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## Overview



The University's WHS P007 Incident and Hazard Reporting and Investigation Protocol provides an overview of incident and hazard reporting.

It is the responsibility of all staff, students, contractors, volunteers, and visitors to report any safety related incidents or hazards they are involved in.

Ensure that you also discuss this with your supervisor in a timely manner.

### **What is an Incident?**

"An event that has led to or could have led to (near miss) an injury or illness".

- All incidents relating to work, study, or living on campus at the University must be reported as soon as reasonably practicable after the incident is identified preferably within 24 hours, no matter how minor they are.

### **What is a Hazard?**

"Anything with the potential to cause harm, injury or illness to a person".

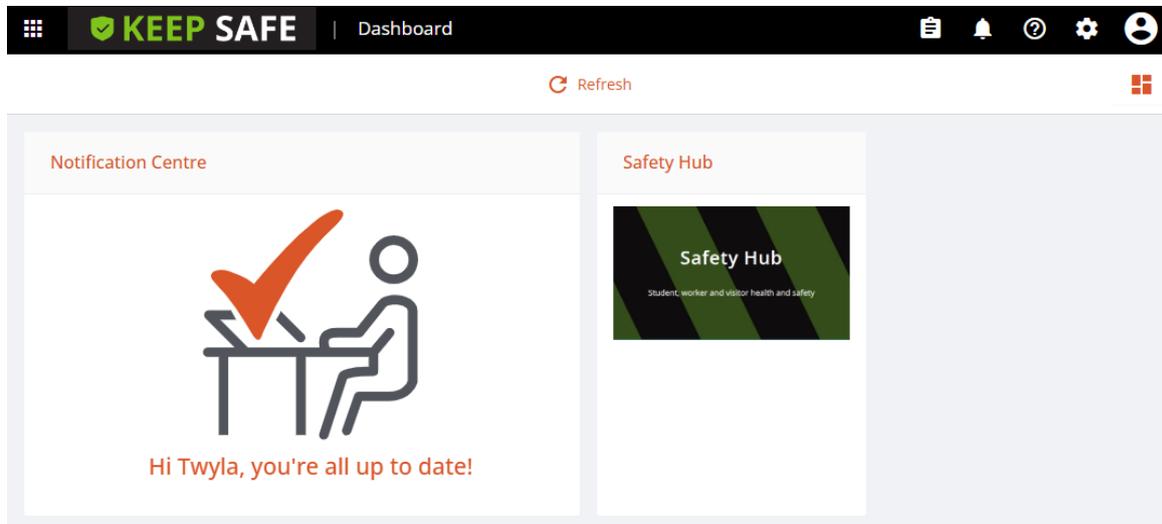
- All hazards relating to work, study or living on campus at the University must be reported as soon as reasonably practicable.

With the implementation of Keep Safe a considerable amount of time and effort has been invested to ensure system and setup will ensure a very high level of privacy is maintained. If you would like to understand more about how the system works please see [Incident and hazard reporting](#).

## Accessing the Keep Safe Dashboard

1. Access [Keep Safe Dashboard](#)
2. Complete the Single-Sign-On process using your standard UNE email address, password and authentication method.

You will land on the following Keep Safe Dashboard.



**Note: Return to the Dashboard**

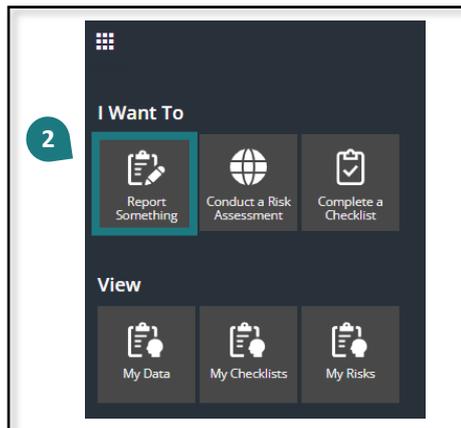
At any time press the Keep Safe logo in the top left-hand corner.

## Making a report

1. From the dashboard, click the System Menu (grid icon ) in the top left corner



2. Select *I want to Report Something*



3. Select *Hazard or Incident Report*



-  **Note: Save as Draft**  
Need to save and come back later to finish?  
At the top of the page, click **Save Draft**

 Back  Save Draft  Submit  Print

 **A saved draft cannot be viewed by anyone else and cannot be actioned. Only submitted forms are visible to the Responsible Person. The Responsible Person will review and investigate the report.**

4. The following form will appear. Work down the form completing each field. Further fields will become available depending on your responses.

- \* - Items with this icon are mandatory and must be completed.
- ? - Hover over this icon for further help information

Report Details (UNE)

For further support or wellbeing information go to [Student Wellness Centre](#) or [Staff Wellbeing Hub](#).

\* What are you reporting?

Incident

Hazard

\* Brief Title

In a few words describe the hazard or incident. Don't add personal identifiers.

0/100

Questions flagged with a \* are mandatory and must be completed.

Click the Help symbol (?) to the right of fields for more information or see further guidance on the [UNE Safety Hub >> Incident and Accident Reporting](#).

When?

\* When was the hazard first noticed?

Select date Select Time

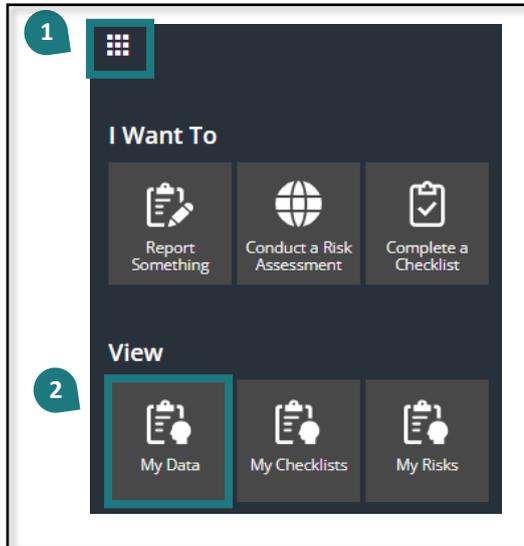
**Note: Assigned to Section**  
Please read the guidance carefully, including Help popups, to ensure you select the correct person to send the report to. You will also need to make appropriate selections if the report is confidential  
For further information on how the system works and who can see your report, please see the [UNE Safety Hub](#) page.

5. When report is complete and ready to be submitted - at the top or bottom of the page, click **Submit**

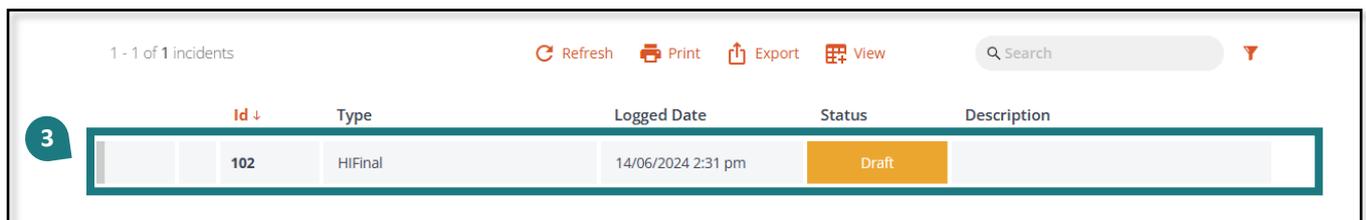
**Note: Unable to submit?**  
Mandatory fields that need to be completed will turn red. Please complete these to proceed with your submission.  
If you are still unable to submit, please save as a draft and obtain guidance from your supervisor or [whs@une.edu.au](mailto:whs@une.edu.au).

## Returning to a Draft Report

1. From the dashboard, click the **System Menu** (grid icon ) in the top left corner
2. Select **My Data**



3. Click anywhere on the record for the draft report you wish to access.



Id ↓	Type	Logged Date	Status	Description
102	HiFinal	14/06/2024 2:31 pm	Draft	

4. Continue working through the report. Ensure you **Save or Submit** as required.



**Remember** - a saved draft cannot be viewed by anyone and cannot be actioned. The form must be submitted to be visible to the Responsible Person.