AIMS – Quick guides for reporting an incident or hazard

THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

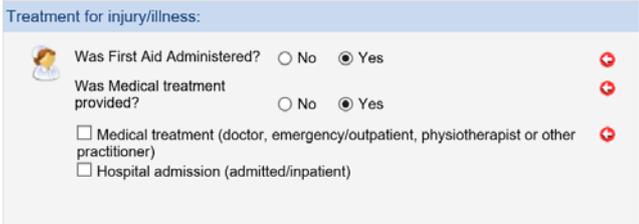|	Information	Screen
1	Navigate to AIMS using the link in your notification email or the url http://aims.newcastle.edu.au Log in using your University number plate ie: abc123 and your usual University password.	http://aims.newcastle.edu.au
2	This arrow indicates a mandatory field that must be completed before you can move to the next screen	
3	Progress through the form using the **Next** arrow	Previous Next
4	To report an incident, including an injury/illness, environmental incident or near miss please use this quick guide. To report a hazard see the quick guide starting on page 5. To begin, click on **Health, Safety or Environmental Incident**	I would like to report: **Health, Safety or Environmental Incident** - An event including near misses that resulted or could h **Hazard** - A circumstance that has the potential to cause harm to the environment, injury or damage
5	If more than one incident type occurred you will be asked to identify the most severely impacted incident type and the additional incident type. Unless it is a serious and complex event, No is the usual answer.	Were multiple Incident Types Involved? ○ No ○ Yes Select the most severely impacted Incident Type ● People ○ Environment
6	If you are reporting on behalf of another person select '**another person**' and you will be requested to enter their details on the next page by clicking on the magnifying glass and searching for their details	Who sustained this incident? ● Me ○ Another Person
7	Enter the date and time the incident occurred	When did the incident occur? Date: 22/06/2017 Time: 10 : 01
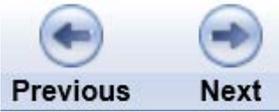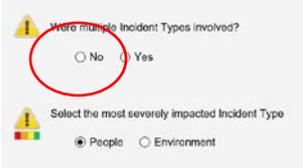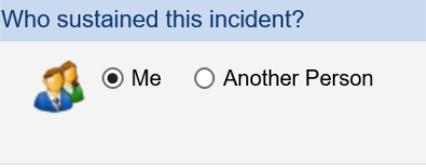
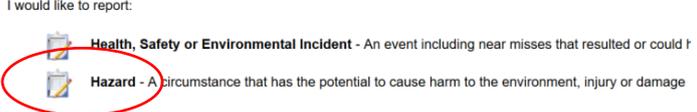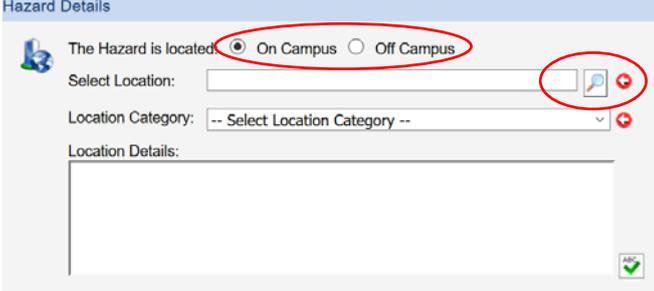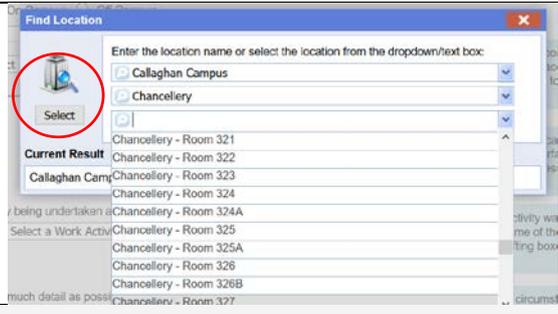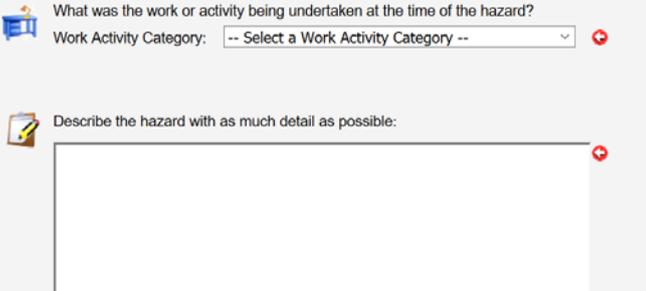| 8	Enter the specific location, firstly by selecting 'On Campus' or 'Off campus'. If you select 'Off Campus' you will need to enter further details. If 'On Campus' use the magnifying glass to select the location from the dropdown box	
9	It is possible to drill down to the room number, but the minimum requirement is the Campus location only	
10	Location category helps provide more detailed information	
11	Select the most appropriate Work Activity Category	
12	Please provide as much detail as possible about the incident	
13	Indicate if an injury/illness occurred, if you select 'No' the incident will be recorded as a 'Near Miss'. If you select 'Yes' you will need to enter further details about the injury/illness.	
14	You will not be able to progress to the next page until you have completed all mandatory fields	
15	Witness details can be entered in two ways, free text or by clicking on the magnifying glass and searching for staff or student details	
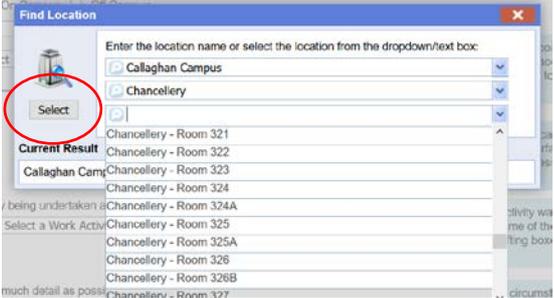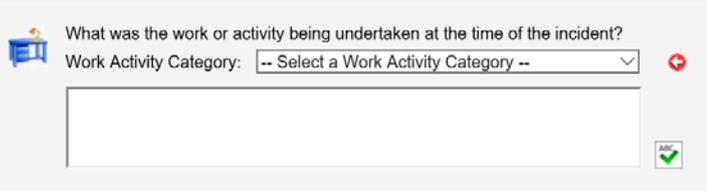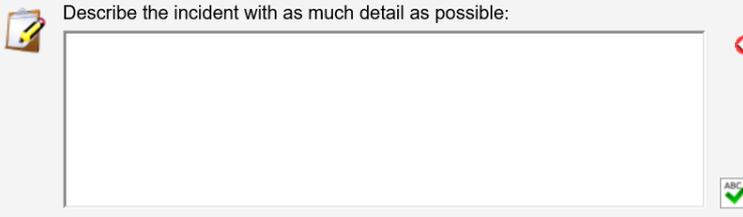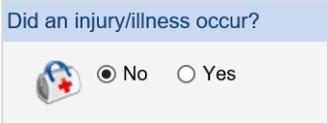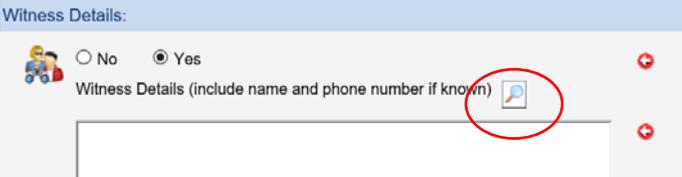
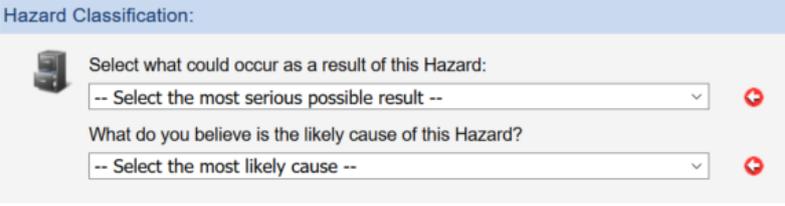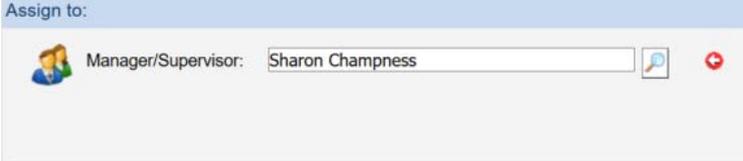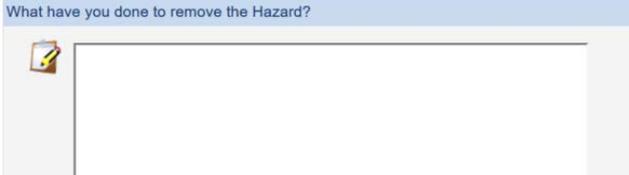|		
16	Identify the most severe incident type, selecting the Mechanism and Agency from the drop down box	**Incident Classification:** Identify what occurred (Mechanism): -- Please select the most severe incident type -- What was the most significant cause (Breakdown Agency): -- Please select the most severe possible cause --
17	If an injury/illness has occurred, you will need to identify the most severe injury type by selecting Nature and part of the Body from the drop down box	**Injury/Illness Classification:** Identify the type of injury or illness sustained (Nature) (select the most severe): -- Please select the most severe injury -- What part of the body was/is most affected (Bodily Location) (select the most severe): -- Please select the most severely injured bodily part -- If applicable what side of the body was affected? ○ Not applicable ○ Left ○ Right ○ Both
18	Please provide as much detail about the injury/illness as you can	**Injury Details:** Describe the injury in detail:
19	You can select for this report to remain confidential, in which case the email notification will only go to the Associate Director, Health & Safety	**Assign to:** Do you wish for this incident to remain confidential? ◉ No ○ Yes
20	If the name of the Manager/Supervisor for this incident to be assigned to is incorrect, click the magnifying glass to search for the correct person	**Assign to:** Manager/Supervisor: Sharon Champness
21	If other people have been informed about the incident, please record their details here by clicking on the magnifying glass or with free text	**Who was notified of this Incident?** Staff: Date: 22/06/2017 Time: 10 : 01 Contractor/Visitor/Other: Date: 22/06/2017 Time: 10 : 01
22	You can upload an attachment such as a photo or document if relevant	**Attachment** Click to add an attachment Attachment Type	Document Desc
23	If you selected that an injury/illness was sustained, you will need to enter details about the treatment provided	**Treatment for injury/illness:** Was First Aid Administered? ○ No ◉ Yes Was Medical treatment provided? ○ No ◉ Yes ☐ Medical treatment (doctor, emergency/outpatient, physiotherapist or other practitioner) ☐ Hospital admission (admitted/inpatient)

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24	Please provide as much detail as you can	Please provide details: Was an Ambulance called? ◉ No ○ Yes
25	If you do not know the answers to these questions, please respond to the best of your ability, details can be added or amended when additional information becomes available.	Do you intend on seeking further Medical treatment? ◉ No ○ Yes Injury/illness resulted in: ○ No Lost Time From Work ○ Lost Time From Work - (one or more shifts lost) Did the injury result in Restricted Work Duties? ◉ No ○ Yes
26	Please describe what immediate action was taken following the incident if relevant	What immediate action, if any, has been taken?
27	Click Submit to complete the report	Cancel Previous Next Submit Help **You are about to submit an Incident** To complete this process, please follow the instructions below **Person:** Leah Pringle **Assigned To:** Maggie Goldie To submit your request, click the ✓ button (located on the toolbar). To review your information click the ← button (located on the toolbar).
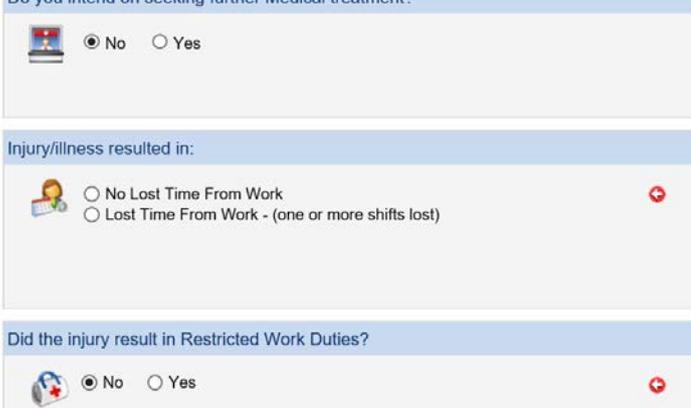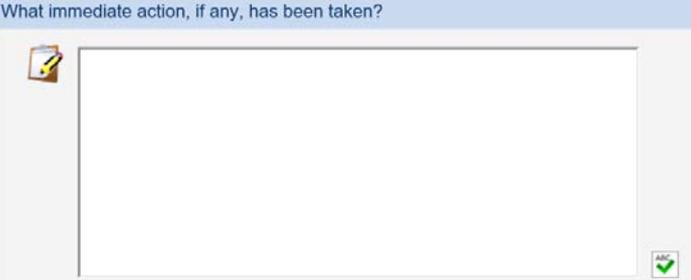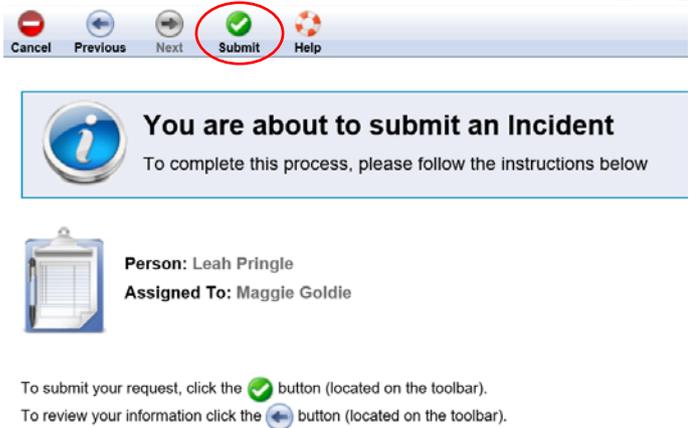
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28	You will receive confirmation with a reference number as well as an email notification	

Help

Your Reference Information

Your information has been recorded successfully.

Your Reference Number is **72**

🏠 Home page
🖨 Print hazard report
Click here to enter another hazard

Reporting a Hazard

Follow steps 1-3 above then proceed with a Hazard report

	Hazard	
	Section	**Description**
1	To begin, click on **Hazard**	I would like to report: **Health, Safety or Environmental Incident** - An event including near misses that resulted or could h **Hazard** - A circumstance that has the potential to cause harm to the environment, injury or damage
2	If you are reporting on behalf of another person select 'another person' and you will be requested to enter their details on the next page by clicking on the magnifying glass and searching for their details	Who noticed this hazard? ● Me ○ Another Person
3	Enter the time the hazard was noticed.	When was this hazard noticed? Date: 10/05/2017 Time: 15 : 06
4	Enter the specific location, firstly by selecting 'On Campus' or 'Off campus'. If you select 'Off Campus' you will need to enter further details. If 'On Campus' use the magnifying glass to select the location from the dropdown box	Hazard Details The Hazard is located ● On Campus ○ Off Campus Select Location: [ ] Location Category: -- Select Location Category -- Location Details:
5	It is possible to drill down to the room number, but the minimum requirement is the Campus location only	Find Location Enter the location name or select the location from the dropdown/text box: Callaghan Campus Chancellery Select Chancellery - Room 321 Current Result - Chancellery - Room 322 Callaghan Camp - Chancellery - Room 323 Chancellery - Room 324 Chancellery - Room 324A Chancellery - Room 325 Chancellery - Room 325A Chancellery - Room 326 Chancellery - Room 326B Chancellery - Room 327
6	Select the Work Activity Category and describe the hazard in as much detail as possible, including the potential harm, injury or damage that could be caused	What was the work or activity being undertaken at the time of the hazard? Work Activity Category: -- Select a Work Activity Category -- Describe the hazard with as much detail as possible:
7	You will not be able to progress to the next page until you have completed all mandatory fields	• You must select "What could occur as a result of this Hazard" • You must select "the likely cause of this Hazard"

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8	To classify the hazard you need to select the most serious possible result the hazard could cause (Mechanism) and the most likely cause of the hazard (Agency) from the drop down boxes	**Hazard Classification:** Select what could occur as a result of this Hazard: -- Select the most serious possible result -- What do you believe is the likely cause of this Hazard? -- Select the most likely cause --
9	If the name of the Manager/Supervisor for this incident to be assigned to is incorrect, click the magnifying glass to search for the correct person	**Assign to:** Manager/Supervisor: Sharon Champness
10	If other people have been informed about the incident, please record their details here by clicking on the magnifying glass or with free text	Enter the details of any people to whom you have reported this hazard Staff: Date: 10/05/2017 Time: 15 : 37 Contractor/Visitor/Other: Date: 10/05/2017 Time: 15 : 37
11	If some action has already been taken to reduce or remove the hazard please record the details here, for example a record a Maximo number	What have you done to remove the Hazard?
12	If there are additional actions you think need to be taken please record the details here	What additional actions do you think are required to remove the Hazard?
13	You can upload any supporting documentation, such as a photo or document	**Attachment** Click to add an attachment Attachment Type Document Desc
14	Click Submit to complete the report	Cancel Previous Next Submit Help **You are about to submit a Hazard** To complete this process, please follow the instructions below **Person:** Maggie Goldie **Assigned To:** Sharon Champness To submit your request, click the button (located on the toolbar). To review your information click the button (located on the toolbar).
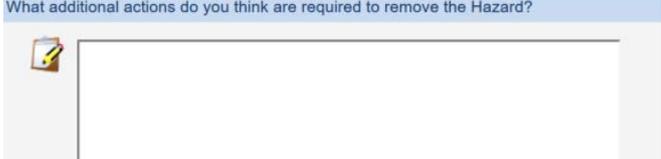
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| 15 | You will receive confirmation with a reference number as well as an email notification | |