


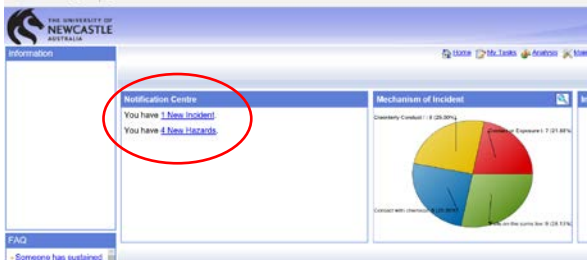
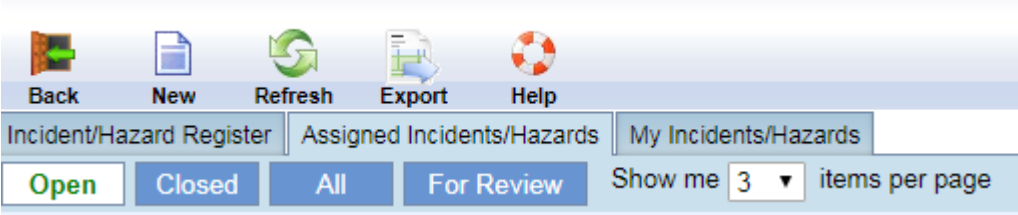

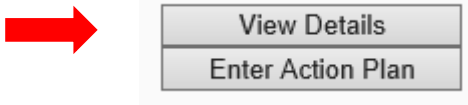


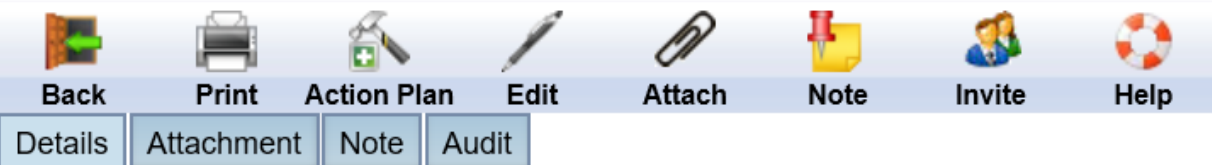

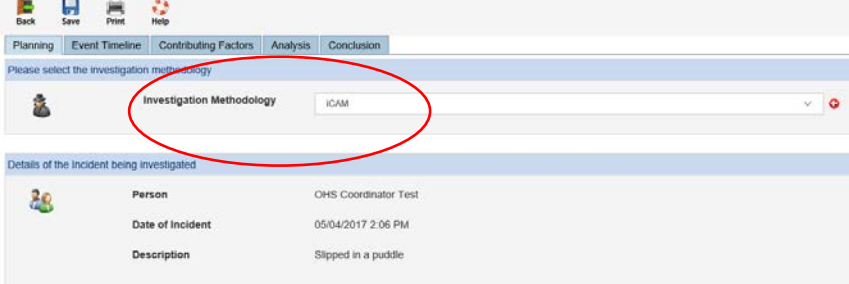
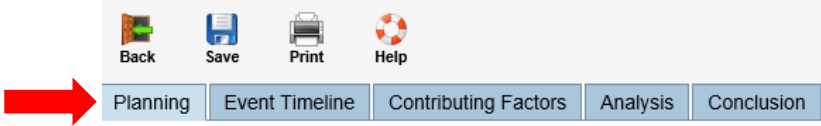
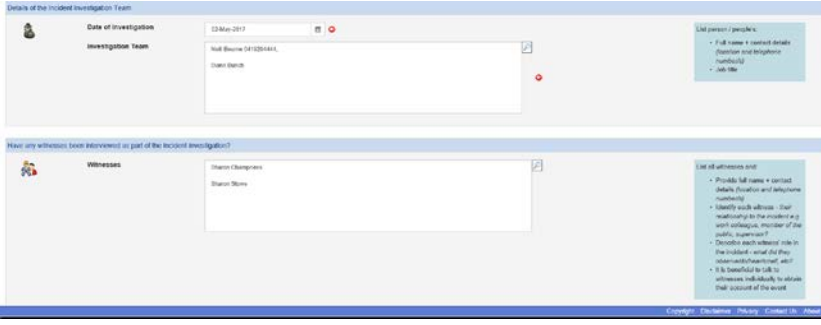


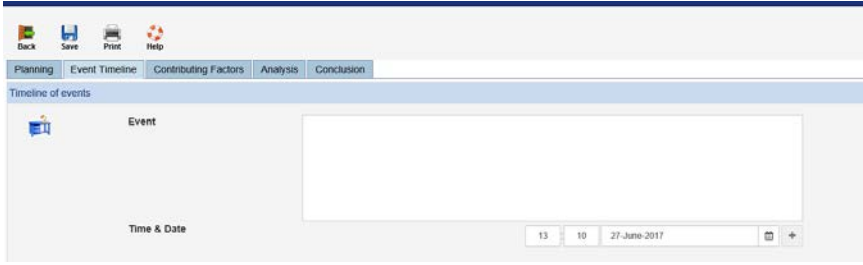
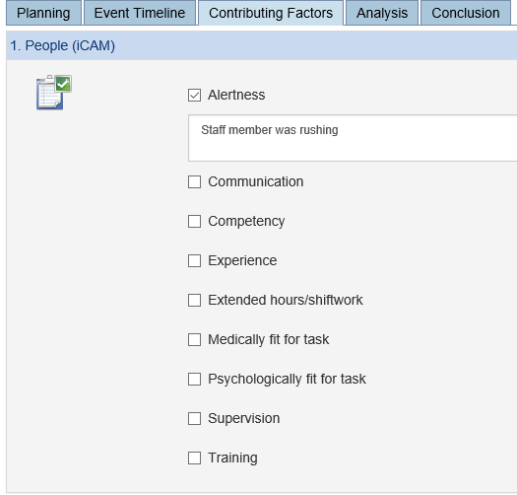
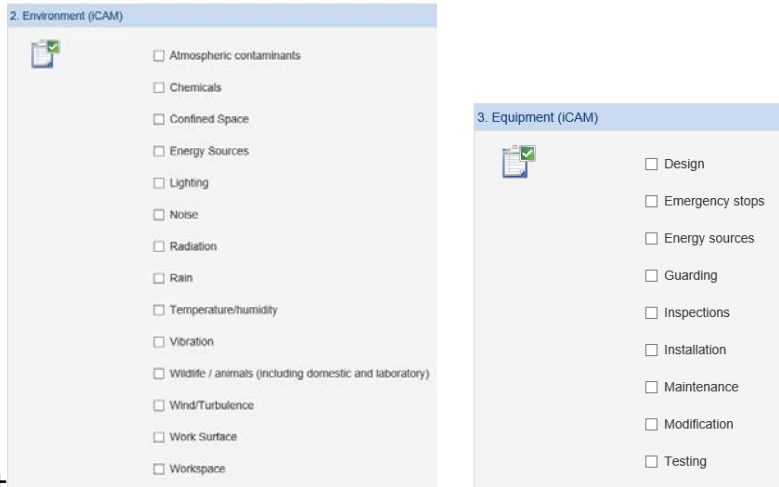
AIMS – Manage Hazards and Incidents Investigation and Action Plan

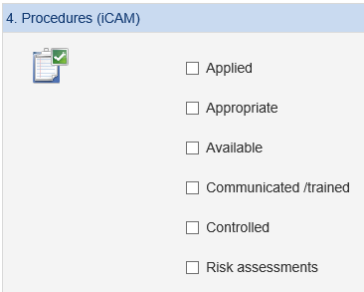
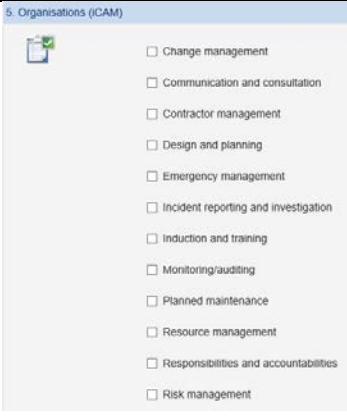
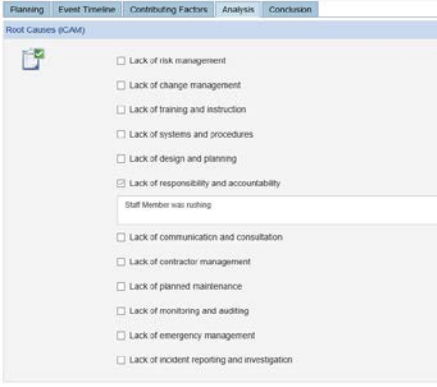
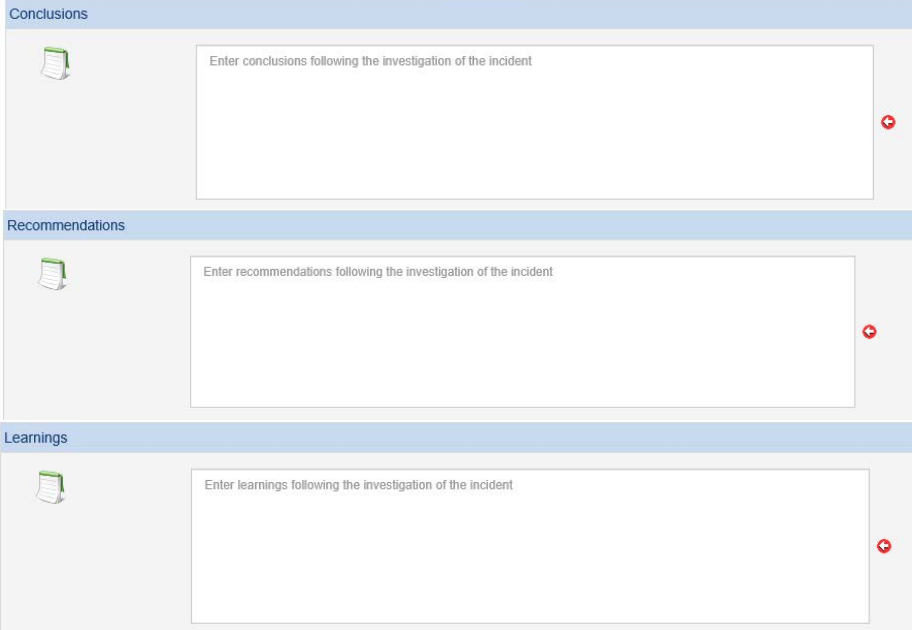
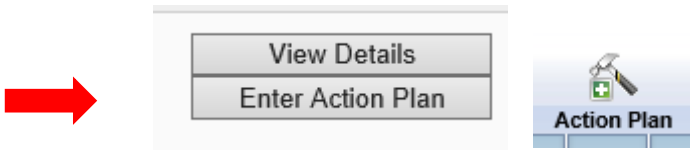
More detailed instructions are available in [Discover](#).



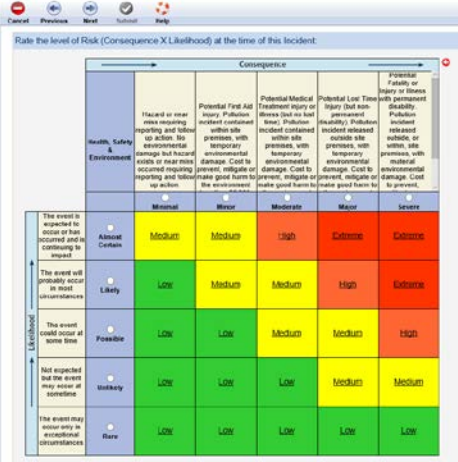
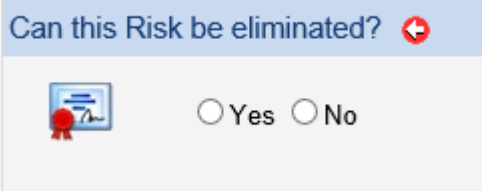

Section	Description
1	As a Supervisor or Manager you will receive an email notification when a hazard or incident has been logged and assigned to you. You will need to login into AIMS to view the incident, determine the nature of the incident, conduct an investigation, identify the contributing factors and root causes and develop an action plan to ensure corrective actions are put in place to prevent an incident or reoccurrence.
2	<p>Navigate to AIMS using the link in your notification email or the url http://aims.newcastle.edu.au</p> <p>Log in using your University number plate ie: abc123 and your usual University password.</p> <p style="text-align: center;">http://aims.newcastle.edu.au</p>
3	<p>This arrow indicates a mandatory field that must be completed before you can move to the next screen.</p> <div style="text-align: center;"></div>
4	<p>Progress through the form using the Next arrow.</p> <div style="text-align: center;"></div>
5	<p>Depending on your level of access, your Home screen could look like either of these - Click on either View and manage incident/hazards or New incident.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="603 1279 882 1581">  </div> <div data-bbox="911 1323 1501 1581">  </div> </div>
Menu options:	
6	
	<p>Back – Navigate back to the Home screen.</p> <p>New – To report a new incident.</p> <p>Refresh – To update latest information.</p> <p>Export – Exports assigned incidents to MS Excel.</p> <p>Help – For further information and assistance.</p> <p>Assigned Incidents/Hazards – View and manage Incidents/Hazards assigned to you.</p> <p>My Incidents/Hazards – View and manage Incidents/Hazards reported by you.</p>

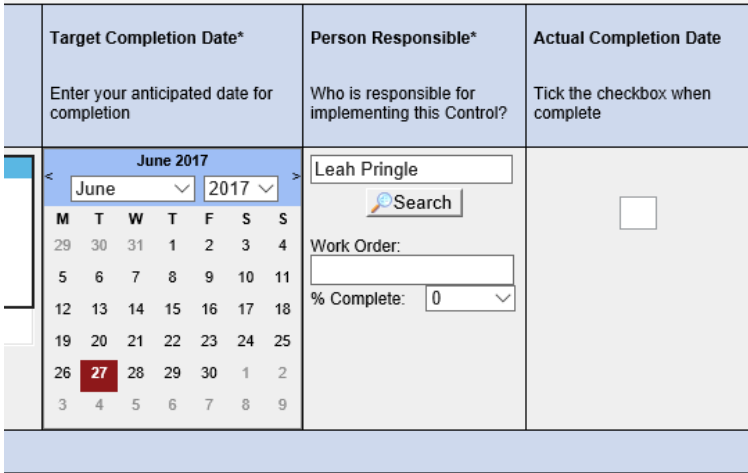

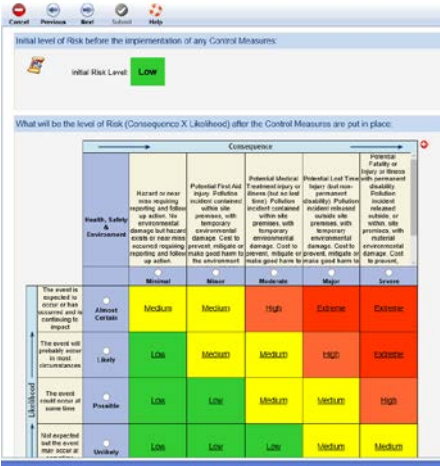
7	
	<p>Invite – Invite others to view incident/hazard and help with the action plan. Print – Print a copy of the incident/hazard report. Transfer – Transfer responsibility of this incident/hazard to another person, you will need to include comments to provide them with relevant information. Re-open – If the incident/hazard has been closed and further information has become available it can be re-opened. Cancel – Cancel the incident/hazard.</p>
<p>The level of investigation required will be determined by the nature of the incident. If identified as a Level 2 or 3 Incident, you <u>must</u> complete an investigation before entering the Action Plan. A Level 1 incident only requires an Action Plan to be completed following an informal investigation (see below for instructions).</p>	
8	<p>Incidents are classified into 3 levels:</p> <ol style="list-style-type: none"> Level 1 incidents are of a minor nature, requiring only First Aid Treatment or minor Medical Treatment, but which are not Lost Time Injuries (LTI). They are also hazards which do not present a serious risk of injury and may involve minor property damage. Level 1 incidents are investigated at a local level by Supervisors, who should review the details of the Incident, identify possible contributing factors, determine a cause of the incident, assess the risk of the hazard and finally, implement appropriate corrective actions. Level 2 incidents result in a Lost Time Injury (LTI) but do not involve a Serious Illness or Injury or a Dangerous Occurrence. Level 2 incidents require in-depth assessment by an investigation team led by the Supervisor with input from the Health and Safety Team. The investigation should include collecting facts to consider possible contributing factors, determine root causes and corrective actions. Finally, findings should be recorded and communicated and corrective actions reviewed for appropriateness and effectiveness. Level 3 incidents are Notifiable Incidents. A notifiable incident is an incident that has resulted in a serious injury, illness or death or a potentially dangerous incident. Under the WHS Act, UON has a legal obligation to notify SafeWork NSW immediately they become aware of a notifiable incident occurring. The scene of a Notifiable Incident must be preserved unless actions are required to help or remove trapped or injured persons, to make the site safe, or the actions are directed or permitted by a SafeWork NSW inspector. The Associate Director, Health and Safety will liaise with SafeWork NSW and undertake an investigation of the Notifiable Incident as per Level 2 incident investigation, and in accordance with any directions provided by SafeWork NSW. <p>More detail about the investigation process, including additional definitions, can be found in the Health and Safety Guideline: HSG 7.1 Incident Notification and Investigation or by contacting the Health and Safety Team</p>
9	<p>Click View details to review the incident, determine the Level and if an investigation is required. The following menu appears.</p> <div style="text-align: center;">  </div>

10		
<p>Action Plan – Proceed to the Action Plan screen to enter your Action Plan. Edit – Edit the details of the incident. Attach – Attach relevant documents or photos. Note – Add notes relevant to the incident or investigation. Investigate – Launch the Investigation screen (for Level 2 and 3 Incidents only). Invite – Invite someone to view the details of the incident and contribute to the investigation and action plan if required. Details, Attachment, Note, Audit – Where you view all the details of the Incident/Hazard.</p>		
<p>If identified as a Level 2 or 3 Incident, proceed with the investigation. If a Level 1 incident proceed with the Action Plan (See point 21).</p>		
11	<p>Once you have viewed the details of the incident, click on Investigate on either page.</p>	
12	<p>Planning tab - Select the Investigation methodology iCAM (there is only one option). iCam stands for <i>Incident Cause Analysis Method</i>.</p>	
13	<p>You will need to work through each tab to complete the investigation. You will not be able to save or submit the investigation until all the mandatory fields have been completed.</p>	
14	<p>Enter the details of the Investigation Team using the search function or with free text.</p> <p>Enter Witness details using the search function or free text, be sure to include their titles and contact details.</p>	

<p>15</p>	<p>Event timeline tab – With free text provide as much detail as possible about the sequence of events leading up to the event and of the investigation, recording the date and time. You add specific events by clicking on the + symbol and noting the date and time.</p>	
<p>16</p>	<p>Contributing factors tab are conditions, actions or deficiencies that can be identified as contributing to the cause of the incident. You must add at least <u>one</u> contributing factor.</p> <p>PEEPO (People, Environment, Equipment, Procedure, Organisation) is a tool to help you identify these factors in 5 main areas.</p> <p>1) People</p>	
<p>17</p>	<p>2) Environment 3) Equipment</p>	

18	4) Procedure 5) Organisation	 
19	Analysis tab: The contributing factors will enable you to identify the root cause/s.	
20	Conclusions tab Record the findings, recommendations and learnings of the investigation.	
All Incident/Hazard Reports require an Action Plan		
21	Enter an Action Plan to identify and implement corrective actions and close the incident/hazard. Click on either of these links.	

22	Record the immediate steps taken when notified of the incident. You need to be thorough in recording factual and relevant details	
23	Click Next to move to the next page.	
24	Rate the level of risk against two key criteria, likelihood and consequence , <u>at the time of the incident and before the corrective actions have been implemented.</u>	
25	Wherever possible the Risk should be eliminated, if not, it needs to be reduced through control measures and corrective actions.	
26	Use the hierarchy of controls to determine the most appropriate control measures to reduce the risk and use free text to detail the control measure to be implemented. Please note: if you tick 'yes' to 'Can this risk be eliminated?' you must select a. Elimination otherwise the Action Plan cannot be submitted. If you ticked "no" you can proceed to select any of the other control options."	<p>Start at the top of this list and select one or more controls you will put in place:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Control Measure*</p> <p>Start at the top of this list and select one or more controls you will put in place.</p> <p>Select a Hierarchy Control</p> <ul style="list-style-type: none"> a. Elimination - Removing the hazard b. Substitution - Replacing a hazardous substance or process c. Engineering Controls - Redesign a process or piece of equipment d. Administration - Adopting safe work practices/providing appropriate training e. Personal Protective Equipment (PPE) <p>Controls not required</p> </div> <div style="text-align: right; margin-top: 10px;">  </div>

<p>27</p> <p>Assign a target completion date and responsible person for each control measure, the responsible person will receive an email notification about their assigned action.</p> <p>Once the control measure has been implemented, a green tick will appear in the check box with the date and time completed.</p>		
<p>28</p>	<p>You can add as many corrective actions as required by clicking on the green plus sign.</p>	
<p>29</p>	<p>Reassess the level of risk against the two key criteria, likelihood and consequence, as it will be after the control measures have been implemented.</p>	
<p>30</p>	<p>A notifiable incident is an incident that has resulted in a serious injury, illness or death or potentially dangerous incident. For further information see HSG 7.1: Incident Notification and Investigation. Under the WHS Act, UON has a legal obligation to notify SafeWork NSW immediately they become aware of a notifiable incident occurring. Please contact the H&S Team on extension 18847 if you believe one has occurred.</p>	