

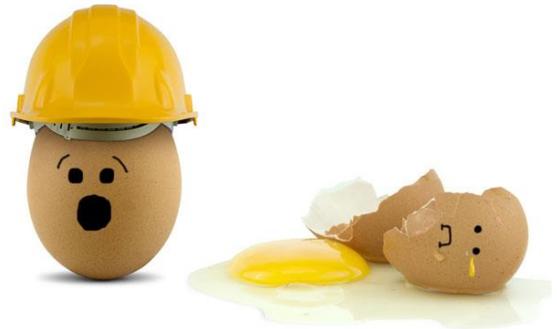
Safety Alert

Reporting staff injuries or illnesses

1. Background

There have been a number of recent incidents where staff have been injured at work, have received treatment and lost time without an incident being logged into the UON online Incident Management System (AIMS). In some cases the person's Supervisor has not been notified and the Health and Safety team have also not been informed.

This causes delay in providing support to the injured person and to relevant Faculty, School or Division, and may delay in lodging a Workers' Compensation claim which can result in penalties as the University has a number of legal requirements to follow when a staff member is injured.



2. Reporting Procedures

- A staff member must always report injuries or illnesses to their direct supervisor as soon as practicable but at the latest before the end of the working day or shift.
- The direct Supervisor must ensure contact is made with the Health and Safety team as soon as possible, via the Injury Management Hotline 40339999 press 4 so that the team can commence a range of actions to assist in the staff member's recovery.
- An incident report must also be entered into the online Incident Management System (AIMS).
- Students, contractors and other visitors to the University who are injured, identify hazards or suffer from a near miss should also be reported via AIMS.

3. Investigation

The Supervisor of the injured or ill staff member is responsible for conducting an investigation into the incident to identify the contributing factors and root causes so that appropriate corrective actions can be identified. The outcome from the investigation must be entered into AIMS. The Supervisor is also responsible for following up to ensure the corrective actions are implemented and for sharing the learning from the incident with other staff members and colleagues through the relevant Health and Safety Committee and other meetings.

The Health and Safety team are available to assist with investigations into high risk or complex incidents and can also provide input into communicating the learnings from the event. For further information about incident reporting see the [UON Guideline 7.1](#)