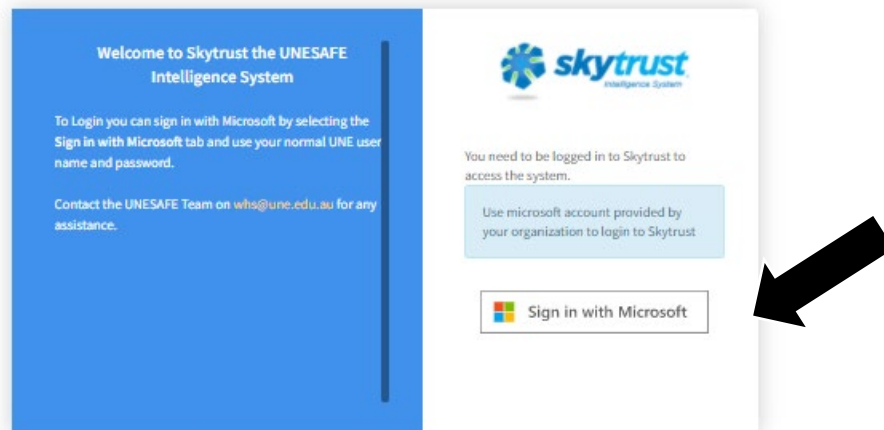
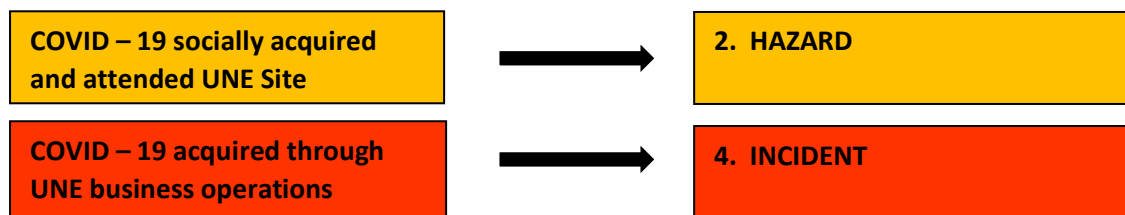


INSTRUCTIONS to enter a COVID positive case for staff into Skytrust

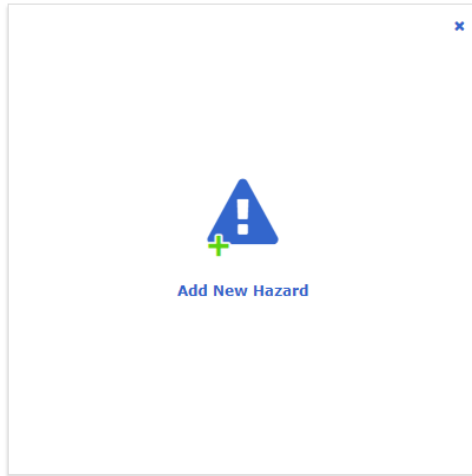
1. Log into Skytrust.co via the UNE intranet [Safety Hub - University of New England \(UNE\)](#)
 - a. Single sign on should trigger automatic entry



- b. Determine which process to use



2. HAZARD PROCESS



3. Add the **details** of the hazard in each of the prompts.

- Originator: is the person completing the report
- Originate date: Is the date of the test
- The hazard type will be "Biological-SARS-Cov-2 Virus"

*Hazard Type:	Biological – SARS – Cov-2 Virus x ▼
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- School/Business Unit "The infected staff members School or Directorate"
- Location "Building the staff member is located in"
- The person involved "staff members name" or no entry if student/visitor/contractor
- Complete the "details" & "immediate action taken" in as much detail as possible. Include numbers of work contacts advised and building locations of involved person.

The **risk score** will be "8 Low-Moderate" in most circumstances (Possible may occur at some time/Minor personal injury). Risk score details as for Hazard unless the outcome is different (eg. household contact such as residential college will be higher).

-

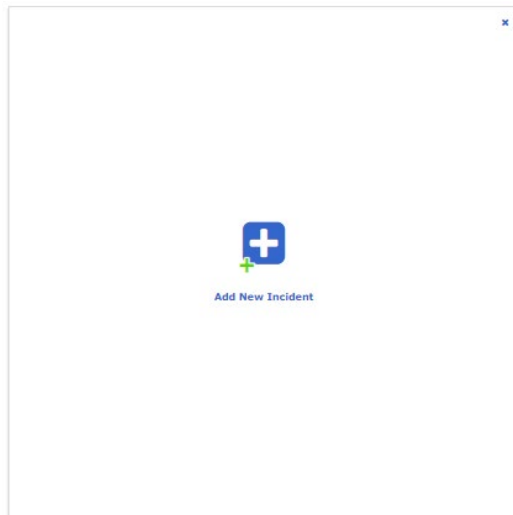
Risk Score:	8	
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- Add any further comments if required.
- Do not tick "add to hazard risk register?"
- Do not tick "no further action required?"

Add New Hazard

- Once entered into Skytrust, the WHS team will review.

4. INCIDENT PROCESS



5. Add the **Incident and Injury details** each of the prompts.
6. **Risk score** details as for Hazard unless the outcome is different (eg. household contact such as residential college will be higher)

Actual Consequences	
Personal Injury:	8
Environmental Impact:	
Property Damage:	
Community Impact:	
Security:	
UNE Staff Security Incident:	
Potential Consequences	
Personal Injury:	13
Environmental Impact:	
Property Damage:	
Community Impact:	
Security:	
UNE Staff Security Incident:	

Add Incident Notification

8. Once entered into Skytrust, the WHS team will review.