

INJURY/INCIDENT/HAZARD REPORT FORM FLOWCHART

PAPER BASED SYSTEM



This flowchart has been developed to assist those using the Paper Based Injury/Incident/Hazard Report Form. If you have any questions that have not been answered in the Procedures for Injury/Incident/Hazard Report form, please contact the Health & Safety Team on extension 15263.

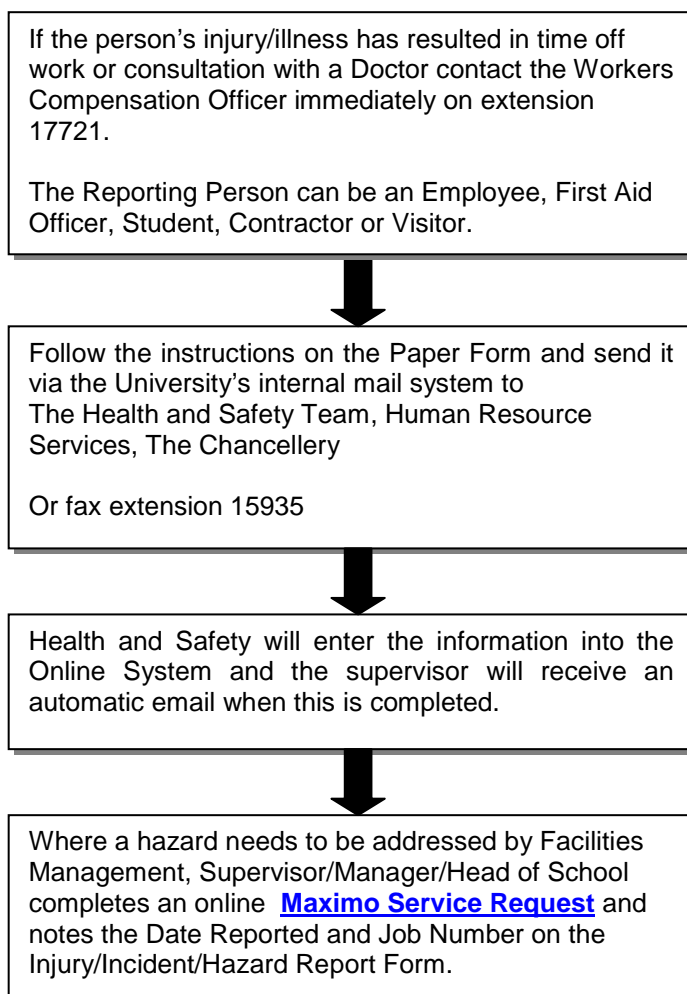
Other Related Documents

[Injury/Incident/Hazard Report Form](#)

[Injury/Incident/Hazard Report Form Process](#)

[Basic Cause Definitions](#)

[Online Maintenance Request Form](#)



On receipt the Health & Safety Team will:

1. Log the details into the Online Incident/Injury Database
2. Follow-up with the reportee
3. Report to University Workers Compensation Insurer where appropriate
4. Report to University Insurance Officer where appropriate
5. Report to University Laboratory Safety Officer where appropriate
6. Report/Follow-up with Facilities Management where appropriate
7. Follow up with the supervisor