

Add an Injured Person – Part 1 – Quick Reference

INC3

On selecting the 'Add Injured/Involved Person' link the following screen will appear (see **Figure 01** below). Follow these steps if the involved person was injured. If the involved person was not injured see over the page.

- 1 **Select Worker** – Search for and select the injured person’s name. The list of names provided in the search is regularly updated from the Active Directory (i.e. people with an active FAN). If the workers name cannot be found please contact WHS.
- 2 **Status at Time of Injury** – is the role you were in at the time of the incident. If a person was a Staff member and a Student, and was a Student at the time of the incident, then Student would be chosen.
- 3 **Faculty/Portfolio, School/Division** – Select where the injured person works or studies, not where the incident occurred. If the person is not connected to a Faculty or Portfolio please leave these fields blank.
- 4 **Injured** – If the person was injured, select 'Yes'. The remaining questions will become active allowing you to fill in the injury details. Add **Involved Person Details** if required.
- 5 **Submit** – Select Submit. The form will close and return to the 'New Incident Report' where you have the option to add another Injured/Involved person or finalise the 'New Incident Report'.

(Figure 01: Injured Person)

Involved and Injured Person and Witness

Involved and Injured Person and Witness Details

Reference Number: [] Incident Reference: DJ/C0007169

1 Select Worker

First Name: O Last Name: Test
 Contact Phone: [] FAN: []

Search
 Worker * Name: OHS Test 1 FAN: Phone: []

2 Status at Time of Injury Staff

3 Location Details

Faculty / Portfolio: Faculty of Medicine, Nursing and Health School / Division: School of Nursing & Midwifery
 Site: Bedford Park Location: Sturt East
 Floor / Level: 2 Room / Area: 207
 Further Location Details: Lab 1 GPS Location: []

4 Injury Details

Injured: Yes No
 Involved Person Status: []
 Involved Person Details: Injured left index finger.

Date of injury * 22/08/2014 10:30 AM
 Injury * Needlestick
 Side of Body: Left
 Bodily Location * Upper Limb Body Location (more specific) * Hand / Finger / Thumb
 Mechanism * Hit by Moving Objects Mechanism (more specific) * Hit by moving objects
 Agency * Other Agency (more specific): []
 Classification * First Aid Injury

Treatment of First Aid Details
 First aid applied: []
 Other Injuries: Scratched hand.

Treatment Provided * First Aider
 Highest Treatment Provided * Other

5 Submit [Cancel]

Callout 1: Enter part or all of the person's details, then click Search to view & select a

Callout 2: If the Involved person was Injured, choose Yes' and fill in the injury details.

Callout 3: Treatment Provided is the level of treatment provided for the incident. Highest Treatment Provided is the highest level of treatment provided if known.

Callout 4: If 'Other' is chosen in either Treatment drop-down list, the 'Other Treatment Provided' box will appear to the right to allow typing more details.

Add an Involved Person (not injured or witness) – Part 2 – Quick Reference

INC3

Please add contact details for other involved people who were not injured during the incident, for example witnesses or other contacts that may assist the WHS Unit with the investigation (see **Figure 02** below).

- 1 **Select Worker** – Search for and select the person's name that was involved in the incident but not injured, for example a witness or someone who did not sustain an injury.
- 2 **Status at Time of Injury** - is the role you were in at the time of the incident. If a person was a Staff member and a Student, and was a Student at the time of the incident, then Student would be chosen.
- 3 **Faculty/Portfolio, School/Division** – Select where the witness works or studies, **not** where the incident occurred. If the person is not connected to a Faculty or Portfolio please leave these fields blank.
- 4 **Injured** – If the person was not injured, select '**No**'. Choose **Involved Person Status** as either *Involved but not injured* or *Witness* and type in any additional **Involved Person Details**. The injury details will be greyed out.
- 5 **Submit** – Select Submit. The form will close and return to the 'New Incident Report' where you may choose to add another Injured/Involved person or finalise the 'New Incident Report'.

(Figure 02: Involved Person)

User : OHS Test 1 Incident Hazards Corrective Actions Checklists Risk Assessment Log Out

Involved and Injured Person and Witness

Involved and Injured Person and Witness Details

Reference Number: [] Incident Reference: INC0007169

1 Select Worker

First Name: Matt Last Name: Lin

Contact Phone: [] FAN: []

[Search](#)

Worker * Name: Matt Lindner FAN: lind0083 Phone: []

Status at Time of Injury * Student

3 Location Details

Faculty / Portfolio: Faculty of Medicine, Nursing and Health School / Division: School of Health Sciences

Site: Bedford Park Location: Sturt East

Floor / Level: 2 Room / Area: 207

Further Location Details: Lab 1 GPS Location: []

4 Injury Details

Injured: Yes No

Involved Person Status * Witness

Involved Person Details Witnessed the incident as I was in same group when it occurred.

Date of injury: []

Injury: []

Side of Body: []

Other Injuries: []

Treatment Provided: []

Highest Treatment Provided: []

5 Submit Cancel

Copyright Protected www.scrim.com.au

If the Involved person was not Injured, choose 'No' then choose **Status**:
Involved but not injured - involved in the incident but was not hurt.
Witness - witnessed the incident.
Involved Person Details may include some notes on a witness statement.
The Injury Details fields will be greyed out.