Incident Reports
To comply with the requirements of legislation and to maintain an effective accident/incident monitoring system, the University is committed to the following:

- prompt investigation and reporting of all incidents/accidents that affect staff, students and visitors by the immediate supervisor or person in charge of the area
- consultation by supervisors with those involved and prompt action to prevent recurrence
- compilation and periodic review of accident statistics to determine accident trends and identify work areas of concern
- provision of instruction and training for staff in accident/incident investigation.

Incident Reports are to be completed if personal injury or property damage occurs as the result of an accident. The Safety Committee examines these reports at its monthly meetings, and so would also encourage the reporting of cases of “near misses”, *i.e.* incidents that could have resulted in personal injury or property damage. It should be emphasised that the Safety Committee’s purpose is not to be judgmental, but to use these incidents constructively to improve the School’s safety practices and performance.

All Incident Reports are submitted on-line, using the University’s RiskWare system, accessible from MyHROnline. Thus all members of staff with a University employee number have access to this system. Details of how to fill the online form are given on the web site. Note that under the “Incident details” section, the location should include campus (Camperdown), building (School of Chemistry or F11), level (1 to 5) and room number (if applicable). In addition to the University requirements, the following applies to the School of Chemistry:

(a) Incident involving a Postgraduate or Honours Student
    The **Academic Supervisor** enters the report in Riskware. The **Student involved** is nominated with relevant details and the **Supervisor** is nominated as Manager/Supervisor in the ‘Assign to’ section.

(b) Incident involving an Undergraduate Student
    The **Academic Supervisor** (academic on-duty and in-charge of the practical class) enters the report in Riskware. The **Student involved** is nominated with relevant details. The relevant **Laboratory Director** is nominated as Manager/Supervisor in the ‘Assign to’ section (e.g. First Year Lab Director for incidents in the CHEM1 laboratory).

Following the submission of the incident report, an email is sent to the Supervisor/Manager requesting the filing of a corrective action plan, which will then be assessed by the Level Safety Officer (LSO). The Incident will be discussed at the next School Safety Committee meeting and either finalised or referred back to the supervisor for further action.

All incidents are to be reported within 24 hours.

Response from the Level Safety Officer (LSO) / supervisor is required within seven (7) days.