Incident Reports

Legal Requirements for Incident Reports

Employers should ensure all accidents and incidents in the workplace are *accurately recorded*. This may be required for legal purposes, as well as an opportunity to recognise prevention opportunities. Notifiable events, which include death, serious injuries/illnesses and potentially serious incidents, must be reported as soon as possible to the applicable statutory authority

Procedure for Incident Reports

All accidents and incidents that caused, (or could have caused), any form of personal harm should be recorded. The form for recording these events in SafetyBase complies with most jurisdictions. If you have a customisable edition of SafetyBase, you can have a form created that is specific to your needs

If a notifiable injury or incident occurs, (definitions provided as a rollover helper in the Incident Report form), the following must be observed:

The site of the accident must be preserved, except to assist an injured person, remove a deceased person, or make the site safe. Otherwise, only by permission or instruction from the Police or Regulator
The Incident must be reported "as soon as possible" to the statutory safety authority. This may be verbally or by any other means that achieves the required result by the fastest possible means under the circumstances
The statutory authority may require the submission of further information within 48 hours

How to complete Incident Reports using SafetyBase

Accident and incident data may be collected on paper forms initially, then entered onto SafetyBase, or if possible, entered directly. Failure to report accidents may jeopardise entitlements to compensation and may cause non-compliance with the law

Open an **Incident Report** file by selecting it from the drop list under Incidentsin the left navigation bar. Click the "Add Incident Report" button, enter the file identifiers and click "Create". SafetyBase prompts you to record details about the person, the injury and the mechanism of harm. Some fields may be compulsory, and some droplists may generate Tasks

Using Tasks while completing Incident Reports

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting notifiable events to the statutory authority). *These cannot be deleted*

SafetyBase Tips and Tricks for managing Incident Reports

If the file status is left with any status that is **"Open"**, the file will show on the Dashboard list, to alert key users it needs following up to closure. This is important, as a means of ensuring visibility to all affected parties

When entering free text about accident causes, state known facts only. *Avoid speculation that may incriminate you later*

Consider associating an electronic document (example, an existing image, pdf, spreadsheet, document, video etc), using the**"Attach Documents"** tab, or inline toolbar at the bottom of your screen while entering data. Record the document's details by completing the appropriate data fields, then click Attach Document. The document will upload and be available for viewing. Many file types will display as a thumbnail

You can associate a SafetyBase file using the **"Link Files"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Tasks tab (example, Hazard, Fault Report, Incident Investigation or similar file that has direct relevance): Record the file's details by completing the appropriate data fields, then click ADD. Use the progressive filtering of the drop lists and ADD the file you want. The file will be linked. If you follow the link, the linked file will automatically have a link back to the file you came from

Remember to link People with this file type, using the **"Associate People"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Associate People tab. Doing this will build an automatic safety history for each person, which you can view by clicking on the person's name anywhere in the account

Check file history in the **"Status Log"** tab. This automatically records status changes to the file. If you would like to monitor the file, click the**"Watch"** button at the top of the file summary. This will place the file on your Watchlist and e-mail you whenever the file status changes

Only in Incident Reports, you can update lost workdays and accident costs using the **"Days Lost & Costs"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Days Lost & Costs tab