion.

If you are unable to access SafetyNet or would like to discuss this issue with the WHS Unit, contact us on phone: 42213931 email: whs-admin@uow.edu.au

To access SafetyNet from a non UOW location click the following link:


Clicking on the link in the email will open your work list.

Find the relevant WIH requiring review then click on the icon under the View Doc heading. See Section 4.6 Search Results for more information.

NOTE: 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. See Section 4 Search Form for more information.

Review each page of the form, checking the following in detail:

Form Details Page

- the location has been CLEARLY identified
- ALL hazards and current controls have been CLEARLY described (including all potential hazards and fieldwork requirements from the previous page if applicable)
- appropriate consequence and likelihood has been selected for each hazard
appropriate control actions have been identified and entered CLEARLY to eliminate or minimise each hazard identified above

- control actions have the correct hierarchy of controls applied

- control actions have an appropriate “Person Responsible” assigned and a reasonable target date that is within required timeframes

**Review and Comments Page**

- If the document is correct, select the “Confirmation of Incident” radio button and click Submit

- If changes are required to the document, select the “Request Modification” radio button and click Submit. Enter constructive comments and recommendations of what needs to be changed for authorization and click submit
7. Risk Assessment Form

Completing a risk assessment (RA) 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. As far as reasonably practicable, SafetyNet is to be used to document and record the risk assessment process.

The principles associated with risk assessment can be found in the WHS Risk Management Guidelines.

7.1. Form Details

The Form Details will be seen at the top of each page of the form.

**Ref No**

This refers to a unique document number given to each risk assessment. The field will be populated upon saving the risk assessment to the database for the first time. Users can use the reference number to locate a risk assessment using the search form.

The numbering system will be a consecutive number eg UOWxxxxxx. This numbering system is the same for risk assessments and safe work procedures and no 2 documents will have the same number.

**Status**

This is the status of the Risk Assessment form being entered. The status descriptions are as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>RA record being entered by Developer or saved as a Draft</td>
</tr>
<tr>
<td>Under Review</td>
<td>RA submitted by Developer for Approver/s Approval</td>
</tr>
<tr>
<td></td>
<td>In the case where an RA is set to a status of Complete or Approved and the developer makes changes to the RA record i.e. adds an additional supervisor when then submit the RA record the status will be updated to under review for the Approvers to re-approve the RA record.</td>
</tr>
<tr>
<td>Modify</td>
<td>Approver/s sent RA back to Developer for modification</td>
</tr>
<tr>
<td>Open</td>
<td>RA reviewed and approved by Approver/s and incomplete corrective actions exist or new actions added (incomplete) which have been reviewed and approved by Approver/s. The status will be updated to “Open”, the existing corrective action email notification that is sent out to person/s responsible for the action/s to be completed will be sent out and the corrective action will be displayed on their dashboard for completion.</td>
</tr>
<tr>
<td>Complete</td>
<td>Risk Assessments will have a status of “Complete” assigned to them when all corrective actions on a RA have been completed, that is there is a date recorded on the Date Completed field on the Corrective Actions dialog.</td>
</tr>
</tbody>
</table>

*NOTE:* If the Risk associated for all Hazards recorded on a RA is “Low” and all associated corrective actions have been completed the status will be updated to “Approved” immediately i.e. the RA is not required to be set to a status of “Complete” first.

*NOTE:* If the Risk associated for Hazards recorded on an RA is a combination of “Low”, “Medium” and/or “High” and all the associated corrective actions have been completed, that is, there is a date recorded on the Date Completed field on the Corrective Actions dialog the status of the RA will be set to “Complete”.

New Actions – Review
RA’s will have a status of “New Actions – Review” when 1 or more new Corrective Actions have been added to the RA after the RA has a status of “Complete” or “Approved”.

When an RA has been set to a status of “New Actions – Review” an email notification will be sent to all the Approver/s recorded on the RA informing them to review the new corrective action/s added and the RA will appear on their worklist.

Following this the “Date Approved” field for each corresponding approver will be updated and populated with the date in which the individual approver selects the “Approve New Corrective Action/s (Review/Update Completed)” checkbox (Review and Comment screen) and submits the RA.

Once the Corrective Actions have been reviewed and approved by all the Approver/s the Status will be updated to “Open” and corrective action email notifications will be sent out to person/s responsible for the action.

Approved
RA’s that have Hazards associated with a Risk of “Medium” or “High” or a combination of “Low”, “Medium” and/or “High” will be updated with a status of “Approved” when all corrective actions are considered effective or a review was not required. That is, the Controls Effective field equal to “Yes” or “NA – Review Not Conducted” and the Review Date field has been completed by the user or the system automatically.

NOTE: If an RA record has a combination of High and/or Medium and Low risk Hazards and associated corrective actions it will follow the workflow process of “Complete” to “Approved” (even though effectiveness review does not apply to Hazards corrective actions with a risk of “Low”). This is because there is also High and/or Medium Risk Hazards with corrective actions allocated to the RA.

Date Created
This displays the date on which the risk assessment was first created.

Last Updated
This is a read only field that will be populated with the date the form was last updated by a user.

Version No
This is a read only field that will be populated with the version number of the update for the risk assessment.
Confidential
This is a checkbox field which can be selected by the user if the risk assessment is considered confidential or sensitive, e.g., working with animals.
If this checkbox is selected, the risk assessment can only be searched using the Search Form and viewed by a user who is a Developer or Approver of the particular risk assessment, or a system administrator from the WHS Unit.

Faculty/Portfolio, School/Division/Unit, School/Unit
These fields are searchable using drop-down lists from the UOW Human Resources data file. If changes are made to this data, e.g., organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

NOTE: You may need to select the same item in both the School/Division/Unit and School/Unit menus.
These fields are mandatory.

Work Activity
This field allows the user to enter a free-text description of the activity or tasks that are being performed for the risk assessment. A reasonable amount of specific detail should be used to ensure usability of this field via the Search Form at a later date.

This field is mandatory.

Location
This field is a drop-down list that is populated with UOW campuses.

This field is mandatory.

Building
This field is a drop-down list that is populated with UOW buildings.

This field is mandatory.

Room
This is a free text field that allows the user to enter room details.

Specific Location
This field allows the user to enter a brief description of the location where the work activity is being performed, e.g., radiation laboratory.

This field is mandatory.

Category
This field is a drop-down list that is populated with the following options:
- Field work
- General
- Maintenance
- Office
- Other
- Research
- Teaching

This field can be used to filter the Search Form if completed correctly.

This field is mandatory.

NOTE: This field is NOT linked to the Risk Type table below.
Purchasing

If the user indicates that the risk assessment is related to purchase of an item or service, then the purchase order number field becomes mandatory.

Risk Type

Multiple checkboxes are able to be selected to nominate a type for the risk assessment.

This form is NOT used to filter the Search Form.

This field is mandatory.

NOTE: If the Field/Off-Campus Activity checkbox is selected, an extra form will become visible in the Form Menu. See Section 7.2 Field Activity Risk Assessment for more information.

NOTE: This field is NOT linked to the Category drop down list above.

Developer/s

This field will display who has developed the risk assessment. The first row will default to the person logged into SafetyNet. Multiple people can be assigned as Developer using the “Add Staff”, “Add Student” or “Add Other” links. See Section 9 Searching for Staff and Students for more information.

The “Remove” link can be used to remove Developer names.

At least one Developer must be selected as the “Main Contact”.

The same person cannot be selected as both the Developer and the Approver.

Approver/s

This field will display the user selected as the Approver for the risk assessment. The first row will default to the supervisor of the person logged into SafetyNet.

NOTE: The most appropriate approver for a risk assessment may not be the person whose name is entered as the default. Consideration should be given to identifying the person with relevant knowledge, skill, and seniority to act as an Approver for a risk assessment.

The “Remove” link can be used to remove Approver names, and “Add Approver” should be used to add additional Approvers as required. See Section 9 Searching for Staff and Students for more information.

The same person cannot be selected as both the Developer and the Approver.

NOTE: Only users with a Staff Profile can be added as an Approver. See Section 1.3 User Profiles for more information.

NOTE: The default Approver for users with a Student Profile is “Default Approver” – this must be removed and a user with a Staff Profile added for the risk assessment to progress past the Draft status.
Referenced Documentation

The Referenced Documentation allows for users to reference and upload documents that were used in the creation of the risk assessment.

When the “Add Document” link is used, the table will expand as below.

### Type

This field is a drop down list of document types:

- Australian Standard
- Code of Practice
- Legislation
- Other
- UOW Document

This field is mandatory.

### Description

This is a free text field that will allow entry of a brief description against each of the referenced documents within the grid.

This field is mandatory.

### File Name

This field is a read only field that is populated if a document is attached.

### Browse

Clicking on this link will open a window where the user can navigate to a file that they wish to upload.

### Remove

Clicking on this link will remove all information relating to a document.

7.2. Field Activity Risk Assessment

If “Field/Off-Campus Activity” is selected as the Risk Type on the Form Details page, an extra “Field Activity Risk Assessment” page will appear in the Form Menu.

Completion of this extra form is mandatory if it is displayed.
Date of Activity

Select the start date of the field trip.
This field is mandatory.

Fieldwork Description

This is a free text field that allows users to enter a description. This description should be detailed enough to give a reasonable overview of the trip and activities being undertaken.
This field is mandatory.

Fieldwork Location Description

This is a free text field that allows users to enter a location description. This description should be detailed enough to give a reasonable overview of the location/s where field activities will be undertaken.
This field is mandatory.

Fieldwork will occur at more than one location

If “yes” is selected for this field, then attachments are required to be added in the “Assessment and Control” form.
This field is mandatory.

Work location/tasks require any permissions or permits

If the user indicates that permissions or permits are required, then the details of permits required field becomes mandatory.
Potential Hazards

This field is a set of optional checkboxes that can be selected. Multiple selections can be made. These hazards are to be used as triggers and are expected to be expanded upon in the “Assessment and Control” form.

Fieldwork Requirements

This field is a set of optional checkboxes that can be selected. Multiple selections can be made. These hazards are to be used as triggers and are expected to be expanded upon in the “Assessment and Control” form.
7.3. Assessment and Control

Assessment of Hazards

This grid allows the user to enter hazards relating to the risk assessment. When the “Add Hazard” link is clicked, the below Hazard Identification screen opens.

This field is mandatory.

Is there a Safe Work Procedure available for this activity?

If the user indicates that a safe work procedure is available, then the details of the SWP becomes mandatory.

An example of when an SWP may be available for an activity is for equipment being used eg a field trip is being undertaken where a plankton tow will be conducted using a boat. The risks associated with the use of the boat may have already been controlled and documented using an SWP so this process does not need to be duplicated – just reference the SWP and link it to this RA.

No

The number field will automatically populate with a system generated reference number when a new hazard is added to the list.

Description of Hazard

This is a free text field to allow users to describe the hazard that has been identified.
Current Controls
This is a free text field to allow users to describe any current control measures already in place.

Risk Assessment
“Consequence” and “Likelihood” are drop down lists prepopulated with items from the UOW risk matrix. The “Risk Score” will be automatically calculated based on consequence and likelihood selections.

SWP Search
If it was indicated that a SWP was available above then this box will display. Search for the SWP using any of the fields indicated. Click on the “Search” binoculars link to find your search results and select the desired SWP.

Multiple SWPs can be selected.

Risk Control
The risk control grid allows users to enter control actions for the hazards entered. When “Add Control Action” is selected, the below Corrective Action Details screen opens.

Corrective Action Details

NOTE: Any corrective actions entered WILL NOT be sent to the Person Responsible until ALL Approvers have authorised the risk assessment.
**Hazard Number**

This is a drop down menu that will contain numbers that correlate to the hazards listed above in the
hazard grid. Select the hazard number that this corrective action relates to.

This field is mandatory.

**Can this risk be eliminated?**

If “yes” is selected, the “Control Type” box below will not be available.
If “no” is selected, the “Control Type” box will become mandatory.

**Control Type**

This field is a drop down list that contains the hierarchy of controls to be used, in order, when minimising
risk that cannot be eliminated.

**Description of Risk Control**

This is a free text field to be used to describe the corrective action that will be implemented to eliminate
or minimise the risk.

**Person Responsible**

The field searches for users to be allocated a corrective action. Corrective actions can only be allocated
to users with a staff or student profile.

In the case where a corrective action is meant for a user without a staff or student profile, eg a contractor,
the UOW person responsible for the contractor should be listed.

*NOTE: Corrective actions should be discussed and agreed upon with the person responsible prior to
being entered.*

*NOTE: Only users with a Staff Profile can be added as a Responsible Person. See Section 1.3 User
Profiles for more information.*

**Can this control be implemented by a specific date?**

Some controls can be implemented on one occasion only and then are considered complete, eg install
guarding on drop saw. In this instance, select “yes”. A “Person Responsible” must be added to this
action, as well as a “Target Date” and eventually a “Completed Date”.

Some controls are to be implemented each time an activity is to be undertaken, eg ensure induction has
been completed prior to accessing area. In this instance, select “no”. A “Person Responsible” is optional.
The “Target Date” and “Completed Date” are not required.

**Target Date**

This is the date the corrective action should be completed by.

**Date Completed**

This is the date the corrective action has been completed. This may have already been done at the time
this corrective action is being entered into SafetyNet.

**Description of Ongoing Control**

This is a free text field that allows the user to describe the ongoing control in detail and explain why it
cannot be completed by a specific target date.

This is a mandatory field if available.
Ongoing Control Date Entered
This is a read only field that is automatically populated with the current date when the action is being entered.

Attachments
The attachments section allows the user to attach documents relating to the risk assessment. Documents that may be attached here include, but are not limited to:

- Itinerary and maps of locations of field trip
- Permits or permissions issued
- Risk assessments completed by collaborating institutions

Files should be named appropriately for easy reference.

7.4. Review and Comments

Submit Action
The Submit Action section is only displayed if the user viewing the risk assessment is a Developer of the risk assessment. It is mandatory that the user selects the status of the form prior to submitting:

Save Document
When this is selected, the “Submit” button will take action to save the risk assessment as a draft. Any listed Developer can revisit and enter further information at a later stage.

Process for Approval
When this is selected, the “Submit” button will take action to forward the risk assessment to the listed Approvers for review and action.

Review Summary
This field will display a history of all comments recorded for the risk assessment in the review process. The text will be taken from comments made by Approvers when approving the risk assessment (or requesting further review by Developers) and will be read only.

View Status History
Upon clicking this link a dialog will be displayed which will list all the status updates made to the record. PDFs of each version will be made available.

Submit
Once the “Submit” button is clicked, the user will be given the Reference Number for the risk assessment. This can be used to search for it at a later date. They will also be given the option to download a PDF of the latest version.
7.5. Supervisor Review and Approval

If you have been listed as an Approver for a risk assessment, you will be sent an email advising that it is ready for review and approval once it has been finalised by the Developers.

From: UOW Incident Reporting System <noreply@sbcit.com.au>
Sent: Monday, 30 September 2019 10:31 AM
To: Darren Smith <dsmith@uow.edu.au>
Subject: SafetyNet - Risk Assessment Review - UOW09432

A risk assessment has been submitted and requires your review

Reference: UOW09432
Activity: Test RA
Risk Type: Field Activity

The risk assessment can be accessed from your Work List.

To review:
1. Open your Work List.
2. Click on the document icon under the ‘View Doc’ column to open the report.
3. Check the review summary added by other Approver’s on the ‘Review and Comment’ page (if applicable).
4. Review the contents of each page of the document. (Note: To navigate each page click on ‘Back’/’Forward’ or ‘Next’.)

Your review process should consider:
- determining if there has been sufficient consultation
- the document has been written by appropriate persons
- there is evidence of referenced material
- there are identified hazards
- identified hazards have a risk rating
- there are controls that match the hazard

5. On the ‘Review and Comment’ page, select the action required (using radio buttons) then click on ‘Submit’. (Note: Approver’s comments should be positive and outline areas for improvement.)

To access SafetyNet from a non UOW location click the following link:
https://safetynet.uow.edu.au/

If you are unable to access SafetyNet or would like to discuss this issue with the WHS Unit, contact us on phone: 42213931 email: whs-admin@uow.edu.au

Clicking on the link in the email will open your work list.

Find the relevant RA requiring review then click on the icon under the View Doc heading. See Section 4.6 Search Results for more information.

NOTE: 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. See Section 4 Search Form for more information.

Review each page of the form, checking the following in detail:

Form Details Page
- the work activity and location CLEARLY describe what is being carried out
- the most appropriate people have been selected to develop and approve the risk assessment
- ALL relevant documents have been referenced

Field Activity Risk Assessment Page (if applicable)
- the fieldwork description, fieldwork location description and details of permits required CLEARLY describe what is required of the field trip
- ALL potential hazards and fieldwork requirements have been identified
Assessment and Control page

- ALL hazards and current controls have been CLEARLY described (including all potential hazards and fieldwork requirements from the previous page if applicable)
- appropriate consequence and likelihood has been selected for each hazard
- ALL related SWPs have been referenced correctly
- appropriate control actions have been identified and entered CLEARLY to eliminate or minimise each hazard identified above
- control actions have the correct hierarchy of controls applied
- control actions have an appropriate “Person Responsible” assigned and a reasonable target date that is within required timeframes
- ALL relevant documents have been attached (e.g., itinerary and maps of field trips, permits or permissions issued, risk assessments completed by collaborating institutions)

Review and Comments Page

- If the document is correct, select the “Approve Document” radio button and click Submit
- If changes are required to the document, select the “Return to Developers” radio button and click Submit
  - Enter constructive comments and recommendations of what needs to be changed for approval and click submit
  - NOTE: If the risk assessment is returned to developers, ALL approvers will need to approve the changes
8. Safe Work Procedure Form

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 Development of Safe Work Procedures Guidelines.

8.1. Form Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>SWP record being entered by Developer or saved as a Draft</td>
</tr>
<tr>
<td>Under Review</td>
<td>SWP submitted by Developer for Approver/s Approval</td>
</tr>
<tr>
<td></td>
<td>In the case where an SWP is set to a status of Complete or Approved and the developer makes changes to the SWP record i.e. adds an additional supervisor when then submit the SWP record the status will be updated to under review for the Approver/s to re-approve the SWP record.</td>
</tr>
<tr>
<td>Modify</td>
<td>Approver/s sent SWP back to Developer for modification</td>
</tr>
<tr>
<td>Approved</td>
<td>SWP’s that have Hazards associated with a Risk of “Medium” or “High” or a combination of “Low”, “Medium” and/or “High” will be updated with a status of “Approved” when all corrective actions are considered effective or a review was not required. That is, the Controls Effective field equal to “Yes” or “NA – Review Not Conducted” and the Review Date field has been completed by the user or the system automatically. Note: If an SWP record has a combination of High and/or Medium and Low risk Hazards and associated corrective actions it will follow the workflow process of “Complete” to “Approved” (even though effectiveness review does not apply to Hazards corrective actions with a risk of “Low”. This is because there is also High and/or Medium Risk Hazards with corrective actions allocated to the SWP.</td>
</tr>
</tbody>
</table>

NOTE: The system will check for SWP’s which were entered (approved) over 5 years ago from the Date the record was Last Updated. If any SWP’s are found to meet this criteria, the status of the SWP will be updated to DRAFT so that it can be reviewed and approved again. A system generated email will be sent to the Developer (Main Contact) notifying them of the required action.

Date Created

This displays the date on which the SWP was first created.
### Faculty/Portfolio, School/Division/Unit, School/Unit

These fields are searchable using drop down lists from the UOW Human Resources data file. If changes are made to this data, eg organisational structure changes, existing records will remain unchanged and display the previous structure. Searches on the new structure will also display results based on the previous structure.

**NOTE: You may need to select the same item in both the School/Division/Unit and School/Unit menus.**

These fields are mandatory.

### Work Activity

This field allows the user to enter a free-text description of the activity or tasks that are being performed for the SWP. A reasonable amount of specific detail should be used to ensure useability of this field via the Search Form at a later date.

This field is mandatory.

### Category

This field is a drop down list that is populated with the following options:

- Field work
- General
- Maintenance
- Office
- Other
- Research
- Teaching

This field can be used to filter the Search Form if completed correctly.

This field is mandatory.

### Date Last Updated

This is a read only field that will be populated with the date the form was last updated by a user.

### Restricted Access

This is a checkbox field which can be selected by the user if the SWP is considered confidential or sensitive, eg working with animals.

If this checkbox is selected, the SWP can only be searched using the Search Form and viewed by a user who is a Developer or Approver of the particular SWP, or a system administrator from the WHS Unit.
Developer/s

This field will display who has developed the SWP. The first row will default to the person logged into SafetyNet. Multiple people can be assigned as Developer using the “Add Staff”, “Add Student” or “Add Other” links. See Section 9 Searching for Staff and Students for more information.

The “Remove” link can be used to remove Developer names.

At least one Developer must be selected as the “Main Contact”.

The same person cannot be selected as both the Developer and the Approver.

Approver/s

This field will display the user selected as the Approver for the SWP. The first row will default to the supervisor of the person logged into SafetyNet.

NOTE: The most appropriate approver for a SWP may not be the person whose name is entered as the default. Consideration should be given to identifying the person with relevant knowledge, skill, and seniority to act as an Approver for a SWP.

The “Remove” link can be used to remove Approver names, and “Add Approver” should be used to add additional Approvers as required. See Section 9 Searching for Staff and Students for more information.

The same person cannot be selected as both the Developer and the Approver.

NOTE: Only users with a Staff Profile can be added as an Approver. See Section 1.3 User Profiles for more information.

NOTE: The default Approver for users with a Student Profile is “Default Approver” – this must be removed and a user with a Staff Profile added for the SWP to progress past the Draft status.

Hazardous Chemicals/Dangerous Goods

This field is mandatory.

If “yes” is selected, a mandatory Reference Document of a Safety Data Sheet will be added below.

Referenced Documentation

The Referenced Documentation allows for users to reference and upload documents that were used in the creation of the SWP.
When the “Add Document” link is used, the table will expand as below.

### Referenced Documentation

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>File name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code of Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legislation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Data Sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UOW Document</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This field is mandatory.

### Description

This is a free text field that will allow entry of a brief description against each of the referenced documents within the grid.

This field is mandatory.

### File Name

This field is a read only field that is populated if a document is attached.

### Browse

Clicking on this link will open a window where the user can navigate to a file that they wish to upload.

### Remove

Clicking on this link will remove all information relating to a document.

### Risk Assessment and Incident Link

<table>
<thead>
<tr>
<th>Risk Assessment</th>
<th>Incident Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does a risk assessment identify the need for this safe work procedure?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does a hazard/incident report identify the need for this safe work procedure?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If a RA or hazard/incident report identified the need for this SWP to be developed, extra fields will expand to allow them to be linked/referenced. These fields are mandatory.

An example of when a RA may have identified the need for an SWP is for an overarching activity where specific equipment is being used, eg a field trip is being undertaken where a plankton tow will be conducted using a boat. The risks associated with the field trip may have already been controlled and documented using an RA so this process does not need to be duplicated – just reference the RA and link it to this SWP for the use of the boat.

When the “Add RA” link is clicked, the following screen will appear:
Enter criteria to find the desired RA (easiest using the Ref No) and click “Search” to attach it.

When the “Add HIR” link is clicked, the following screen will appear:

Enter criteria to find the desired HIR (easiest using the Ref No) and click “Search” to attach it.

“Consequence” and “Likelihood” are drop down lists prepopulated with items from the UOW risk matrix. The “Risk Rating” will be automatically calculated based on consequence and likelihood selections.

8.2. Procedures and Actions

Action Plan

The purpose of the action plan is to add all the job steps, hazards associated with each step, and the controls already in place to reduce the risk of the hazards.

When clicking the “Add Extra Step” link, the below box will appear:
Job Step

This is a free text field to allow users to describe the job steps required to undertake the task/activity. Job steps should CLEARLY describe the actions undertaken in each step.

NOTE: SWPs (Job Steps in particular) may be used as a training resource for future staff – complete this section CLEARLY and in reasonable detail to assist in this process at a later date.

Potential Hazards

This is a free text field to allow users to describe the hazard that has been identified with this job step.

Control

This is a free text field to allow users to describe any required control measures.

Move Step Down/Move Step Up

Click these buttons to change the order of the job steps.

Remove

Click this link to remove the step.

Attachments

The attachments section allows the user to attach documents relating to the SWP. Documents that may be attached here include, but are not limited to:

- Manufacturer instructions or manuals
- Plans
- Images

Files should be named appropriately for easy reference.
Personal Protective Equipment

All PPE required when undertaking the SWP should be listed here using the checkboxes and a description added for any specific requirements, eg “neoprene (most desirable) or PVC gloves, sleeve protectors or gauntlet style gloves and nitrile gloves worn underneath the outer glove”.

Multiple selections can be made.

8.3. Review and Comments

Submit Action

The Submit Action section is only displayed if the user viewing the SWP is a Developer of the SWP. It is mandatory that the user selects the status of the form prior to submitting:

Save Document

When this is selected, the “Submit” button will take action to save the SWP as a draft. Any listed Developer can revisit and enter further information at a later stage.

Update

This button will only be available for SWPs that have been previously approved or returned to draft status after 5 years. If this button is selected, users must select an Update Reason from the list:

- Associated near miss, injury or illness with the task/activity
- Change to the task/activity
- Schedule review
- Change to the relevant legislation, standards, code of practice
- New hazard identified
- Updated Safety Data Sheet

Process for Approval

When this is selected, the “Submit” button will take action to forward the SWP to the listed Approvers for review and action. This option will only be available when ALL Developers have completed their review.

Review Summary

This field will display a history of all comments recorded for the SWP in the review process. The text will be taken from comments made by Approvers when approving the SWP (or requesting further review by Developers) and will be read only.

View Status History

Upon clicking this link a dialog will be displayed which will list all the status updates made to the record. PDFs of each version will be made available.
Submit

Once the “Submit” button is clicked, the user will be given the Reference Number for the SWP. This can be used to search for it at a later date.

They will also be given the option to download a PDF of the latest version.

8.4. Supervisor Review and Approval

If you have been listed as an Approver for a SWP, you will be sent an email advising that it is ready for review and approval once it has been finalised by the Developers.

From: UOW Incident Reporting System <noreply@sbcit.com.au>
Sent: Thursday, 1 November 2018 3:00 AM
To: snetwhs Vendor Account <snetwhs@uow.edu.au>
Subject: SafetyNet - Safe Work Procedure UOW06309 – Submitted for your Review - REMINDER

A safe work procedure has been submitted in SafetyNet and still requires your review:

Reference: UOW06309
Activity: Safe use of tube furnaces for research work
Risk Score: Medium

The safe work procedure can be assessed from your Work List:


To review:

1. Open your Work List.
2. Click on the document icon under the 'View Doc' column to open the report.
3. Check the review summary added by other Approver's on 'Review and Comment' page (if applicable).
4. Review the contents of each page of the report of the SWP by click on 'Next' buttons.) Your review process should consider:
   • Determining if there has been sufficient consultation
   • The document has been written by appropriate persons
   • There is evidence of referenced material
   • There are controls that match the hazard
5. On the 'Review and Comment' page, select the action required (using radio buttons) then click on 'Submit'.

NOTE: If returning to Developers the Approver's comment should be positive and outline areas for improvement.

To access to SafetyNet while off campus, please click on this link: https://safetynet.uow.edu.au/

If you are unable to access SafetyNet or would like to discuss this issue with the WHS Unit, contact us on phone: 02 4221 3931 email: whs-admin@uow.edu.au

Clicking on the link in the email will open your work list.

Find the relevant SWP requiring review then click on the icon under the View Doc heading. See Section 4.6 Search Results for more information.

NOTE: 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. See Section 4 Search Form for more information.

Review each page of the form, checking the following in detail:
Form Details Page

- the work activity CLEARLY describe what is being carried out
- the most appropriate people have been selected to develop and approve the SWP
- ALL related RAs and HIRs have been referenced correctly
- ALL relevant documents have been referenced
- appropriate consequence and likelihood has been selected for the SWP

Procedures and Actions Page

- ALL job steps and hazards have been CLEARLY described
- appropriate controls have been identified and entered CLEARLY to eliminate or minimise each hazard identified
- ALL relevant documents have been attached (eg manufacturer instructions or manuals, plans an images)
- required PPE has been identified and CLEARLY described

Review and Comments Page

- If the document is correct, select the “Approve Document” radio button and click Submit
- If changes are required to the document, select the “Return to Developers” radio button and click Submit
  - Enter constructive comments and recommendations of what needs to be changed for approval and click submit
  - NOTE: If the SWP is returned to developers, ALL approvers will need to approve the changes
9. Searching for Staff and Students

**Staff Search**

When clicking on a staff “Search” link, the following window will appear:

![Employee Details](image)

Click “Search” then click into the “Family Name” and/or “Given Name(s)” boxes to type the desired names. Then click “Search” again.

The “Name” displayed is a link – click on the desired name and it will be entered into the applicable field.

**Student Search**

When clicking on a student “Search” link, the following window will appear:

![Student Details](image)

Click “Search” then click into the “Email” box to type the desired email address. Then click “Search” again.

The “Name” displayed is a link – click on the desired name and it will be entered into the applicable field.
10. 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).

Clicking on the link in the email will open your work list.

Find the relevant Report then click on the icon under the Corrective Action heading. See Section 3 Work List Form for more information.

NOTE: 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. See Section 4 Search Form for more information.

When you click the Corrective Action icon the following window will appear.

To close off a corrective action, enter the date the corrective action was completed and add a comment about what was done.

NOTE: If you enter a comment about an action, the action will automatically close when the “Save” button is clicked, even if a “Date Completed” has not been entered. If this is done in error, please email whs-admin@uow.edu.au for assistance.
11. 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>
<tr>
<td>8</td>
<td>December 2019</td>
<td>Manager WHS</td>
<td>Reworked entire document due to significant changes since last review in October 2016.</td>
</tr>
<tr>
<td>9</td>
<td>February 2021</td>
<td>Manager WHS</td>
<td>Updated screenshots and information relating to Faculty/Portfolio, School/Division/Unit, School/Unit.</td>
</tr>
</tbody>
</table>