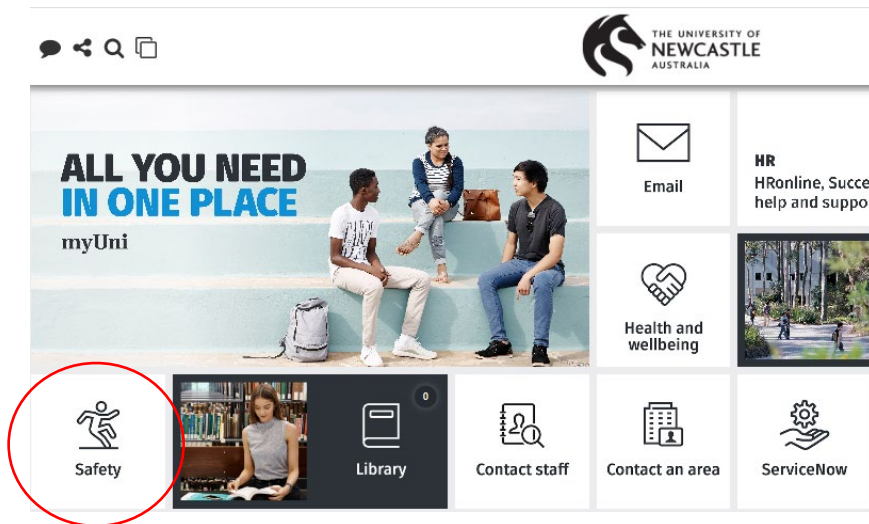


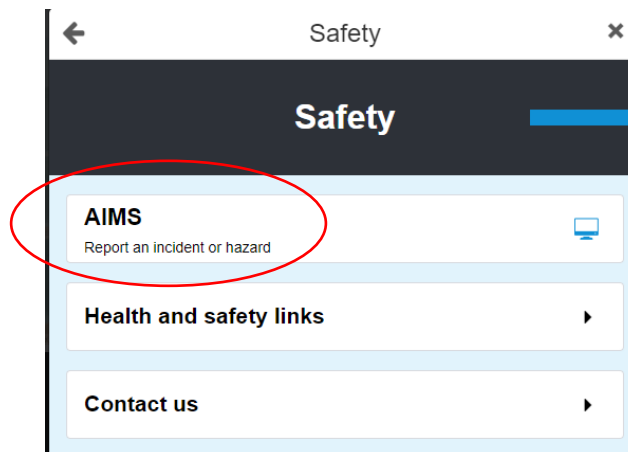
HOW TO LODGE A REPORT

This guide outlines the process for employees and students to log a hazard, a near miss or an injury or illness report in AIMS.

Navigate to AIMS by going to <https://myuni.newcastle.edu.au/> and selecting the **Safety** tile.

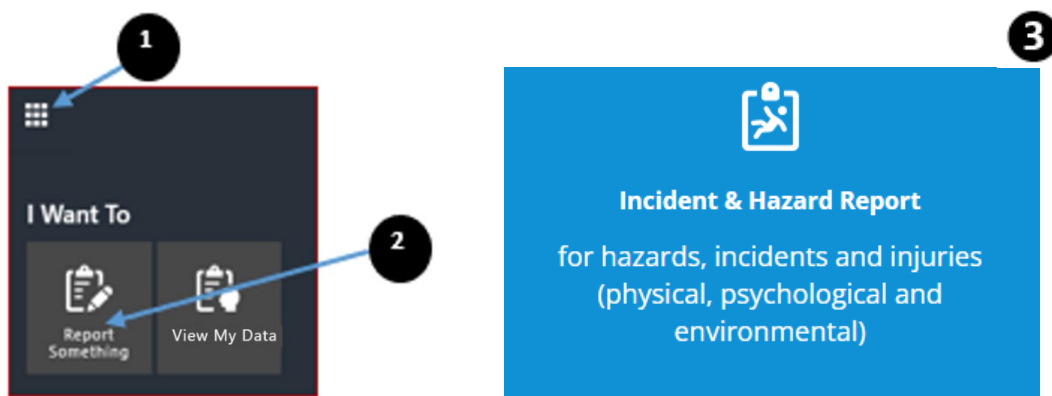


The click on AIMS: report an incident or hazard.



You will be redirected through the single sign in process to AIMS

To navigate to the report form, click on the waffle icon, which is **Menu button ①** in the top left corner, then select **'I Want To' 'Report Something' ②**, then select the **'Incident & hazard report' tile ③**.



You will now be presented with an accordion report form - click on the arrow to reveal the type of report you wish to lodge.

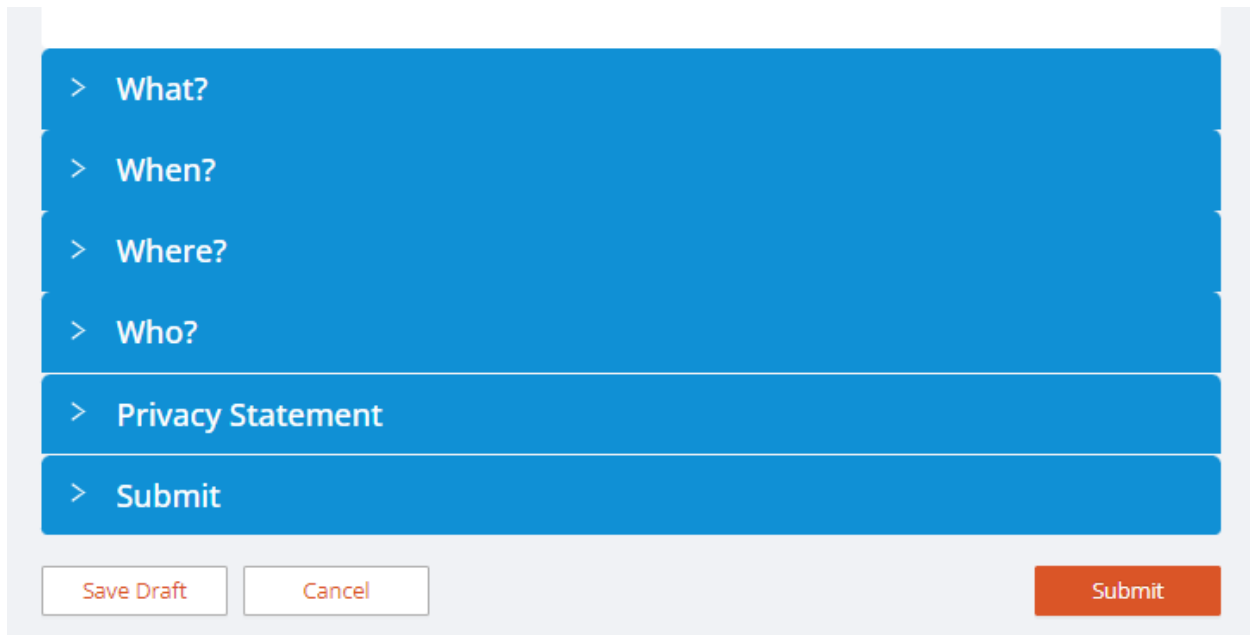
Select either **Hazard** or **Incident: Injury/illness or Near Miss**.

Complete the Report

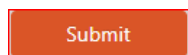
You will now be presented with the reporting form selected. On the left-hand side, you will see a navigation pane that outlines all the sections of the report to be completed. Work through each accordion section of the form and complete the report details as required. The navigation pane will indicate which sections are complete, with a green tick. A red cross will indicate mandatory information is missing.



Mandatory fields are denoted by a red asterisk (*) on the form

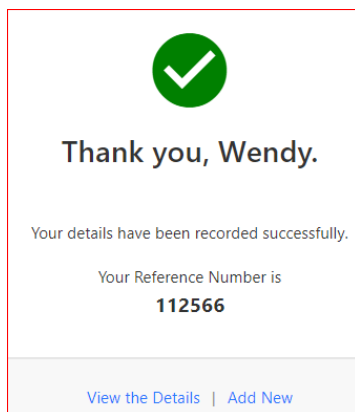


Submit



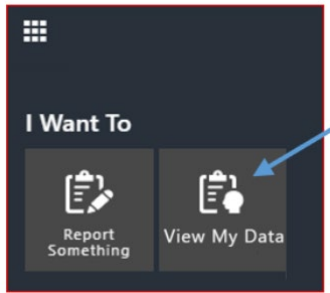
When finished, you can submit the report by clicking the **'Submit'** button on the bottom right hand side of the report form.

Once the form is submitted, you will see a **'Thank You'** message along with the reference number assigned to the incident. Below the reference number you will notice two links: **'View the Details'** to see the details of this report and **'Add New'** to make a new report of the same type.



The **Incident Register** will now display the report status as **'New'**.

ID ↓	TYPE	STATUS
112566	Injury & Near Miss	NEW



To view the **Incident Register**, click on the **Menu button** in the top left corner and select **'I Want To' 'View My Data'**.

Notifications

Email notifications will be sent to **the person who lodged the report** and the **Assigned responsible person**.

Recipients can click on the link in the email to view the report details in AIMS.

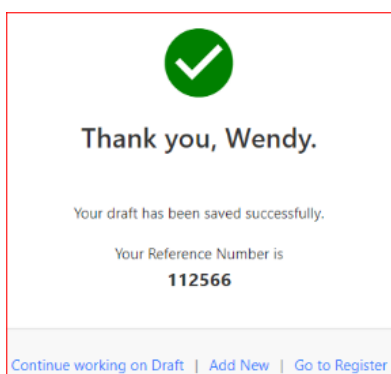
Helpful hints

You can save the report as draft at any time prior to submitting the form (optional). To do so, scroll down to the bottom of the page and click **'Save Draft'**.

Note that reports saved as 'draft' are not entered into the 'live' incident register. The report must be submitted for the details to be recorded and forwarded to the manager.

ID ↓	TYPE	STATUS
112566	Injury & Near Miss	DRAFT

A **'Thank You'** message will appear, along with the reference number. Below the reference number you will notice three links: **'Continue working on Draft'** to resume working on the draft, **'Add New'** to report a new incident, and **'Go to Register'** to go to the Incident Register.



If you go to the Incident Register, you will notice that the incident status is displayed as **'Draft'**.

If you choose to cancel at any time, click '**Cancel**' at the bottom of the screen. You will see a popup appear prompting you to either discard data to exit, or to select continue form.

